

1 **Pacific Association of Collegiate Registrars and Admissions Officers**
2 **(PACRAO)**

3 **2011-2012 MEMBERS' BUSINESS BRUNCH 86th ANNUAL MEETING**
4 **MINUTES**

5 **Wednesday, November 7, 2012**

6 **San Diego Marriott Marquis and Marina, San Diego, California**

7
8 **2012 President, Julia Pomerenk**

9 Meeting called to order at 10:36. Christine Kerlin will serve as our parliamentarian.

10 Welcome to all.

11
12 **Secretary, Heather Chermak**

13 The minutes for the 2010-2011 annual meeting were presented and approved by the membership.

14 Todd McCollum brought forth correction to line 41. The minutes will be corrected and reposted.

15 Minutes approved.

16
17 **Vice-President for Membership, Missy Mumford**

18 The membership report was presented. Missy took pictures of the crowd. Membership campaign goal
19 275 institution members; we ended the year with 295 institution members. Each institution represents
20 1 to 54 individuals for a total 2277 individuals.

21
22 **Treasurer, Jan McCuen**

23 The financial report was presented. (Written report distributed to tables, see appendix A.) Highlighted
24 financial status for the year: Financial situation is good; the budget will not be finalized until the end of
25 January. Jan thanked Ann for her job on soliciting exhibitors to our conference. The conference
26 participation grant was awarded from the Ockerman Award Grant PACRAO received. Christine Kerlin
27 noted that the balance in the PACRAO accounts is substantial and asked what the funds will be used for.
28 Mary Neary Morley indicated that it is important to keep sufficient funds be used in the bank in the
29 event that we have to cancel a conference and in order to keep the organization sound.

30
31 **Vice-President for Professional Development, Celeste Fowles Nguyen**

32 The professional development report was presented. New member orientation was offered on Sunday.
33 Seven conference participation grants were awarded this year. PACRAO Review was moved to the blog
34 on the web site and the membership was asked to submit articles to the PACRAO Review this upcoming
35 year.

36
37 **Vice-President of Publication and Information Technology, Joyce Allen**

38 Post conference evaluations will be emailed to attendees following the conference. Joyce expressed her
39 pleasure to serve PACRAO. Presenter presentations are available on the web site. Joyce highlighted the
40 Twitter and Facebook pages and encouraged everyone to connect with the rest of the membership and
41 ask questions. The organization will develop a registration site for our exhibitors this year.

42
43 **Past-President, Helen Garrett**

44 Helen reviewed the regional rotation for future conferences and meetings:

45 2013—Las Vegas, Nevada, Paris

46 2014 – Portland, Oregon, Hilton

47 2015 – Anaheim, California, Disney

48 2016 – Las Vegas, Nevada, Planet Hollywood

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Nominations and Elections Committee – Helen Garrett

The 2012-13 committee will meet following the business meeting. Nomination forms are on the tables.

Election of Officers

Helen announced the members of the 2012-13 Nominations and Elections Committee elected by the membership: Rebecca Mathern, Audra McQuarie, Mickey Reynolds, Karl Ritter, Andrew Speed, and Jerri Weston. First Alternate Colm Joyce and second alternate John Colgrove. Helen thanked all that filled out nominations forms.

Helen announced the slate of officers nominated for 2012-2013:

- President: Sue Eveland, University of Oregon
- President-Elect: Todd McCollum, Linfield College
- Vice-President for Professional Development: Celeste Fowles Nguyen, Stanford University
- Vice-President for Membership: Marianne Stickel, Dominican University of California
- Secretary: Desi Nielsen, Salt Lake Community College

A motion to approve the nominated slate of officers was made by Bill Haid and seconded from the floor. No discussion. The nominees were unanimously approved and congratulated.

New Business

By Law Changes

Article IX – Amendments

These bylaws may be amended at any annual meeting by a two-thirds vote of the Member Institutions present and voting, providing the notice of the proposed amendment has been sent to the members at least one month in advance of the meeting. A bylaws amendment not thus proposed in advance may be adopted by four-fifths vote of the Member Institutions present and voting.

Proposed Bylaws Changes

Items in **bold and with a strike out font** will be deleted. Items underlined will be added.

The following proposed bylaw amendment is revised from the version emailed to the membership on October 1, 2012.

- This revision strives to provide language to clarify what was meant by “seniority” in the earlier version.
- This revision provides a tie-breaking vote, if necessary. From the experience of members of past Nominations and Elections Committees, the work of the committee progresses by consensus, and formal votes are rare.
- This revision corrects grammatical errors with the terms “ex officio” and “non-voting.”
- The revision is proposed to reconcile different numbers of members for the Nominations and Elections Committee reflected in different bylaws.
- Adding the role of vice chair, determined by the highest vote recipient from the previous year’s committee, increases experience on the committee and increases familiarity with the process.

Article VI - Standing Committees

Section 2. Nominations and Elections Committee

There will be a ~~seven~~ nine-member Nominations and Elections Committee composed of the two most immediate past presidents who remain active in the association, ~~five~~ six elected members and the highest vote recipient from the previous year’s committee, who will serve as vice chair. ~~The person with most seniority as past president will serve as chair.~~ The past president with the

101 earliest presidential term will serve as chair. The past president with the most recent presidential
102 term will serve in an ex officio, non-voting role, except in the case of a tie vote.

103

104 A motion to approve the changes was made by Jim Crane and seconded from the floor. No discussion.
105 Motion passed.

106

107 The following proposed bylaw amendment remains unchanged from the version emailed to the membership on
108 October 1, 2012.

109

- 110 • The revision more accurately reflects our current membership categories.

111

112 **Article VII – Nominations and Elections**

113 **Section 4. Eligibility**

114 ~~Any person holding paid membership in the Association is~~ Active members representing paid member institutions
115 are eligible to serve on the Nominations and Elections committee. Members elected to the Nominations and
116 Elections Committee are not eligible to serve on the Nominations and Elections Committee in successive years or
117 to be a candidate for office during their term on the Nominations and Elections Committee. Only Active Members
118 representing paid Member Institutions may be nominated and elected to office.

119

120 A motion to approve the changes was made by John Colgrove and seconded from the floor. No discussion.
121 Motion passed.

122

123 **Closing Comments, Julia Pomerenk**

124 Julia thanked the organization for all the support given to her throughout the years. She stated “It has
125 been a joy to serve the organization”.

126 She also stated the following. “Six things PACRAO means to me...

127 P = People and relationships. Thank you for building these relations.

128 A = Admissions we talk a lot about how to connect our Admission colleagues and challenges us all to
129 engage with our colleagues.

130 C = Creativity about the great ideas we gather at each conference.

131 R = Registrars and what we all learn from each other.

132 A = Acknowledging, become aware of smaller populations on our campuses.

133 O = Outstanding organization and a standing ovation.

134

135 My colleagues at University of Idaho and I often talk about Registrar appreciation days. It is great to
136 reach out to our colleagues and reaffirm our dedication to our campuses and remind ourselves that we
137 can reach out to our PACRAO colleagues, as well as our campus colleagues throughout the year and pass
138 our love.”

139

140 Julia presented the president’s gavel to Sue Eveland, PACRAO’s 2013 President.

141

142 **2012- 2013 President, Sue Eveland**

143 Sue Eveland presented Julia Pomerenk with a certificate of appreciation for her leadership as president.

144 The 2012-2013 executive board was introduced:

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146 President – Sue Eveland, University of Oregon

147 President Elect – Todd McCollum, Linfield College

148 Past President – Julia Pomerenk, Washington State University

149 Vice President for Membership – Marianne Stickel, Dominican University of California

150 Vice President for Professional Development – Celeste Fowles Nguyen, Stanford University

151 Vice President for Publications and Information Technology – Joyce Allen, Seattle University

152 Treasurer – Jan McCuen, Chapman University
153 Secretary – Desi Nielsen, Salt Lake Community College
154 Diversity Development Advocate – Soraira Urquiza, Art Center College of Design
155 Business Partner Liaison – Ann Gillen, University of the Pacific

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157 Sue reflected on the personal engagement conference participants experienced and encouraged all to
158 maintain the momentum. During the upcoming year Sue hopes to begin the creation of a PACRAO
159 mentoring program under the direction of VP Professional Development and the Diversity Advocate, and
160 work on board goals and support board member goals. Sue hopes to build communication between the
161 board and the membership as well.

162

163 Tara Sprehe, 2013 LAC Chair drew names for a free night at the Paris Hotel. The winner is Brad
164 Tomhave.

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166 Meeting adjourned at 11:14 a.m., Wednesday, November 7, 2012.

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168 Respectfully submitted,
169 Heather A Chermak, PACRAO 2011 – 2012 Secretary

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Appendix A Financial Report

OCTOBER BOARD MEETING 2012		2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2012-13
ACCOUNT UPDATES: As of October 28, 2012		Actual	Actual	Actual	Actual	Actual	Actual	Budget	Year to Date
INCOME									
Dues		\$ 33,824.68	\$ 34,132.17	\$ 38,078.33	\$ 33,997.30	\$ 30,475.70	\$ 32,875.00	\$ 34,375.00	\$ 27,875.00
Interest		\$ 1,090.77	\$ 1,037.88	\$ 692.69	\$ 474.59	\$ 228.06	\$ 256.88	\$ 250.00	\$ 144.79
Conference return		\$ 22,979.60	\$ 15,242.63	\$ 25,162.94	\$ 1,501.60	\$ (3,583.00)	\$ 4,364.16	\$ 6,000.00	\$ -
Job Postings		\$ 1,957.75	\$ 7,092.00	\$ 5,144.94	\$ 2,915.59	\$ 4,785.16	\$ 7,550.00	\$ 6,000.00	\$ 6,689.00
Sponsorships		\$ 8,000.00	\$ 6,500.00	\$ 10,500.00	\$ 11,500.00	\$ 19,000.00	\$ 21,500.00	\$ 18,000.00	\$ -
OTHER INCOME (excluding conference pass through income)									
50% of conference profit from previous year		\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
Program Committee return of seed money		\$ 6,389.51	\$ 1,231.16	\$ 1,256.02	\$ 2,970.34	\$ -	\$ 2,387.23	\$ -	\$ -
Misc., including reimbursements to PACRAO		\$ 1,643.44	\$ 239.00	\$ 372.63	\$ 467.62	\$ 119.04	\$ 531.48	\$ -	\$ 500.00
Total Income		\$ 75,885.75	\$ 65,474.84	\$ 81,207.55	\$ 58,327.04	\$ 51,024.96	\$ 69,464.75	\$ 64,625.00	\$ 35,208.79
EXPENSES									
Administration Expenses									
Bank charges		\$ 5.00	\$ 20.00	\$ 236.27	\$ 120.90	\$ 60.01	\$ 90.74	\$ 150.00	\$ 23.00
Foreign Currency Bank Charges						\$ 131.54	\$ 25.00	\$ 25.00	\$ -
Tax service/Financial Review		\$ 500.00	\$ 2,000.00	\$ 2,100.00	\$ 2,126.00	\$ 2,500.00	\$ 2,330.00	\$ 2,500.00	\$ 2,440.00
Membership recruitment		\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance		\$ 831.00	\$ 838.00	\$ 828.00	\$ 848.00	\$ 871.00	\$ 913.00	\$ 900.00	\$ 955.00
Archiving		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incorporating fee		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
goEmerchant		\$ 274.45	\$ 299.40	\$ 299.40	\$ 436.45	\$ 311.65	\$ 348.55	\$ 350.00	\$ 233.30
Credit card Discount fee		\$ 1,358.15	\$ 1,711.40	\$ 1,484.09	\$ 2,110.50	\$ 1,870.42	\$ 2,516.12	\$ 2,500.00	\$ 3,327.26
Supplies, postage, misc.		\$ 275.59	\$ 250.00	\$ 153.74	\$ 5424	\$ 50	\$ 581.74	\$ 5200	\$ 50.00
Total Administrative Expenses		\$ 3,794.19	\$ 5,168.80	\$ 5,151.50	\$ 6,115.47	\$ 5,794.62	\$ 6,355.15	\$ 6,675.00	\$ 7,028.56
Conference Expenses									
Future site selection		\$ -	\$ -	\$ 700.16	\$ 1,085.38	\$ 317.40	\$ 357.84	\$ -	\$ -
Future Site Deposit 2013						\$ 3,000.00			\$ 53,000 Las Vegas
Future Site Deposit 2016						\$ 3,000.00			\$ 53,000 Las Vegas
Hotel Deposit - Seattle									
LAC Seed Funds		\$ 23,140.89	\$ 5,000.00	\$ 6,000.00	\$ 7,578.66	\$ 6,000.00	\$ 8,600.00	\$ 6,000.00	\$ 3,525.00
LAC Vendor Fees		\$ 1,510.00	\$ 1,510.00	\$ 2,765.00	\$ 3,520.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 12,025.00
Conference Bags Name Badges		\$ 2,562.50	\$ -	\$ -	\$ 3,984.23	\$ 2,976.00	\$ 2,993.16	\$ 3,000.00	\$ -
Key Card - Diamond Partner							\$ 714.33	\$ 1,000.00	\$ -
Program Committee		\$ 10,401.36	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 11,973.40	\$ 3,496.00	\$ 12,000.00	\$ 522.84
PACRAO Pres reception		\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 9,612.77	\$ 1,000.00	\$ -
New Member Orientation								\$ 600.00	\$ -
Misc.		\$ 4,882.50	\$ -	\$ -	\$ -	\$ -	\$ 1,219.33	\$ -	\$ -
Total Conference Expenses		\$ 42,497.25	\$ 18,010.00	\$ 21,465.16	\$ 28,168.27	\$ 27,266.80	\$ 26,993.43	\$ 26,600.00	\$ 16,072.84
Diversity Development Expenses									
		\$ 240.82	\$ 275.13	\$ 540.03	\$ 175.28	\$ -	\$ 313.94	\$ 550.00	\$ -
Executive Board Expenses									
AACRAO S/R Officers mtg		\$ 1,054.57	\$ -	\$ 200.08	\$ 1,221.92	\$ -	\$ -	\$ 500.00	\$ -
AACRAO reception/lunch mtg		\$ -	\$ 184.02	\$ -	\$ -	\$ -	\$ 104.65	\$ 125.00	\$ -
AACRAO Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Summer meeting (June)		\$ 4,406.83	\$ 3,821.97	\$ 7,544.47	\$ 3,264.64	\$ 4,560.33	\$ 5,505.96	\$ 5,000.00	\$ 3,660.75
Winter meeting (January)		\$ 10,322.87	\$ 6,104.39	\$ 9,951.64	\$ 5,978.10	\$ 6,210.52	\$ 6,486.91	\$ 7,000.00	\$ 3,809.73
PACRAO conf dinner		\$ 1,356.52	\$ 985.00	\$ 2,350.00	\$ -	\$ 1,410.97	\$ 818.36	\$ 1,000.00	\$ 250.00
Pre/Post Conf. EB&NE mtg		\$ 37.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Associations Travel		\$ 908.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exec. Bd. Conf. (Awards, Copies...)		\$ 985.34	\$ 1,085.26	\$ 455.66	\$ 930.69	\$ 250.81	\$ 382.67	\$ 350.00	\$ -
Total Exec Board Expenses		\$ 19,071.52	\$ 12,180.64	\$ 20,501.85	\$ 11,395.35	\$ 12,432.63	\$ 18,885.73	\$ 13,975.00	\$ 7,720.48
Professional Development									
Workshops		\$ 648.93	\$ 545.44	\$ 689.90	\$ 49.50	\$ -	\$ -	\$ -	\$ -
GoToWebinar - Citrix Online						\$ 1,188.00	\$ 1,188.00	\$ 1,200.00	\$ -
Travel Grants/Participation ID		\$ -	\$ 2,435.00	\$ 2,330.00	\$ 1,670.00	\$ 2,500.00	\$ 2,070.00	\$ 2,370.00	\$ 2,370.00
Prof Development Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Member Orientation		\$ 89.28	\$ 350.75	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -
PACRAO Review								\$ 200.00	\$ -
Writer's Team		\$ -	\$ -	\$ -	\$ 95.15	\$ -	\$ -	\$ -	\$ -
Total Prof Dev Expenses		\$ 738.21	\$ 3,331.19	\$ 3,019.90	\$ 1,814.65	\$ 3,688.00	\$ 3,258.00	\$ 3,970.00	\$ 2,370.00
Publications & Information Technology									
Web services		\$ 4,410.00	\$ 4,397.50	\$ 3,660.00	\$ 4,610.00	\$ 4,485.00	\$ 4,160.00	\$ 4,500.00	\$ 2,840.00
Total PIT Expenses		\$ 4,410.00	\$ 4,397.50	\$ 3,660.00	\$ 4,610.00	\$ 4,485.00	\$ 4,160.00	\$ 4,500.00	\$ 2,840.00
Budget Contingency									
Conference Adjustments after fiscal year end		\$ 5,800.00	\$ 55,540.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ 545.00	\$ -	\$ -	\$ 345.00
TOTALS									
Income		\$ 75,885.75	\$ 65,474.84	\$ 81,207.55	\$ 58,327.04	\$ 51,024.96	\$ 69,464.75	\$ 64,625.00	\$ 35,208.79
Expenses		\$ 76,551.99	\$ 48,903.26	\$ 54,338.44	\$ 52,279.02	\$ 54,212.05	\$ 59,966.25	\$ 56,270.00	\$ 36,031.88
Account Balances as of:									
Checking					1/31/2010	1/24/2011	1/31/2012		10/28/2012
Money market					\$ 86,683.12	\$ 97,823.91	\$ 66,512.54		\$ 95,566.96
Canadian Account					\$ 56,529.00	\$ 77,309.77	\$ 108,227.08		\$ 108,368.87
CD's							\$ 50.00		\$ 50.00
Program Checking 2011					\$ 40,949.58	\$ 20,411.21		To Money Mkt	
LAC Checking 2011					\$ -	\$ 6,000.00	\$ 1,004.14		
LAC Checking 2012 (San Diego)					\$ -	\$ 4,142.39	\$ 2,948.53		
LAC Checking 2013 (Las Vegas)							\$ 3,460.40		\$ 133,823.01
									as of 10/28/12
									\$ 2,623.57
Total Equity					\$ 184,161.70	\$ 205,687.28	\$ 182,152.69		\$ 340,382.41
Total Equity									
<p style="text-align: right;">** Conference Registration Fees will be redistributed to LAC/Program Committee to cover conference expenses. *** Winter Meeting expenses will be adjusted for LAC and Program Committee Member/Housing/Misc expenses paid</p>									