

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

3 **2013-2014 MEMBERS' 88th ANNUAL BUSINESS MEETING**
4 **MINUTES**

5 **Wednesday, November 12, 2014**

6 **Portland Hilton & Executive Tower, Portland, Oregon**

7
8 **2013-2014 President, Todd McCollum**

9 The meeting was called to order at 10:50 a.m. Christine Kerlin served as parliamentarian. Todd
10 welcomed all in attendance. There were 184 attending.

11
12 **Secretary, Desi Nielsen**

13 Minutes for the 2012-2013 Annual Business Meeting (October 30, 2013) were presented. (Copies were
14 available for those in attendance and posted on the PACRAO website prior to the conference.)
15 Opportunity was given to the floor for revisions and corrections. Hearing none, the meeting was turned
16 over to Todd McCollum for approval of the minutes. A motion was made to approve the minutes and
17 seconded. The minutes were unanimously approved.

18
19 **Vice President for Professional Development, Celeste Nguyen**

20 Celeste reported that two editions of the PACRAO Review were published during the year which are
21 posted to the PACRAO website for review.

22
23 It was noted that this is the second year of the PACRAO Pals program. There were 12 pairings of
24 mentees and mentors at the conference. Participants were thanked for their involvement.

25
26 This year PACRAO awarded 6 participation grants which covered the registration fees for the
27 conference.

28
29 Celeste also reported that a first-time attendee orientation was held at the beginning of the conference.

30
31 **Vice President for Membership, Marianne Stickel**

32 In March there was a membership confirmation audit of individual members. To date, there are 205
33 paid institutional memberships, which represent 1825 individual members. The 1825, a 12% increase
34 from last year, includes 1675 renewals and 150 new memberships. 54 past member institutions have
35 not yet renewed. Marianne recommended that membership opportunities should be included with the
36 registration form for the annual meeting.

37
38 **President, Todd McCollum**

39 There was a change in board membership last year. Diana Thompson, the previous Vice President for
40 Publications and Information Technology, changed jobs at her institution, Ockanagan College, and was
41 no longer able to serve. Jim Bouse, University of Oregon, will serve the remainder of the term.

42
43 **Vice President of Publications and Information Technology, Jim Bouse**

44 Jim has been assisting with preparation for the conference working on registration and website updates.

45
46 **Treasurer, Paul Lampano**

47 Copies of the actual budget were distributed in conference registration bags and to those in attendance
48 for review. Paul reported that PACRAO is in good fiscal standing and noted an increase in job postings
49 this year, a source of additional revenue. Association income exceeded expenses.

50

51 **President, Todd McCollum**

52 The two-person Audit Committee is charged with annually reviewing the association's finances and fiscal
53 practices. This year's committee was comprised of Brad Tomhave, University of Puget Sound, serving as
54 chair and Dennis Geyer, California State University, Sacramento, serving as secretary. For the upcoming
55 year, Dennis Geyer will serve as chair and a new secretary will be appointed by the Nominations and
56 Elections Committee for a two-year term.

57

58 **Audit Committee Chair, Brad Tomhave**

59 Copies of the Audit Committee Report was supplied to the membership for review. The committee was
60 formed to review financial documents and practices, and make recommendations for improving
61 association fiscal practices. They met in February with the outgoing PACRAO Treasurer, Jan McCuen,
62 and Past President, Sue Eveland. The report includes recommendations, discussion questions as well as
63 the corrective measures. The Audit Committee reported to the membership that PACRAO's financial
64 operations are being responsibly handled and reported.

65

66 **Past President, Sue Eveland**

67 Upcoming PACRAO Conferences will be as follows:

68	2015	Anaheim, California	Disneyland Hotel
69	2016	Las Vegas, Nevada	Planet Hollywood Resort & Casino
70	2017	Spokane, Washington	Grand Hotel

71

72 Sue introduced the members of the 2013-2014 Nominations and Elections Committee elected by the
73 membership: Julia Pomerank as Chair, Rebecca Mathern, Wes Holland, Kristin Benson, Chris Hart, Kate
74 Jakeway Kelly, Liz Johnson, Paul Seegert. Alternates are Stuart Lau, Fred Jacklin, Marc Booker.

75

76 Sue presented the slate of nominees for the 2014-2015 officers:

77 President Elect, Ann Gillen

78 Vice-President for Membership, Mickey Reynolds

79 Vice-President for Professional Development, Marc Booker

80 Secretary, Jerri Weston

81

82 President Todd McCollum entertained a motion to accept the slate of nominees for officers as
83 presented. The motion was made and seconded. The motion was unanimously approved and Todd
84 congratulated and welcomed the new officers.

85

86 **New Business**

87 Sue noted that the membership was notified of proposed bylaw changes on September 30th. Copies of
88 the proposed changes were distributed to those in attendance and posted to the website. Todd invited
89 Sue to present the changes.

90

91 Sue proposed bylaw amendments to Article VI, Sections 4 and 8, which modifies language to include the
92 Diversity Development Advocate and Business Partner Liaison among those attending both the Summer
93 and Winter Executive Board meetings. Sue presented the motion to President Todd McCollum. Todd
94 asked for a motion to approve the proposed changes to the bylaws. The motion was made from the
95 floor and seconded. The motion was approved.

96

97 Todd thanked those who were leaving the board: Desi Nielsen, Celeste Nguyen, Marianne Stickel, and
98 Sue Eveland.

99

100 **Closing Comments, President Todd McCollum**

101 Todd thanked all those who helped make the conference a success and for the opportunity to serve as
102 President for the past year. Todd presented the president’s gavel to Heather Chermak, PACRAO’s 2013-
103 2014 President.

104

105 **2014- 2015 President, Heather Chermak**

106 Heather shared her goals and priorities for the upcoming year. As the climate of education changes she
107 would like PACRAO to continue to move forward. It is her hope that the Executive Board will refine
108 PACRAO’s mission.

109

110 Heather introduced the Executive Board for the 2014-2015 year:

111 Todd McCollum	Past President
112 Heather Chermak	President
113 Ann Gillen	President-Elect
114 Jim Bouse	Vice President for Publications and Information Technology
115 Paul Lampano	Treasurer
116 Ruth Garay	Diversity Development Advocate
117 Mickey Reynolds	Vice President for Membership
118 Chris Sweet	Business Partner Liaison
119 Ryan Burton	Program Committee Chair
120 Soraira Urquiza	Local Arrangements Committee Chair

121

122 **Introduction of 2015 Conference, Soraira Urquiza**

123 The theme for the 2015 conference next year will be “Pursuing New Frontiers.” Soraira presented a
124 video and skit to introduce the theme. Drawings were held for a gift basket and conference registration.
125 The conference registration was won by Dararath Charoonsophonsak, Ilisagvik College.

126

127 President Heather Chermak thanked all for attending and adjourned the meeting.

128

129 Meeting adjourned at 11:13 a.m

130

131 Respectfully submitted,

132 Desi Nielsen, PACRAO Secretary