

1 **Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)**
2 **Annual 2017 Business Meeting**
3 **Davenport Grand Hotel, Spokane, Washington**
4 **November 8th, 2017**

5
6 **2017 President, James Miller**

7 Meeting called to order at **10:47am**.

8 Number of members in attendance: **81**

9 Parliamentarian is Steve Barnhart from USC.

10
11 **Secretary, Kristin Benson**

12 The minutes for the 2016 annual meeting were presented and approved by the membership, following the
13 approval of several corrections.

14
15 **Recognition of Past Presidents - President James Miller**

16 Nora McLaughlin, La Jolla, California 2000

17 Bob Bontrager, Tucson, Arizona 2004

18 Mary Neary Morley, Newport Beach, California 2009

19 Helen Garrett, Seattle, Washington 2011

20 Julia Pomerenk, San Diego, California 2012

21 Sue Eveland, Las Vegas, Nevada 2013

22 Todd McCollum, Portland, Oregon 2014

23 Heather Chermak, Anaheim, California 2015

24 Marc Booker, Las Vegas, Nevada 2016

25
26 **Vice-President for Professional Development, Colm Joyce**

27 The professional development report was presented. Thanks to Kathy Thomas for all of the help with webinars
28 and reviews. In October, we released latest edition of our journal, PACRAO Review. We also hosted several
29 online webinars and supported seven PACRAO Pals pairings. Thanks to PACRAO Professional Development
30 Committee and Editorial Review Board. Thanks to Native Brothers and Sisters who presented and spoke at
31 this conference. Quote translated from Gaelic: "Thank you. It was my pleasure and honor to meet you all. And
32 safe journey to that place you call home."

33
34 **Vice-President for Membership, Michelle Dodge**

35 The membership report was presented. As of October 31st, we have 2,146 members from 239 active
36 institutions. We've maintained the total number of member schools but have less individual members. Still
37 have 30 institutions who have not renewed their memberships. We will continue working with primary contacts.
38 We had a pre-session on Sunday with primary contacts. We do have voting cards if needed later this morning.

39
40 **Vice-President of Publication and Information Technology, Kathy Thomas**

41 This Kathy's outgoing year. Thank you to membership and board for an enjoyable two years.

42
43 **Acting Treasurer, Marc Booker**

44 The financial/budget report was presented: current budget view and new budget view. (Written reports were
45 distributed to tables.) The new view has been adopted by the board. See Appendix A. Marc reviewed a
46 PowerPoint that covered revenue and expenses. Numbers are inflated because all conference expenses have
47 not yet hit the accounts. Changes to budget and accounting include:

- 48 ● Bank account management changes
- 49 ● Adjustments to how revenues and expenses are classified

- Enhanced budget planning at the winter meeting
- Providing a direct view into the P&L of annual meetings
- Re-alignment of the conference ledger to match accounting software and consolidated financial statements.

Marc reviewed the benefits of these changes and stopped to take questions. Marc's tenure on board is concluding. It has been his honor and privilege serving you all.

Audit Committee, Jan McCuen

The audit report was presented. (Written reports were distributed to tables.) Committee met with the Board at the winter meeting last February. All information is in report. There were two minor findings. We really applaud the new budget view. Any questions? None. Everyone on the Board is very fiscally responsible.

Past-President, Heather Chermak

Announced locations for future conferences. For 2020, we've selected Seattle, Washington. We'll be downtown at a brand new hotel. Next year in Sacramento. In 2019, we're in Scottsdale, AZ.

Nominations and Elections Committee - Heather Chermak

At the opening session, we heard the nomination slate for the year. Thanks to the committee: Jared Forell (2017 Vice-Chair), Erin Webb (2018 Vice-Chair), Lisa Erck, Mike Jefferis, Nikol Roubidoux, Melissa Thomas, Arturo Torres. Presented the slate of nominees once again:

- Chris Sweet - President- Elect
- Steve Downing - Vice-President of Publication and Information Technology
- Krista Lough - Treasurer

A motion was made by Becky Bitter and seconded by Laura McKenzie to elect the nominees as presented. No discussion. The nominees were unanimously approved and congratulated.

New Business

Bylaw changes were presented. Proposal is highlighted text.

Article IV - Terms of Offices

Section 1. Terms

The terms of office for all elected officers of the Association, with the exception of the President-Elect, shall be for two years. The President-Elect serves three consecutive years on the Executive Board. A President-Elect is elected annually, with the Treasurer and Vice President for Publications and Information Technology being elected on alternate years from the Secretary, Vice President for Membership and Vice President for Professional Development.

The elected members of the Nominations and Elections Committee shall serve for one year, except for the member who received the most votes. That individual serves for two years and serves as the Vice Chair of the Nominations and Elections Committee the second year. However should any annual conference be cancelled (or the time for it changed), the interval between two consecutive conferences shall be counted as one year in the administration of the provisions of this section.

Section 2. Calendar

All officers, except the Treasurer, shall hold office from the adjournment of the formal annual business meeting in which they were elected until adjournment of the formal annual business meeting in which their successors are elected. The Treasurer shall hold office for two fiscal years, beginning February 1.

100 Section 3. Vacancies

101 In the event of a vacancy in the office of the President, the President-Elect will succeed to the presidency. In
 102 the event of a vacancy in the office of President-Elect, the current Vice President for Professional Development
 103 will succeed to **that the** position **of President-Elect** and then to the presidency. **In the event that the Vice**
 104 **President for Professional Development is unable to fulfill the President-Elect vacancy, the succession to fill**
 105 **that position will proceed to the first board member who is able to in the following order: Vice President for**
 106 **Membership, Secretary, Vice**
 107 **President for Publications and Technology, Treasurer, Diversity Development Advocate, and then Business**
 108 **Partner Liaison.**

109
 110 In the event of a vacancy in the offices of the Vice President for Professional Development, the
 111 Vice President for Publications and Information Technology, the Vice President for Membership, the Treasurer
 112 or the Secretary, the Executive Board may appoint a current Executive Board member to assume those
 113 responsibilities, or may appoint another person from the eligible membership, to serve the remainder of the
 114 term. In the event of a vacancy in the office of the Past President, the next most recent and willing Past
 115 President will be appointed by the President.

116
 117 In the event of a vacancy on the Nominations and Elections Committee, after utilizing the two alternates, the
 118 President may appoint a person from the eligible membership. In the event that a situation arises which is not
 119 covered by the succession process outlined above, the Executive
 120 Board may appoint an eligible active member to fill the vacancy.

121
 122 A motion was made by Todd McCollum and seconded by Stephen Shirreffs to amend the bylaws as presented.
 123 No discussion. The bylaw amendment was approved by membership.

124 **Closing Comments, James Miller**

125
 126 Four members of the board will be concluding their service: Marc Booker, Acting Treasurer; Heather Chermak,
 127 Past-President; Kathy Thomas, Vice President for Publications and Information Technology; and Ruth Garay,
 128 Diversity Development Advocate. We're so appreciative of their service. Chris Sweet is also concluding service
 129 as the Business Partner Liaison and James is stepping down as President. Membership has been so
 130 supportive. Thanks to you all.

131
 132 James presented the gavel to incoming President, Rayanne Williams.

133 **2017-18 President, Rayanne Williams**

134
 135 Rayanne presented James with a plaque. Theme next year: *Capitalizing on our Potential*. Things we'd like to
 136 do this year: keep looking at financials and make that more transparent, PACRAO Leadership Institute, looking
 137 at our technology tools and a website refresh. We need to think about long-term planning for PACRAO (next 5-
 138 10 years). President-Elect Sweet and others will also help move this forward.

139
 140 Next year's chairs were introduced: Clint Rebik who will be the Program Chair. Lisa Erck will be the Local
 141 Arrangements Committee Chair and Courtney Whetstine will be the Co-Chair. Rayanne played a promotional
 142 video for 2018 in Sacramento. The 2017-18 Board was introduced:

- 143 ● Past President – James Miller
- 144 ● President-Elect – Chris Sweet
- 145 ● Vice President for Membership – Michelle Dodge
- 146 ● Vice President for Professional Development – Colm Joyce
- 147 ● Vice President for Publications and Information Technology – Steve Downing

- 148 ● Secretary – Kristin Benson
- 149 ● Treasurer – Krista Lough
- 150 ● Diversity Development Advocate – Arturo Torres
- 151 ● Business Partner Liaison – Brian Lowery

152
153 Looking forward to this next year!

154
155 Concluded meeting at **11:37am**.

156
157 Respectfully submitted,
158 Kristin Benson, PACRAO Secretary

APPENDIX A

BOARD ACCOUNT UPDATES: As of		2015-16	2015-16	2016-17	2016-17	2017-18	2017-18
		Budget	Actual	Budget	Actual	Budget	Actual
1							
2	BOARD ACCOUNT UPDATES: As of						
3							
4	INCOME						
5	Dues (4000)	\$ 30,000.00	\$ 29,625.20	\$ 29,500.00	\$ 33,390.00	\$ 30,500.00	\$ 27,000.00
6	Interest from Money Market (4040)	\$ 150.00	\$ 118.07	\$ 129.71	\$ 129.71	\$ 110.00	\$ 75.24
7	Job Postings (4010)	\$ 14,000.00	\$ 16,150.00	\$ 16,000.00	\$ 14,025.00	\$ 13,500.00	\$ 6,240.00
8	OTHER INCOME (excluding conference pass through income)						
9	Uncategorized Revenue (4090)						\$ 5.00
10	Total Income	\$ 44,150.00	\$ 45,893.27	\$ 45,629.71	\$ 47,544.71	\$ 44,110.00	\$ 33,320.24
11							
12	TRANSFERS IN						
13	Conference Seed Return (IN)						
14	Conference Profit (IN)						
15	Total Transfers IN						
16							
17	TRANSFERS OUT						
18	Excess Funds to Money Market (OUT)						
19	Conference Seed Funds (OUT)						
20	Total Transfers OUT						
21							
22	EXPENSES						
23	Administrative Expenses						
24	Bank charges (6020)	\$ 175.00		\$ 150.00		\$ 200.00	
25	International Currency Bank Charges (6021)	\$ -	\$ 134.75	\$ -	\$ 199.74		\$ 9.00
26	Accounting Software (6107)			\$ 480.00	\$ 121.52	\$ 150.00	\$ 104.18
27	Tax service/Financial Review (6080)	\$ 3,000.00	\$ 3,352.00	\$ 3,140.00	\$ 3,000.00	\$ 3,000.00	\$ 2,996.00
28	Membership recruitment (5098)	\$ 400.00		\$ 300.00	\$ 163.91	\$ 300.00	
29	Insurance (6070)	\$ 1,175.00	\$ 1,142.00	\$ 1,215.00	\$ 1,220.00	\$ 1,220.00	
30	Archiving (5101)						
31	Incorporating fee (6060)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
32	goMerchant (6050)	\$ 375.00	\$ 370.30	\$ 375.00	\$ 359.60	\$ 375.00	\$ 199.75
33	Credit card processing fees (6040, 6041)	\$ 9,300.00	\$ 10,074.17	\$ 11,000.00	\$ 10,175.40	\$ 11,000.00	\$ 3,751.16
34	Supplies, postage, software, misc. (6030)	\$ 100.00	\$ 192.99	\$ 100.00	\$ 13.45	\$ 100.00	\$ 14.09
35	Total Administrative Expenses	\$ 14,575.00	\$ 15,316.21	\$ 16,810.00	\$ 15,303.62	\$ 16,395.00	\$ 7,074.18
36							
37	Total Diversity Development Expenses (5030)	\$ 550.00	\$ 54.04	\$ 550.00		\$ 550.00	
38							
39	Total Audit Committee Expenses (5050)	\$ 800.00	\$ 317.76	\$ 600.00	\$ 763.16	\$ 800.00	\$ 682.36
42							
43	Executive Board Expenses						
44	AACRAO Leadership Meeting (5000)	\$ 1,350.00	\$ 1,687.57	\$ 1,200.00	\$ 787.82	\$ 1,200.00	
45	Summer meeting - July (5150)	\$ 5,000.00	\$ 5,342.50	\$ 5,000.00	\$ 4,448.86	\$ 5,000.00	\$ 5,409.43
46	Winter meeting - January - Board Only (5170)	\$ 7,000.00	\$ 9,994.93	\$ 8,000.00	\$ 9,260.57	\$ 11,000.00	\$ 8,635.88
47	Exec. Bd. Conf Exp. Awards, Copies etc. (5040)	\$ 700.00	\$ 642.39	\$ 700.00	\$ 62.55	\$ 700.00	
48	Total Exec Board Expenses	\$ 13,350.00	\$ 17,667.39	\$ 14,200.00	\$ 14,559.80	\$ 17,900.00	\$ 14,045.31
49							
50	Professional Development						
51	Workshops (5180)	\$ 225.00		\$ 125.00	\$ 101.78	\$ 125.00	\$ 1,188.00
52	Webinar provider (5181)	\$ 1,200.00	\$ 2,376.00	\$ 1,200.00	\$ -	\$ 1,200.00	
53	PACRAO Review Editorial Board (5182)	\$ 200.00		\$ 100.00			
54	Total Prof Dev Expenses	\$ 1,625.00	\$ 2,376.00	\$ 1,425.00	\$ 101.78	\$ 1,325.00	\$ 1,188.00
55							
56	Publications & Information Technology						
57	Web services (6100)	\$ 2,310.00	\$ 4,795.00	\$ 2,310.00	\$ 2,730.00	\$ 3,200.00	\$ 1,360.00
58	Web enhancements (6105)	\$ 2,500.00	\$ 250.00	\$ 2,500.00	\$ 2,525.00	\$ 2,500.00	\$ 1,280.00
59	Total PIT Expenses	\$ 4,810.00	\$ 5,045.00	\$ 4,810.00	\$ 5,255.00	\$ 5,700.00	\$ 2,640.00
60							
61	Total Expenses	\$ 35,710.00	\$ 40,776.40	\$ 38,395.00	\$ 35,983.36	\$ 42,670.00	\$ 25,629.85
62							
63	ADJUSTMENTS						
64	Budget Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65	Conference Adjustments after fiscal year end	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66							
67	TOTALS						
68	Income	\$ 44,150.00	\$ 45,893.27	\$ 45,629.71	\$ 47,544.71	\$ 44,110.00	\$ 33,320.24
69	Transfers IN						
70	Transfers OUT						
71	Expenses	\$ 35,710.00	\$ 40,776.40	\$ 38,395.00	\$ 35,983.36	\$ 42,670.00	\$ 25,629.85
72	Variance	\$ 8,440.00	\$ 5,116.87	\$ 7,234.71	\$ 11,561.35	\$ 1,440.00	\$ 7,690.39
73							

APPENDIX A

		2015-16	2015-16	2016-17	2016-17	2017-18	2017-18
		Budget	Actual	Budget	Actual	Budget	Actual
1							
2	BOARD ACCOUNT UPDATES: As of						
3							
74							
75	CONFERENCE ACCOUNT UPDATES:						
76							
77	OTHER INCOME						
78	Registrations (4100)	\$ 138,250.00	\$ 143,439.58	\$ 132,000.00	\$ 124,375.00	\$ 132,000.00	\$ 36,020.00
79	Busines Partners (4130)	\$ 50,000.00	\$ 53,815.00	\$ 55,000.00	\$ 59,255.00	\$ 46,000.00	\$ 13,400.00
80	Total Income	\$ 188,250.00	\$ 197,254.58	\$ 187,000.00	\$ 183,630.00	\$ 178,000.00	\$ 49,420.00
81							
82	TRANSFERS IN						
83	Conference Seed Funds (IN)			\$ -	\$ -	\$ -	
84	Total Transfers IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85							
86	TRANSFERS OUT						
87	Conference Profit (OUT)						
88	Conference Seed Return (OUT)	\$ -	\$ -	\$ -	\$ -		
89	Total Transfers OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90							
91	EXPENSES						
92	Total Conference Expenses (7000,5000 Group)	\$ 6,950.00	\$ 200.00	\$ 6,950.00	\$ 4,434.15	\$ 9,950.00	\$ 3,376.62
93	Total LAC Expenses (8000 Group)	\$161,459.00	\$174,114.22	\$171,459.00	\$186,121.17	\$136,459.00	
94	Total Program Committee Expenses (9000 Group)	\$15,000.00	\$9,709.12	\$13,000.00	\$8,094.73	\$13,000.00	
95	Total Expenses	\$183,409.00	\$184,023.34	\$191,409.00	\$198,650.05	\$159,409.00	\$3,376.62
96							
97	ADJUSTMENTS						
98	Hotel Concessions (9500)			\$13,000.00	\$19,081.69		
99	Other Concessions (9501)						
100	Total Adjusments	\$0.00	\$0.00	\$13,000.00	\$19,081.69	\$0.00	\$0.00
101							
102	TOTALS						
103	Revenue	\$ 188,250.00	\$ 197,254.58	\$ 187,000.00	\$ 183,630.00	\$ 178,000.00	\$ 49,420.00
104	Expenses After Adjustments	\$183,409.00	\$184,023.34	\$178,409.00	\$179,568.36	\$159,409.00	\$3,376.62
105	Transfers IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
106	Transfers OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
107	Variance	\$ 4,841.00	\$ 13,231.24	\$ 8,591.00	\$ 4,061.64	\$ 18,591.00	\$ 46,043.38
108							
109							
110	PACRAO FINANCIAL POSITION AND NET ASSETS:						
111							
112	COMBINED TOTALS						
113	Total Revenue	\$ 232,400.00	\$ 243,147.85	\$ 232,629.71	\$ 231,174.71	\$ 222,110.00	\$ 82,740.24
114	Total Expenses After Adjustments	\$219,119.00	\$224,799.74	\$216,804.00	\$215,551.72	\$202,079.00	\$29,006.47
115	Transfers IN			\$ 13,000.00		\$ 13,000.00	\$ -
116	Transfers OUT	\$ -		\$ -		\$ -	\$ -
117	Change in Assets	\$ 13,281.00	\$ 18,348.11	\$ 28,825.71	\$ 15,622.99	\$ 33,031.00	\$ 53,733.77
118							
119							
120							
121	Account Balances as of:		1/26/2016		1/25/2017		8/22/2017
122	Checking		\$ 49,366.46		\$ 64,974.88		\$ 96,529.91
123	Money market		\$ 179,685.15		\$ 218,977.02		\$ 219,052.26
124	Conference Odd Years		\$ 6,000.00				\$ 21,055.00
125	Conference Even Years		\$ 38,025.00		\$ 4,806.18		\$ 6,000.00
126	Total Equity		\$ 273,076.61		\$ 288,758.08		\$ 342,637.17