



**Arkansas Association of Collegiate
Registrars and Admissions Officers**

**Executive Committee Meeting
Friday October 4, 2019
Hotel Hot Springs
Hot Springs, Arkansas**

Members Present: Brandi Tripp, Chad Cox, Tawana Greene, Kim Bigger, Rachel Mullins, Scott Post, Amy Foree, Patti Carson and Heath Sims.

Call to Order: President Tripp called the meeting to order at 11:14 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, July 8, 2019: Copies of the July 8, 2019 EC meeting minutes were emailed and reviewed. Chad Cox moved that the minutes be accepted. Patti Carson seconded. Motion passed and the minutes were approved. Copies of the approved EC minutes are included in the Secretary's notebook.

OLD BUSINESS

Fall Conference Wrap-Up: President Tripp thanked everyone for the work on/at the conference. She will work on the "I'm available forms" and get those out so that committee work can begin.

NEW BUSINESS

President:

President Elect: No new report.

Past President: at the July EC meeting the suggestion was made by a vendor to add a level to increase availability to speak to all attendees. This year's vendors were polled and would like the levels to remain. But asked for us to consider allowing them to speak 1-2 minutes, possibly during the opening dinner. Prior to the next EC meeting, Past President Mullins will follow up with Texarkana Arkansas Convention Center and Helms Brisco regarding a revised contract. She will also get with Ana Hunt, new VP of Technology & work with her on website revisions: revised constitution, EC members, & committee chairs. Tawana was asked to send a copy of the revised constitution so that it can be posted to the website.

Secretary: No new report.

Treasurer: at conference 3 on site registrations, 2 paid online and the other will be invoiced. Collected \$55 for t-shirts, raffle donations totaled \$1016. Reimbursements of 218.25 were given to recognition committee, 1026.64 for t-shirts, hospitality, check for articulation QuickBooks 522.61 to be mailed on Monday, check given to Scott for NPC hosting southern articulation. 8,032.99 paid out since conference which includes speaker fees. Will get profit/loss together for December meeting.



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Vice President for Admission Administration: Joey unable to be here. Chad mentioned he will be visiting with him regarding the transition.

Vice President for Records: No new report.

Vice President for Registration: No new report

Nominations and Election: No new report.

Publications/Publicity Chair: No new report.

Constitutional Review: Secretary Greene reported that the recommended changes to the constitution were approved. She will follow-up with outgoing Secretary Wilkerson and VP of Technology Ana Hunt to ensure Blayne Stewart gets the updates made on the website.

Site Selection: Texarkana will be moved to 2021 due to AR hosting SACRAO in 2020. Past President Mullins brought up that if we postpone the constitution states the time in between meetings would be considered 1 term/year of service. But some of the VP positions would be impacted since transitions would happen in February vs. October. However, Scott's will be the most challenging since his position will be up this year. President-Elect will also be impacted since they wouldn't come on until February but would need to plan an October conference. But since President-Elect Cox won't be planning a conference he can assist. President-Elect mentioned checking with other states to see how they handled officer transitions when SACRAO is hosted. President Tripp mentioned she will reach out to LA and see how they handled it. Amy asked for clarity on how the transition would work and she would plan boot camp for August 2020 and roll off the board in 2021.

OTHER BUSINESS

President Tripp stated that she and Past President discussed and thought it would be a good idea for the association to pay for President-Elect Cox to attend SACRAO as well this year and forgo cover the cost for attendance in 2021. Patti made the motion, Heath second. Motion carries.

Patti asked the board to consider purchasing a new laptop since the version of windows is no longer supported which means there is no available anti-virus software. So she will bring an IT proposal in December for approval. President Tripp requested a quote be obtained and email to the EC for consideration electronically.

President-elect Cox asked about the past president's luncheon and if we would still host during SACRAO.



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Set Date, Place, & Time for next EC Meeting: The next meeting will be held on December 5, 2019 at 10 am. President Tripp will get with Ana Hunt, VP of Technology for a location at UA-PTC.

Adjourn: Amy Foree moved that the meeting be adjourned. Chad Cox seconded. Motion passed. The meeting was adjourned at 11:46 am

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Tawana Greene'.

Tawana Greene, Secretary 2019-2021

Brandi Tripp, President 2019-2020