



**Meeting Agenda/Minutes**  
**Group: MBUG Executive Committee**

<b>Purpose of Meeting:</b>	Monthly Executive Committee Meeting		
<b>Meeting Date:</b>	June 6, 2003	<b>President:</b>	Mike Herndon
<b>Start Time:</b>	10:00 am	<b>President-Elect:</b>	Cay Lollar
<b>End Time:</b>	12:00 noon	<b>Treasurer:</b>	Bill Graves/Laura Lesbo
<b>Location:</b>	IHL - Jackson	<b>Secretary:</b>	Debbie Loden

Attendees/Title	email	Phone
Mike Herndon, MGCCC	<a href="mailto:mike.herndon@mgccc.edu">mike.herndon@mgccc.edu</a>	601-928-6212
Cay Lollar	<a href="mailto:clollar@muw.edu">clollar@muw.edu</a>	662-329-7134
Debbie Loden, ICC	<a href="mailto:dlloden@iccms.edu">dlloden@iccms.edu</a>	662-620-5306
Laura Lesbo	<a href="mailto:llesbo@ihl.state.ms.us">llesbo@ihl.state.ms.us</a>	601-432-6147
John Elliott, DSU	<a href="mailto:jelliott@deltastate.edu">jelliott@deltastate.edu</a>	662-846-4042
Leandrew Presley	<a href="mailto:presley@mvsu.edu">presley@mvsu.edu</a>	662-254-3329
Felicia Harried, Alcorn	<a href="mailto:felicia@lorman.alcorn.edu">felicia@lorman.alcorn.edu</a>	601-877-3977
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Milo Crabtree	<a href="mailto:mcrabtree@procurement.msstate.edu">mcrabtree@procurement.msstate.edu</a>	662-325-2550
Dianne Walton	<a href="mailto:dwalton@mcc.cc.ms.us">dwalton@mcc.cc.ms.us</a>	601-484-8895


**MINUTES**

10:00 am – Mike Herndon, President called the meeting to order.

Minutes were reviewed and approved. They had already been emailed to all board members for review. Felicia can now post them to the web.

**Conference Proposals**

We had 2 proposals: Pearl River Resort in Philadelphia, MS and the Grand Casino in Tunica, MS.

The Hilton in Jackson was supposed to bring a proposal but they only had the February 22<sup>nd</sup> date available and it has since been taken.

John Elliott brought proposals from the Grand Casino and Diane Walton brought proposals from the Pearl River Resort.

Two dates were discussed to have the conference – February 22-24 or February 29-March 2, 2004. After much discussion it was decided that February 22-24, 2004 would be the best date.

The conference date was set for February 22, 23, 24, 2004.

The Pearl River Resort must know by June 13, 2003 if we want to have it there.

Pros and Cons:

	Grand Casino, Tunica	Pearl River Resort, Philadelphia
Room Rates	\$49.00 – February; \$59.00 – March	\$59.00 either date
Cost Requirements	200 people + a main meal *** No charge for meeting rooms at either	\$12,375 in catering costs location with above charges
	??	1 complimentary room/50 rooms booked
Location to casino	400 yards (across street) from casino	in casino (lobby around outside of gaming floor)
	Conference center down walkway from hotel	Conference facilities in casino
DLS connection availability	150.00/day	??
Breakout rooms	9 breakout rooms/3 ballrooms	5 breakout rooms in Silver Star and 3 in Golden Moon / 1 ballroom
Other activities in area	Outlet mall; Memphis 30 minutes away	????

We need to send an email to Banner Users at our respective schools and let each user at our school have a vote. MBUG Contact person will then tally their votes and email Mike with their schools one (1) vote by Wednesday, June 11, 2003. Mike will email us to let us know the results. Either John Elliott or Diane Walton will contact the site winner to sign a contract with them.

We will have to select a Conference Chairman based on site location. This will probably be done by email.

**Financial Statement/Bank Account**

Laura talked with the Attorney General’s Office in regards to applying for a tax ID#/incorporating/tax exemption.

His suggestions and recommendations were:

We need to incorporate.

There is a liability issue if we do not. We could be held responsible if something happens at an MBUG function.

He asked if the organization was benefiting SCT? It was determined that it is not.

We will have to file a tax return if we are incorporated but Laura does not see this as a problem. MRDC does this for us now in with theirs.

Incorporation requirements:

fill out form; have it signed by MBUG officers; keep signatures updated.

pay \$50.00 fee.

Milo will call someone from another organization that he belongs to, to see if they are incorporated or tax exempt. He and Laura will get together to work out details and move forward with establishing a bank account, getting a tax ID#, incorporating, and applying for tax exemption.

Laura recommended opening the checking account at Trustmark because it is close to her work.

Trustmark has a plan that has no fee, interest paid if balance is over \$1000.00, debit card.

(Milo disagrees with debit card but he will support it. He thinks it would be too easy to abuse and hard to keep records on.) It will be very helpful when ordering supplies or picking up last minute items at MBUG.

Everyone agreed that we need to go through the Secretary of State’s Office to get non-profit status and become incorporated using the name Mississippi Banner Users Group, Inc. (MBUG, Inc.).

**MBUG Web Site**

Not discussed at this meeting.

### **Constitution and By-Laws**

Not discussed at this meeting.

### **Establishing MBUG Scholarship**

Scholarship Committee has not met since our last meeting; therefore, did not have a report.

### **Next meeting**

The next meeting will be **Wednesday, September 10, 2003 at 10:30 am**. We should have a conference location and chairman by that time.

Debbie Loden, Secretary