



Meeting Agenda/Minutes
Group: MBUG Executive Committee

Purpose of Meeting:	Monthly Executive Committee Meeting		
Meeting Date:	October 29, 2003	President:	Mike Herndon
Start Time:	10:30 am	President-Elect:	Cay Lollar
End Time:	1:00 p.m.	Treasurer:	Becky Finley
Location:	IHL - Jackson	Secretary:	Debbie Loden

Attendees	School
Mike Herndon	MGCCC
Cay Lollar	MUW
Debbie Loden	Itawamba
Tammie Dill	Itawamba
John Elliott	DSU
Sherry Crocker	Northeast
Donna Hayden	Alcorn
Felicia Harried	Alcorn
Linda McFall	IHL
Becky Finley	DSU
Dianne Walton	Meridian
Lisa McDaniel	MUW
Al Lind	IHL

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MINUTES

10:30 am – Mike Herndon, President called the meeting to order.

Minutes from September 10, 2003 were reviewed and, after corrections by John Elliott, were approved. They had already been emailed to all board members for review. The motion to accept them was made by Diane Walton and seconded by Cay Lollar. Felicia can now post them to the web.

Conference Update

- **Rooms** - John gave a handout of the layout of the meeting rooms. We will have a room reserved for Saturday and Sunday night where we can stuff packets, store conference materials, etc. We will have 9 breakout rooms and Ballrooms A & B. Vendors will set up in the Prefunction area.
- **Internet Connection** - The Grand has had problems with their internet connections and are hopefully going to DSL service. Becky stated that DSU will mediate with Gateway to provide a computer lab with internet service. Gateway will pay the \$150.00/line/day charge.
- Skirted tables for the vendors will cost \$25.00 each.

Registration Committee Report

- There is a permanent registration area much like we had last year.
- **Registration Fee** - We decided to raise the registration fee from \$65.00 to \$75.00. Non members/out of state will still pay \$100.00. We will waive the fee for presenters.
- The registration forms will be emailed to all school contacts, who will in turn send it to all Banner users at their school.

- It was a consensus of the group to order the portfolio's for the conference "happy" instead of bags. They will cost approximately \$6.50 each.

Program Committee Report

- Sherry reported that she and Diane Garvin have sent out a request for topics but so far have not had very good response. They have only received 3 or 4 topics. She encouraged everyone to persuade people at their schools to submit topics or to present at a session. We are still not sure how many SCT reps we will have.
- **Schedule** - We tentatively agreed on the following schedule:

Saturday

Committee meets to begin preparation for conference.

Sunday

4-6 pm Registration
6:30-8:30 pm Get acquainted social (finger foods)

Monday

8-9 am Continental breakfast
8-10 am Registration
General Session (theatre style seating)
Break/vendor presentations
1 session
15 minute break/vendor presentations
Luncheon/Speaker (buffet style, dinner setup)
15 minute break/vendor presentations
session
break/Ice Cream social/vendor presentations
session
8-11 pm Social/dance (DJ/cash bar)

Tuesday

Continental breakfast
birds of a feather session
break
birds of a feather session
Closing session

Vendor Committee Report

- We need to set up a display board to recognize all sponsors/vendors.
- Vendors will get a pass for the luncheon.

Entertainment Committee Report

- Riverboat tour – After much discussion it was the consensus of the committee that we will not have time in our schedule to allow for a group excursion on the riverboat. We will put information in the registration packet to let everyone know about the riverboat tour and they can go on their own if they choose. There is a \$2.00 discount for a group of 10 or more.
- The committee decided on a "get acquainted" social on Sunday night from 6:30-8:30 p.m. It will be finger foods. (The Grand does not have kegs of beer – bottles only) We hope to get this sponsored by a vendor.
- We also decided to have the Monday night social/dance with a DJ and a cash bar. The DJ will charge \$350 for 4 hours (3 hours playing time + 1 hour travel).

Door prize Committee Report

- Door prizes – Diane Walton recommended that we have one big door prize to be given out at the closing session (instead of a lot of little things). One must be present at the closing session to win. Hopefully, this will entice everyone to stay until the end. We are hoping to get something donated to give away (computer, palm pilot, etc.) but if we don't we should be able to buy a nice prize out of MBUG money (since we raised the registration fee).
- Each school will also be responsible for bringing a door prize valued at \$25.00 or more.

Luncheon Speaker

- Speaker – Mike reported that he has 2 possibilities for speaker: Dr. Hank Flick of MS State or Mr. Paul Ott, of "Listen to the Eagle" radio talk show. Paul Ott normally charges \$2500 plus a room for a speaking engagement. If we can't afford that much he will consider less. It was the consensus of the group that we see if Mr. Ott will come for \$2000.

Treasurer's Report

- **Incorporation**– Becky Finley reported that Billy Morehead helped her with the incorporation papers. The form required a registered agent and registered address. Since our officers change so frequently, Mr. Morehead suggested that Bill Graves sign. Bill agreed to this. Also, all officers must sign the form.
- **Tax exempt status** – Mr. Morehead told Becky that we will probably not receive tax exempt status but we are going to send the paperwork in and see what happens.
- Becky Finley reported that Jackson and Braswell CPA firm in Cleveland will do our taxes.
- **Checking Account** – Becky reported that Union Planters Bank is probably our best option for a checking account since they have locations all around the state. She presented two types of accounts. We voted to go with the one with the following options if the fee for less than \$5000 balance is no more than \$9.00 a month. If so, we will choose the non-interest earning account:

Money market account	free monthly checking with \$5000 balance
Unlimited checking	VISA
Free online banking	overdraft protection (for a fee)

Becky has to use her SS# to open the account for now, but when we become incorporated, they will change it. They will print 50 checks for \$5.00 to use until we become incorporated; then we will have more printed.

Other business

- Felicia reported that she has done a little research on getting our own domain/web site - mbug.com, mbug.org, and mbug.net have all been taken. MSBannerUsersGroups.com has not been taken. One company that she checked with charged \$35.00/year. Al Lind told her how to possibly set it up on Alcorn's server so that it looks like it is its own domain. She will do additional research on the subject.

Next meeting

At the next meeting we need to

- set up the registration form
- set budget amounts for conference: breaks, luncheon, social, etc.

The next meeting will be **Friday, November 21, 2003 at 10:30 am** at IHL.

Debbie Loden, Secretary