



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

<b>Purpose of Meeting:</b>	Monthly Executive Committee Meeting		
<b>Meeting Date:</b>	September 10, 2003	<b>President:</b>	Mike Herndon
<b>Start Time:</b>	10:30 am	<b>President-Elect:</b>	Cay Lollar
<b>End Time:</b>	1:00 p.m.	<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, MUW	<a href="mailto:clollar@muw.edu">clollar@muw.edu</a>	662-329-7134
Debbie Loden, ICC	<a href="mailto:dloden@iccms.edu">dloden@iccms.edu</a>	662-620-5306
Tammie Dill, ICC	<a href="mailto:twdill@iccms.edu">twdill@iccms.edu</a>	662-862-8031
John Elliott, DSU	<a href="mailto:jelliott@deltastate.edu">jelliott@deltastate.edu</a>	662-846-4042
Sherry Crocker, NECC	<a href="mailto:sherry@necc.cc.ms.us">sherry@necc.cc.ms.us</a>	662-720-7401
Donna Hayden, Alcorn	<a href="mailto:dhayden@lorman.alcorn.edu">dhayden@lorman.alcorn.edu</a>	601-877-6674
Karen Key, Mississippi College	<a href="mailto:key@mc.edu">key@mc.edu</a>	601-925-3311
Diane Garvin, NECC	<a href="mailto:dgarvin@necc.cc.ms.us">dgarvin@necc.cc.ms.us</a>	662-720-7254
Becky Finley, DSU	<a href="mailto:becky@deltastate.edu">becky@deltastate.edu</a>	662-846-4030
Dianne Walton	<a href="mailto:dwalton@mcc.cc.ms.us">dwalton@mcc.cc.ms.us</a>	601-484-8895


**MINUTES**

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

Minutes from June 6, 2003 were reviewed and 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.

**Treasurer’s Report**

Bill Graves reported that we have \$7,369.00 (before today’s lunch - \$112.00) in the treasury.

He also reported that due to changes in job positions at IHL, neither he nor Laura Lesbo would be able to fulfill their duties as treasurer and submitted their resignation. He said we could continue to have our MBUG meetings at IHL and that they will appoint a new board member.

**Incorporation/Tax exempt status**

Bill recommended that we proceed with incorporating and obtaining tax exempt status. He has gotten all the paperwork necessary and offered his assistance to the new treasurer. He also recommended that we open a separate checking account and have dual signatures on the account. He said that there would be no tax implications for incorporating. There is a \$50 processing fee to obtain tax exempt status and we must do a tax return. Sherry Crocker suggested that we hire a CPA to do this so that the responsibility is not left to the treasurer.

Donna Hayden nominated Becky Finley as Treasurer and Karen Key seconded it. She was elected by acclamation. Sherry Crocker made the motion to hire a CPA to complete our tax return. Diane Garvin seconded it. Motion passed. Diane Garvin made the motion to file for tax exempt status. Debbie Loden seconded it. Motion passed.

**Checking Account**

It was decided that Becky should open a checking account in Cleveland under the name “MS Banner User’s Group, Inc.”, that

she and John Elliott should sign the bank card since they are both at Delta State, and to use Delta State's address on the checking account. We will look into getting a debit card later if we feel there is a need for one.

## Conference

Mike reported that the Grand Casino in Tunica, MS won the vote for the 2004 conference by an 8-2 vote.

The 2004 MBUG Conference will be held February 22-24, 2004.

John Elliott and Becky Finley were elected Co-chairs for the conference.

### Committees

Registration – Becky Finley, Donna Hayden, Debbie Loden, Tammie Dill

Program – Diane Garvin, Sherry Crocker, Felicia Harried

Vendor – Mike Herndon, Milo Crabtree  
( we need 8-10 vendors)

Entertainment – John Elliott

(possibilities: Riverboat cruise/dinner cruise – will hold 252  
dj and wife/use ballroom - \$350

Doorprizes – Diane Walton, Karen Key

Packets – Board of Directors (board members will bring “goodies” from their schools)

Possibilities for the agenda are:

Sunday – Registration

open bar/dj, social

Monday – opening session

2 concurrent sessions

Luncheon with speaker

2 concurrent sessions

Riverboat cruise or dinner cruise or just free time

Tuesday - continental breakfast

2 birds of a feather sessions

John will find out what the hotel will provide for vendor spaces (charge, skirted tables, etc.)

Debbie showed a sample notebook/portfolio to give out at registration. The Board liked this idea and decided to go with it.

We also decided to use the same type nametags as last year (clear vinyl with clip on back) and see if SCT will donate lanyards again. Diane will check with them.

The cost limit at the Grand is \$10,000 (this is what we must spend to use their facilities free of charge). We will have access to 1 ballroom and 9 meeting rooms (3 large and 6 small). The Grand charges \$150.00/day per computer line. John and Becky have been talking with Gateway about providing computers to check email on. Gateway expressed an interest in doing this. John indicated that we could probably split the \$150.00 into 2 half day sessions.

Mike will talk to vendors before the next meeting to see what kind of support they will give. Diane will check with SCT.

John has 15 rooms blocked at the Grand for the Board to use on Saturday night. They will be at the Veranda for \$69.00. The room rate for the conference is \$49.00/night. The cutoff for the room block is 3 weeks out (Feb. 2). He has blocked 125 rooms.

Registration packets need to be mailed out in mid November.

## Next meeting

The next meeting will be **Wednesday, October 29, 2003 at 10:30 am** at IHL.

Debbie Loden, Secretary