



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

<b>Purpose of Meeting:</b>	Monthly Executive Committee Meeting		
<b>Meeting Date:</b>	April 21, 2004	<b>President:</b>	Cay Lollar
<b>Start Time:</b>	10:30 a.m.	<b>President-Elect:</b>	Dianne Walton
<b>End Time:</b>	1:00 p.m.	<b>Treasurer:</b>	Becky Finley
<b>Location:</b>	IHL - Jackson	<b>Secretary:</b>	Debbie Loden

Attendees/Title	School	Present/Absent
Cay Lollar	MUW	Present
Dianne Walton	Meridian	Present
Debbie Loden	ICC	Present
Becky Finley	DSU	Present
Mike Herndon	MGCCC	Present
Jane Boone	MGCCC	Absent
Steve Caldwell	Holmes CC	Absent
Milo Crabtree	MS State	Absent
Ricky Creel	Meridian CC	Absent
Sherry Crocker	Northeast CC	Present
Jerry Danner	Jackson State	Absent
Tammie Dill	Itawamba	Present
John Elliott	DSU	Present
Chris Halliwell	IHL	Absent (not notified)
Donna Hayden	Alcorn	Present
Steve Howard	Pearl River CC	Absent
Lisa McDaniel	MUW	Absent
Karen Key	MS College	Absent
Carmela Staten	MS Valley	Absent
Felicia Harried	Alcorn	Present

**MINUTES**

Cay Lollar, President, called the meeting to order.

**Secretary's Report**

Minutes from February 21, 2004 were reviewed and approved after one modification. Jackson State has not officially joined MBUG so they do not owe dues. The motion to accept the minutes was made by Mike Herndon and seconded by John Elliott. Felicia can now post them to the web.

**Revisions to the Constitution**

The Constitution was reviewed again and several modifications were made. Dianne Walton made the motion to accept the Constitution as revised. Sherry Crocker seconded the motion. There was no opposition. Debbie will make the revisions and email it to Felicia to post on the web.

**2004 Conference Evaluation/Update**

Copies of the Conference Evaluation were handed out. All recommendations will be taken into account when we begin planning next year's conference. We need to start now trying to get SCT Consultants for next conference. We owe a special thanks to Mitzi Johnson at Northeast CC for doing the evaluations for us. Sherry will find out how much the scantrons cost and we will reimburse NECC for them.

Sherry Crocker stated that it seems that our meetings have turned into just conference planning. We need to use our collective voice to ask SCT for things that we need corrected in Banner.

We need to have in place and strictly enforce a refund policy for next year's conference. We also need to change more for

registering onsite.

### **Treasurer's Report**

We have \$6,402.41 in our checking account. The current bank account is a regular business account that costs \$10.00/month and to change to a no service charge account would mean that we have to order new checks and deposit slips at a cost of about \$100.00. We voted unanimously to change to a no fee account and order new checks and deposit slips.

Becky will check again about the tax exempt status. This will save us several thousand dollars a year.

We have not received dues from IHL. We felt that this was due to miscommunication with their new board member.

### **Conference Site**

Mike recommends using the central part of the state.

The proposed dates are February 13,14,15, 2005 **OR** April 10,11,12, 2005.

The following people will check on getting proposals:

Pearl River	Dianne Walton
Whispering Woods	Debbie Loden
Hilton-Jackson	Cay Lollar
Harvey-Jackson	Sherry Crocker
Vicksburg	Donna Hayden

Criteria: 300 people, 8 breakout rooms, 1 large banquet room for open/closing sessions, 2 meals, room rate, change for facilities, fee waiver for using facilities, food allowance.

Becky suggested that we continue to meet during the summer. We all agreed.

Sherry and Diane will get to every board member a CD of presentations from MBUG as soon as they get them ready.

### **Next meeting**

The next meeting will be June 9, 2004 at 10:30 a.m. at IHL.

*Minutes recorded by Debbie Loden, Secretary*