



Meeting Agenda/Minutes
Group: MBUG Executive Committee

Purpose of Meeting:	Monthly Executive Committee Meeting		
Meeting Date:	November 19, 2004	President:	Cay Lollar
Start Time:	10:30 a.m.	President-Elect:	Dianne Walton
End Time:	1:00 p.m.	Treasurer:	Becky Finley
Location:	IHL - Jackson	Secretary:	Debbie Loden

Attendees/Title	School	Present/Absent
Kevin Baker	Holmes CC	Absent
Jane Boone	MGCCC	Absent
Milo Crabtree	MS State	Present
Ricky Creel	Meridian CC	Absent
Sherry Crocker	Northeast CC	Present
Jerry Danner	Jackson State	Absent
Tammie Dill	Itawamba	Absent
John Elliott	DSU	Absent
Becky Finley	DSU	Present
Chris Halliwell	IHL	Present
Felicia Harried	Alcorn	Absent
Donna Hayden	Alcorn	Present
Mike Herndon	MGCCC	Present
Steve Howard	Pearl River CC	Absent
Karen Key	MS College	Absent
Debbie Loden	ICC	Present
Cay Lollar	MUW	Present
Lisa McDaniel	MUW	Absent
Dianne Walton	Meridian	Present
Carmela Staten	MS Valley	Present

MINUTES

Cay Lollar, President, called the meeting to order.

Conference Items

- **SCT Consultants**
 - SCT has committed 5 consultants for the Conference. There could possible be more added. They are:
 - ✓ Rick Clark – Finance
 - ✓ Audrey Clay – Finance Aid
 - ✓ Sara Goodman – Human Resources
 - ✓ Charlie Page – Finance
 - ✓ Ann Marie St. Cyr or Kim Saving-Sherman – Student

- **Computer Center**
 - Milo will check with 3 Point Technologies to see if they will provide computers to set up a computer center at the conference.

- **Registration**
 - \$75.00 member fee
 - \$100.00 non-member fee
 - \$25.00 guest fee
 - \$25.00 late fee
 - \$125.00 onsite registration fee (member or non member)

- Becky will email registration packets in January. March 11 will be the deadline for registration. Any registration received after March 11 will be considered late registration.
- No refunds will be given after the March 11 deadline date. Registrations may be transferred but not refunded.

▪ **Program**

- Dianne Walton gave a tentative agenda that the committee has worked up:

Monday

Opening Session – SCT Overview of 7.0
 BOF
 Lunch
 Vendor presentations and Banner Basics sessions
 BOF with SCT Consultants

Tuesday

SCT Modules – changes for 7.0 in each module
 BOF

- We discussed several topics for presentations.

▪ **Vendors**

- Milo made the motion and Dianne Walton seconded it to increase the vendor fee to \$400.00. This had already been discussed at last months meeting.
- Mike will send vendor registration packets out soon.

▪ **Hospitality**

- Milo will contact John to discuss plans.
- The idea of having a Luau theme was discussed.

▪ **Doorprizes**

- Each school is to bring at least one \$25.00 gift per school.
- Carmella will purchase small gifts to present to each presenter.
- We voted to allot \$800.00 for the large door prizes that MBUG donates. Carmella handed out printouts of various things she has look at such as a portable DVD player, digital camera, digital pen camera, and a 4-in-2 pocket digital camera. Donna suggested a photo printer.
- Milo recommended that the Board of Directors names be left out of the drawings for doorprizes. We decided to look into ordering golf shirts for the Board of Directors to wear at the conference so that we will be easily identifiable. He and Cay will bring samples of shirts and prices to our next meeting.

▪ **Keynote Speaker**

- Debbie Loden is going to contact Deborah Tierce from ICC to see if she will be our keynote speaker.
- Mike Herndon will contact Paul Ott to see if he could give other suggestions for a speaker.

2006 Conference

We discussed proposals for the 2006 Conference so that we can announce the dates and location at this years conference. We have tentatively set March 5,6, & 7, 2006 at the Pearl River Resort in Philadelphia. Summit will be April 2-5, 2006 in Orlando, FL.

Treasurer's Report

Becky will send out dues notices before Christmas. Dues are due January 1.

Secretary's Report

Debbie handed out copies of minutes from the September 9, 2004 meeting. After reviewing them, Mike Herndon made the motion to accept them and Sherry Crocker seconded it. Felicia can now post them to the web.

Next meeting

The next meeting will be January 26 at 10:30 a.m. at IHL.

Minutes recorded by Debbie Loden, Secretary

