



## Meeting Agenda/Minutes

Group:           **MBUG Executive Committee**          

<b>Purpose of Meeting:</b>	Monthly Executive Committee Meeting		
<b>Meeting Date:</b>	February 24, 2005	<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
Kevin Baker	Holmes CC	Present
Jane Boone	MGCCC	Present
Milo Crabtree	MS State	Present
Ricky Creel	Meridian CC	Present
Sherry Crocker	Northeast CC	Present
Jerry Danner	Jackson State	Absent
Tammie Dill	Itawamba	Present
John Elliott	DSU	Present
Becky Finley	DSU	Absent
Chris Halliwell	IHL	Absent
Donna Hayden	Alcorn	Present
Mike Herndon	MGCCC	Present
Steve Howard	Pearl River CC	Present
Karen Key	MS College	Absent
Debbie Loden	ICC	Present
Cay Lollar	MUW	Present
Lisa McDaniel	MUW	Present
Carmela Staten	MS Valley	Present
Dianne Walton	Meridian	Present

### MINUTES

Cay Lollar, President, called the meeting to order.

❖ **Secretary's Report**

- John Elliott pointed out that the DJ fees were \$600 (including mileage) plus hotel room. Carmella Staten noted that tickets would be given at the vendor booths for the larger doorprizes and registration cards will be used for smaller prize drawing. After corrections, the motion to approve the minutes was made by Dianne Walton and seconded by Mike Herndon. They were approved.

❖ **Conference Update**

- Debbie reported that Cay, Sherry, Tammie, Debbie and Diane Garvin visited Whispering Woods last week and were very pleased with the setup.
- Sherry gave a brief overview of the facilities. We have use of the Amphitheatre, 8 breakout rooms, room for email stations, room for conference headquarters, room for the reception and the pavilion/patio area for the social.
- We need to remind presentors to bring any extension cords, power cords, LCD projectors, etc. that they might need. A table will be setup in each breakout room to put projectors, etc. on.
- Approximately 4 (maybe more) of the breakout rooms will have internet access (possibly wireless). Kevin is working with Whispering Woods to get all of this set up.
- Kevin reported that he hopes to have an SCT training database available.
- Whispering Woods has 2 DSL lines available with possible wireless connection. The DSL lines are \$200 for the duration of the conference. There will be a \$50 charge for the router. The wireless access points are \$100 each. Knowledge has agreed to pay for one DSL line.

- Cay reported that registration will be held in the hotel desk registration area and the get acquainted reception will be held in an adjacent room. We will have access to a secure room to stuff packets and store materials in. It is adjacent to the registration area.
- Debbie presented information on the food. We can have a continental breakfast for \$9.02 per person or use the breakfast buffet for 11.61 per person and only pay for the ones who go through the line. The group decided to do the breakfast buffet. We will have a lunch buffet on Monday at a cost of 24.58 per person. Food for the reception has not been decided on yet. The Monday night social will be held in the pavilion. A cash bar will be available. We decided for MBUG to buy one keg of beer (at a cost of \$250.00) and have soft drinks and water. Individual bottles of beer can be purchased for \$3.50 per person.
- Mike Herndon reported that \$2200 has been committed for the social. Howard Computers has committed \$2000, TouchNet \$100 and AppWorx \$100.
- SCT has committed \$1000 for the ice cream social.

❖ **Bags**

- We left it up to Tammie Dill to decide on what kind of bags to order.

❖ **Program**

- Ricky reported that we only have 3 SCT consultants committed at the present time (Student, Financial Aid and Human Resource). We will possibly have a Finance or Technical consultant. This is due to the fact that SETA Southeast is going on at the same time.
- Ricky also discussed the possibility of looking into forming a SETA South group with Mississippi, Louisiana, Alabama and Tennessee because with so many user groups forming it is likely that SCT will discontinue sending consultants at no charge.
- Dianne presented the tentative program and topics. They still need more presentors/topics for sessions. There was a lengthy discussion on topics. Some of the suggestions were: Invoice Tracking (Milo), transfer Articulation (Cay and John), SSE to Generated ID (Ricky), Banner Basics for Finance to include Data Extraction (Sherry), General Populations Selections (MSU Trainers), registration for Dummies (Dianne).
- We need to email suggestions for topics to Dianne by 9:00 a.m. Monday, February 28. She will be sending out a tentative program agenda next week.

❖ **Vendors**

- We have 5 vendors committed so far: SCT, TouchNet, Howard, Evisions, and AppWorx. We will waive the vendor fee for Gateway since they are loaning the 10 computers for the email station.

❖ **Hospitality/Entertainment**

- John reported that the DJ is booked.
- The social will be in the pavilion/patio area.
- MBUG will pay for one keg of beer, soft drinks and water. One cash bar will be set up inside and one outside on the patio (weather permitting).

❖ **Doorprizes**

- Carmella has ordered 2 DVD players, 1 camera and 1 IPOD. Attendees must visit the vendor booths for a chance to win these prizes.
- She reminded everyone to bring at least one \$25 doorprize per school. Attendees will register to win these prizes.

❖ **2006 Conference – Pearl River Resort**

- Dianne has been in contact with the representative from Pearl River Resort in Philadelphia. She will contact them about setting up a booth at MBUG, donating a weekend stay or giving something to go in goodie bags. Milo has agreed to be local liaison for the conference.

❖ **Treasurer's Report**

- There was no treasurer's report due to Becky's absence.

**Next meeting**

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

*Minutes recorded by Debbie Loden, Secretary*