



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

<b>Purpose of Meeting:</b>	Executive Committee Meeting		
<b>Meeting Date:</b>	August 30, 2007	<b>President:</b>	Bettye Graves
<b>Start Time:</b>	10:30 a.m.	<b>President-Elect:</b>	Kevin Baker
<b>End Time:</b>	1:30 p.m.	<b>Treasurer:</b>	Becky Finley
<b>Location:</b>	IHL	<b>Secretary:</b>	Debbie Loden

Attendees/Title	School	Present/Absent
Kevin Baker	Holmes CC	Present
Edgar Bland	MS Valley State University	Present
Teresa Bost	MS State University	Present
Phillip Brooks	Meridian CC	Present
Allen Coleman	Itawamba CC	Absent
Tammie Dill	Itawamba CC	Present
Joyce Dixon	MS Valley State University	Present
John Elliott	DSU	Present
Becky Finley	DSU	Present
Sherry Floyd	Northeast CC	Present
Diane Garvin	ICC	Present
Chris Giger	DSU	Absent
Bettye Graves	Jackson State	Present
Chris Halliwell	IHL	Absent
Cindy Hampton	MS College	Present
Donna Hayden	Alcorn	Present
Mike Herndon	MGCCC	Present
Steve Howard	Pearl River CC	Absent
Debbie Loden	Itawamba CC	Present
Cay Lollar	MUW	Present
Lisa McDaniel	MUW	Present
Mohammed Obiedat	Jackson State	Present
Edith Riley	MS State University	Present
Marilyn Sauls	MS College	Present
Jimmy Smith	Alcorn State University	Absent
Sonny Sparks	Holmes CC	Present
Cory Walters	MGCCC	Present
Dianne Walton	Meridian CC	Present
Brenda Windham	Pearl River CC	Absent
To be named	IHL	Absent
to be named	MS State University	Absent
to be named	Northeast MS Community College	Absent

**MINUTES**

Phil Pepper from IHL spoke to the committee to inform us that if we have a Strategic Enrollment Management or Web for Executives Maintenance agreement with SCT that it is no longer needed. SCT has quit supporting these 2 modules. IHL has discovered that 3 schools have paid \$5000 each for the maintenance agreement when it was not needed. He asked that we all check with our TIS department to make sure that we are not paying this. He had talked with Joanne Puissegur, SCT. She and Ferrell Shaffer are willing to do a session on Tuesday morning at MBUG to share what modules/versions are

currently supported.

Betty Graves called the meeting to order

### **MINUTES**

Minutes were reviewed and accepted as printed.

### **Financial Report**

We have 212 registered for MBUG as of 8/30/2007. Becky reminded us that EVERYONE needs to submit a registration form – even if we are presenting, so that we can get an accurate headcount.

Member presenters will pay a registration fee.

Vendor presenters will not pay a registration fee.

Becky received a letter from the IRS stating that we owed an \$800.00 fine for filing our income taxes late – which we didn't. The accountant is sending a letter verifying that we had filed on time.

Diane reported that Ad Astra has asked for a refund of their vendor fee. After much discussion, the committee voted unanimously to refund their money. (per an email from Diane Garvin on 8/31: Sara Collins called me this morning and said that they were just short on resources but that they would love to support our conference especially the Sunday night event - and for us to keep the \$400.00.)

A motion to accept the financial report was made and approved.

### **2007 MBUG Conference**

John reported that he met with the Grand Casino yesterday to work on details for the conference. The entire facility will be wireless with the use of an access code. Our cost will be \$150.00/day.

We have one room that can be locked. It should hold the 8-10 computers that we will use for email stations. Kevin said that Howard has not confirmed with him as to whether they are bringing computers for email stations or not. However, Phillip reported that their vendor form had "fee waived" because they are bringing email stations. Kevin will check with Howard.

We have documentation to save sales tax this year on food/services at the casino. The \$15,000 required expenditure includes gratuities.

Times for functions are:

Sunday

3-5 p.m.	Registration
5-6:30 p.m.	Reception (hor'dorves with host bar)

Monday

8:45 a.m.	Opening Session/Welcome
9-10 a.m.	SCT speakers
11:30 a.m.-1:30 p.m.	Lunch/Entertainment
3:00	Ice Cream break
8-11 p.m.	Social (host bar)

Vendors will be set up in the prefunction area on Monday. John asked Phillip to contact the vendors to find out how many electrical hookups they will need.

We need to rent 9 screens and carts for the meeting rooms. Diane Garvin will bring projectors for the opening session and the 9 meeting rooms.

We have exceeded our room limit with 197 rooms booked.

We decided to order backpacks for our "happy". ICC will print notepads much like the ones we get at Summit each year.

We voted to order black tote bags for the board members.

#### Program

Diane G. and Sherry have done an excellent job in getting topics/presenters this year. They have 31 sessions set up. SCT is bringing 7-8 people; however, they are not sending an Advancement representative. Diane G. reported that Tom Chaves from SMART has asked to do a presentation on Advancement. Since he is SCT's competition, she polled the group to get our opinion whether to let him present or not. The board voted to let him do a presentation on Advancement (and let the vendor booth handle his product) since SCT is not sending an Advancement rep.

Cay reported that she has ordered shirts for the new board members. She talked about doorprizes that she is getting.

The Grand has given 2 free nights at the Grand as a doorprize.

Mike Herndon will start investigating the Gulf Coast casinos as a possible location for MBUG 2008.

Board members will meet at 5:00 p.m. on Saturday, September 22 at the Convention Center to set up for the conference.

Meeting was adjourned at 1:30 p.m.

*Minutes recorded by Debbie Loden, MBUG Secretary*