



Meeting Agenda/Minutes
Group: MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting		
Meeting Date:	June 14, 2007	President:	Bettye Graves
Start Time:	10:30 a.m.	President-Elect:	Kevin Baker
End Time:	12:30 p.m.	Treasurer:	Becky Finley
Location:	IHL	Secretary:	Debbie Loden

Attendees/Title	School	Present/Absent
Kevin Baker	Holmes CC	Present
Edgar Bland	MS Valley State University	Absent
Phillip Brooks	Meridian CC	Present
Allen Coleman	Itawamba CC	Absent
Sherry Crocker	Northeast CC	Absent
Tammie Dill	Itawamba CC	Absent
Joyce Dixon	MS Valley State University	Present
John Elliott	DSU	Present
Becky Finley	DSU	Present
Diane Garvin	ICC	Present
Chris Giger	DSU	Present
Bettye Graves	Jackson State	Present
Chris Halliwell	IHL	Absent
Cindy Hampton	MS College	Present
Donna Hayden	Alcorn	Absent
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	Absent
Marilyn Sauls	MS College	Present
Jimmy Smith	Alcorn State University	Present
Sonny Sparks	Holmes CC	Present
Cory Walters	MGCCC	Absent
Dianne Walton	Meridian CC	Absent
Mark Watson	IHL	Present
Brenda Windham	Pearl River CC	Absent
to be named	MS State University	Absent
to be named	Northeast MS Community College	Absent

MINUTES

The meeting was held at the IHL Building in Jackson, MS. Bettye Graves called the meeting to order. Although she could not be present, Edith Riley was introduced as the new technical representative from MSU.

Minutes

Copies of the minutes were handed out and after a motion to approve by Cay Lollar and a second by Mike Herndon, they were approved.

Financial Report

- Copies of the financial report were handed out. Our balance as of 5/10/2007 is 7,927.57. The only outstanding balance is about \$250.00 for our tax return.
- Becky reported that all dues for the year have been paid except for ASU and they are checking to see why theirs has not been paid.
- We will have tax exempt status for the 2007 MBUG Conference. We have a letter from the IRS to verify our tax exempt status. Becky will give Debbie a copy of this letter to use for ordering supplies, etc.
- Becky recommends that we try to spend most of our money this year to lower our balance.
- Mike Herndon made the motion to accept the financial report and Chris Giger seconded it.

MBUG 2007 Grand Casino, Tunica, MS September 23-25, 2007

- John Elliott reported that our **rooms** for the conference will be **\$79.00 for Sunday and Monday nights**. He has booked 200 rooms for each night (originally booked 175 rooms for these nights). Saturday night rates for the board of directors will also be \$79.00. He has reserved 25 rooms for this. He urged all board members to get their reservations for Saturday done as soon as possible. **The number to call for rooms is 1-800-HARRAHS and our group code is S09MBUG.**
- We have a \$13,000 minimum limit that we have to spend (this is down from \$18,000 originally).
- Chris reported that we will have wireless coverage in all of the convention center. The rate is \$150.00/day for unlimited coverage. We will need an authentication code to log on.
- Kevin will contact Howard Computers about setting up email stations. Jackson State University also volunteered several of their laptops if we need them.
- John will check on us bringing projectors/screens in or if we have to use theirs.
- John handed out a list of foods available.
- Everyone present agreed on the following menu/schedule:

September 23	Sunday night	heavy hor'dorves with drinks
September 24	Monday breakfast	Continental
	Monday am break	drinks only
	Monday Lunch	Terrace Grand Buffet (includes 3 entrees) \$29.00/person Luncheon speaker/entertainment: John suggested Patricia Walker. He will send out her website for us to look out.
	Monday pm break	drinks only
	Monday night social	heavy hor'dorves with drinks (hopefully sponsored by a vendor)
September 25	Tuesday breakfast	Continental
	Tuesday am break	drinks only

Discussion of topics for MBUG

Other ideas were shared as possible topics to be added to the list we discussed last month. They are:

- Duplicate ID's – Technical - BOF
- Common Matching - BOF
- Finance – try to get Jim Cliber, Rick Clark or Elaine Bowers from SCT
- Student – try to get Andy Kerney from SCT
- SML transcripts/Script Safe

The Conference Committee will consist of:

Chairman/Coordinator: John Elliott

Program – Diane Garvin, Sherry Crocker

Vendors – Phillip Brooks

Registration – Becky Finley, Debbie Loden, Tammie Dill

Registration Fees

The fees will stay the same as last year:

Registration Fee	\$75.00
Late fee	25.00
Non-member school	100.00
Out-of-state	100.00
Guest	50.00

August 15 is the deadline to register. A late fee will be strictly enforced after that date.

Becky will try to get the registration information out to the school contacts in the next week or two. Bettye will post a notice on the list-serv. Debbie will also post the registration form on the website. All registration forms, with payment, need to be mailed to Becky Finley.

Diane Garvin will contact Alan Ulmer at MSU to make sure the list-serv is up to date.

Our next Board meeting will be July 26, 2007 at the IHL Building in Jackson.

Meeting adjourned at 12:30 p.m.

Minutes recorded by Debbie Loden, MBUG Secretary