



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting	Approved:	February 24, 2016
Meeting Date:	October 27, 2015	President:	Cassandra Atley
Start Time:	10:30 a.m.	President-Elect:	Artis Smith
End Time:	1:00 p.m.	Treasurer:	Cay Lollar
Location:	Holmes CC	Secretary:	Lisa McDaniel
	Ridgeland, MS	Past-President	Eric Atchison

Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Cassandra Atley	catley@msdelta.edu	662-332-8250	Present
Officer	Pres-Elect	Artis Smith	artis.smith@jsums.edu	601-979-1080	Present
Officer	Treasurer	Cay Lollar	clollar@iccms.edu	662-862-8032	Present
Officer	Secretary	Lisa McDaniel	lmcdaniel@its.muw.edu	662-329-7377	Present
Officer	Past-President	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Present
Alcorn State University	Technical	Donna Hayden	dhayden@alcorn.edu	601-877-6674	Present
Alcorn State University	Functional	Jimmy Smith	jsmith@alcorn.edu	601-877-3966	Absent
Delta State University	Technical	Chris Giger	cgiger@deltastate.edu	662-846-4104	Absent
Delta State University	Functional				
Holmes Community College	Technical	Kevin Baker	kbaker@holmescc.edu	662-472-9087	Absent
Holmes Community College	Functional	Gail Muse Beggs	gmuse@holmescc.edu	662-472-9087	Absent
IHL	Technical	Stephen Frederic	sfrederic@mississippi.edu		Present
IHL	Functional	(officer)			
Itawamba Community College	Technical	Allen Coleman	alcoleman@iccms.edu	662-862-8105	Present
Itawamba Community College	Functional	Tammie Dill	twdill@iccms.edu	662-862-8031	Present
Jackson State University	Technical	(officer)			
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	Present
Mississippi College	Functional	Cindy Hampton	hampton@mc.edu	601-925-3485	Present
Mississippi College	Technical	Jim Pilgrim	jpilgrim@mc.edu	601-925-3814	Present
Mississippi Delta Community College	Technical	Lisa Williams	lwilliams@msdelta.edu	662-246-6374	Present
Mississippi Delta Community College	Functional	(officer)			
Meridian Community College	Technical	Phillip Brooks	pbrooks@mcc.cc.ms.us	601-484-8691	Absent
Meridian Community College	Functional				
MS Gulf Coast Comm. College	Technical	Dan Webb	dan.webb@mgccc.edu	228.897.3828	Present
MS Gulf Coast Comm. College	Functional	Louise Brown	louise.brown@mgccc.edu	601-928-6278	Absent
Mississippi State University	Technical	Rosiland A. Garner	rgarner@its.msstate.edu	662-325-9177	Present
Mississippi State University	Functional	Denise Peebles	denisep@controller.msstate.edu	662-325-1930	Absent
Mississippi University for Women	Technical	(officer)			
Mississippi University for Women	Functional	Tammy Prather	tsprather@muw.edu	662-329-7135	Present
MS Valley State University	Technical	Carmela Staten	carmela@mvsu.edu	662-254-3649	Absent
MS Valley State University	Functional	Joyce Dixon	jadixon@mvsu.edu	662-254-3308	Present
Northeast MS Community College	Technical	Mark Nichols	mdnichols@nemcc.edu	662-720-7458	Absent
Northeast MS Community College	Functional	Shannon Tucker	sftucker@nemcc.edu	662-720-4084	Absent
Pearl River Community College	Technical				
Pearl River Community College	Functional	Tonia Moody	tmoody@prcc.edu		Absent
Program Director		Edith Riley	egr1@msstate.edu		Present

Cassandra Atley called the meeting to order. A motion was made by Cay Lollar and seconded by Eric Atchison to accept the agenda. All were in favor.

There were 17 board members in attendance as well as Edith Riley, Program Director.

The minutes from August 6, 2015 and September 15, 2015 were approved with Eric Atchison moving to accept and Cay Lollar seconding the motion. All were in favor.

The financial balance was \$45,279.77 as of 10/24/15. Purchases for the conference were power strips, cords, and laminator. Cindy Hampton made a motion to accept the balance statement with Artis Smith seconding the motion. All were in favor.

Board Member Reports

Program

Edith Riley would like more institutions to present sessions and would like to be able to get the agenda out earlier. There is a need for Alumni and Institutional Research presentations. There are six commitments for next year

Vendors - StarRez and RunnerTech have already committed for next year, and S&S Recovery will provide notebooks again.

Registration - A process is needed for faxing registration and then canceling since the numbers for food have already been provided. Over ten canceled this year without payment. Cay Lollar will look into options.

Bags/Give away – There were good comments on the bag given this year.

Technical – There were no problems. It was helpful that we had our own power cords and strips.

Logistics – The location was well liked.

Program – It is sometimes hard to get information from the vendors to go in the program. Gail Beggs will need to inform vendors to provide something.

Reception – The food was good, and there was enough for everyone. The photo booth was well liked, and Cindy Hampton will try to get the photo cd.

Greeters – A MBUG logo card is needed to go on the back of the business cards for the laminator.

Door Prizes – Some attendees didn't think that there were as many door prizes as previous conferences, but they did like having the door prize drawings throughout the conference.

Presenter Gifts – There were no complaints on the flash lights.

Entertainment – The attendees seemed to like the entertainment and the photo booth.

Presenters - . It was suggested that we have more basic sessions or birds of a feather with specific topics.

Board member committees will remain the same for next year's conference. At the next meeting, we will discuss sessions for the next conference.

Cassandra asked if we wanted to open the floor for secretary and treasurer nominations. Eric Atchison made a motion to keep Lisa McDaniel as secretary with Rosiland Garner seconding the motion. All were in favor. Rosiland Garner made a motion to keep Cay Lollar as treasurer with Artis Smith seconding the motion. All were in favor.

The MBUG logo used at the conference was discussed, and Eric Atchison made a motion that we keep the logo as the official logo with Joyce Dixon seconding the motion. All were in favor.

Conference Survey Results

Starkville was mentioned as a possible conference location. Add an option of n/a (not applicable) to the survey. Ask attendees in the future to do the survey on their smart phones at the end of the conference, and possibly have a prize drawing for completing the survey. There was a complaint about not having enough coffee.

Next Meeting - The next meeting will be held in February. We need to determine dates for the next conference, and we will take proposals for the 2017 conference location.

The motion to adjourn was made by Artis Smith with Cindy Hampton seconding. All were in favor.

Minutes recorded by Lisa McDaniel, MBUG Secretary