



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting	Approved:	
Meeting Date:	March 21, 2017	President:	Artis Smith
Start Time:	10:30 a.m.	President-Elect:	Louise Brown
End Time:	1:00 p.m.	Treasurer:	Cay Lollar
Location:	Holmes CC	Secretary:	Lisa McDaniel
	Ridgeland, MS	Past-President	Cassandra Atley

Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Artis Smith	artis.smith@jsums.edu	601-979-1080	Present
Officer	Pres-Elect	Louise Brown	louise.brown@mgccc.edu	601-928-6278	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	Cassandra Atley	catley@msdelta.edu	662-332-8250	Absent
Alcorn State University	Technical	Donna Hayden	dhayden@alcorn.edu	601-877-6674	Absent
Alcorn State University	Functional	Tracee Smith	tracee@alcorn.edu	601-877-6170	Present
Delta State University	Technical	Chris Giger	cgiger@deltastate.edu	662-846-4104	Absent
Delta State University	Functional	Chrisa Mansell	cmansell@deltastate.edu		Absent
Holmes Community College	Technical	Steven Tiller	stiller@holmescc.edu	662-472-9091	Absent
Holmes Community College	Functional	Lilly Austin	laustin@holmescc.edu	662-472-9146	Present
IHL	Technical				
IHL	Functional	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Present
Itawamba Community College	Technical	Allen Coleman	alcoleman@iccms.edu	662-862-8105	Absent
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	Absent
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	Absent
MS Gulf Coast Comm. College	Functional	(Officer)			
Mississippi State University	Technical	Rosiland Ashford	rashford@its.msstate.edu	662-325-9177	Present
Mississippi State University	Functional				
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	Melanie Schrey	mschrey@prcc.edu	601-403-1137	Absent
Pearl River Community College	Functional	Tonia Moody	tmoody@prcc.edu		Present
Program Director		Edith Riley	egr1@msstate.edu		Absent

Artis Smith called the meeting to order. There were 15 board members in attendance.

The minutes from November 1, 2016 were approved with Eric Atchison moving to accept, and Cindy Hampton seconding the motion. All were in favor.

Financial Statement – The ending balance as of December 31, 2016 was \$44,964.32. The ending balance is down from last year by \$389.61, but there was a charge for the domain name.

Program – Eric Atchison volunteered to do the IR BOF. Pearl River may have someone that will do a student accounts session.

Vendors –Keilani has been contacting vendors, and a few have confirmed their attendance. She will ask the vendors to provide an insert for the program. S&S will provide the notebooks again this year.

Membership – Cay will email invoices to the schools.

Registration – A box will be added to the registration forms for new attendees.

Bags/Give Away – Email Tammie Dill with any suggestions for give away. The needed number of bags will be ordered.

Natchez Welcome – Donna spoke with the mayor's office, and he should be available between 8:00 AM and 9:00 AM.

Natchez Soup Kitchen – They do accept cans, and Donna will check with them.

Logistics – Cindy has the contract for the convention center but not the hotel. Hotel Vue can be used as a backup hotel. There is a sight-seeing bus in Natchez now.

Printed Program – Tammie Dill will do the program.

T-shirts – Cindy and Artis will order the t-shirts, and they will be long sleeve, same design as last year. Cindy will get color choices.

Greeters – Tonia, Louise, Donna, and Keilani will serve as greeters.

Theme – Send theme ideas to Artis.

Door Prizes – The door prize fund will be increased to \$600.

Presenter Gifts – Cay will get a replacement gift for Tom Ritter. Send ideas for gifts to Rosiland or Artis.

Entertainment – Cindy will try to book the Mitch McGinnis band with the karaoke option and will check to see if they have any new options.

Catering - Cindy will check with caterers and get menus. Meals provided will be Sunday night reception, Monday lunch, and 3 breaks. Breakfast will be served in the hotel.

Reception – There will be a Sunday night reception.

Technical – Allen, Eric, and Steven will take care of technical issues. Cay will purchase 4 HDMI cables.

Projectors – Projectors will be provided by the following: Rosiland, Tonia, Tammy Prather, Louise, and ICC (2).

Web – No report

New Board Members – Board members are needed for Meridian, MSU and IHL.

Next Board Meeting – June 27

Minutes recorded by Lisa McDaniel, MBUG Secretary