



## Meeting Agenda/Minutes MBUG Executive Committee

<b>Purpose of Meeting:</b>	<b>Executive Committee Meeting</b>		<b>Approved:</b>	<b>February 19, 2019</b>	
<b>Meeting Date:</b>	<b>October 24, 2018</b>		<b>President:</b>	<b>Tonia Seal</b>	
<b>Start Time:</b>	<b>10:30 a.m.</b>		<b>President-Elect:</b>	<b>Lilly Austin</b>	
<b>End Time:</b>	<b>12:30 p.m.</b>		<b>Treasurer:</b>	<b>Joyce Dixon</b>	
<b>Location:</b>	<b>Holmes Community College</b>		<b>Secretary:</b>	<b>Cindy Hampton</b>	
	<b>Ridgeland, MS</b>		<b>Past-President</b>		
<b>Representatives</b>	<b>Technical/ Functional</b>			<b>Phone</b>	<b>Present/Absent</b>
Officer	President	Tonia Moody Seal	<a href="mailto:tmood@prcc.edu">tmood@prcc.edu</a>	601-403-1214	Present
Officer	Pres-Elect	Lilly Austin	<a href="mailto:laustin@holmescc.edu">laustin@holmescc.edu</a>	662-472-9146	Present
Officer	Treasurer	Joyce Dixon	<a href="mailto:jadixon@mvsu.edu">jadixon@mvsu.edu</a>	662-254-3308	Present
Officer	Secretary	Cindy Hampton	<a href="mailto:hampton@mc.edu">hampton@mc.edu</a>	601-925-3485	Present
Officer	Past-President				
Alcorn State University	Technical	Desmond Stewart	<a href="mailto:desmond@alcorn.edu">desmond@alcorn.edu</a>	601-877-6633	Absent
Alcorn State University	Functional	Tracee Smith	<a href="mailto:tracee@alcorn.edu">tracee@alcorn.edu</a>	601-877-6170	Present
Delta State University	Technical	Chris Giger	<a href="mailto:cgiger@deltastate.edu">cgiger@deltastate.edu</a>	662-846-4104	Absent
Delta State University	Functional	Chrisa Mansell	<a href="mailto:cmansell@deltastate.edu">cmansell@deltastate.edu</a>	662-846-4050	Absent
Holmes Community College	Technical	Steven Tiller	<a href="mailto:stiller@holmescc.edu">stiller@holmescc.edu</a>	662-472-9091	Present
Holmes Community College	Functional	(Officer)	<a href="mailto:laustin@holmescc.edu">laustin@holmescc.edu</a>	662-472-9146	
IHL	Technical	Shirley McKay	<a href="mailto:skelly@mississippi.edu">skelly@mississippi.edu</a>	601.432.6521	Present
IHL	Functional	Eric Atchison	<a href="mailto:eatchison@mississippi.edu">eatchison@mississippi.edu</a>	601-432-6288	Absent
Itawamba Community College	Technical	Allen Coleman	<a href="mailto:alcoleman@iccms.edu">alcoleman@iccms.edu</a>	662-862-8105	Present
Itawamba Community College	Functional	Sandi South	<a href="mailto:sssouth@iccms.edu">sssouth@iccms.edu</a>	662-862-8956	Absent
Jackson State University	Technical	Artis Smith	<a href="mailto:Artis.smith@jsums.edu">Artis.smith@jsums.edu</a>	601-979-7080	Present
Jackson State University	Functional	Keilani R. Vanish	<a href="mailto:keilani.r.vanish@jsums.edu">keilani.r.vanish@jsums.edu</a>	601-979-0330	Present
Mississippi College	Functional	(Officer)			
Mississippi College	Technical	Jim Pilgrim	<a href="mailto:jpilgrim@mc.edu">jpilgrim@mc.edu</a>	601-925-3814	Present
Mississippi Delta Community College	Technical	Lisa Williams	<a href="mailto:lwilliams@msdelta.edu">lwilliams@msdelta.edu</a>	662-246-6374	Absent
Mississippi Delta Community College	Functional	Cassandra Atley	<a href="mailto:catley@msdelta.edu">catley@msdelta.edu</a>	662-332-8250	Present
Meridian Community College	Technical	Phillip Brooks	<a href="mailto:pbrooks@mcc.cc.ms.us">pbrooks@mcc.cc.ms.us</a>	601-484-8691	Absent
Meridian Community College	Functional	Angela Payne	<a href="mailto:apayne@meridiancc.edu">apayne@meridiancc.edu</a>	601-481-1357	Present
MS Gulf Coast Comm. College	Technical	Dan Webb	<a href="mailto:dan.webb@mgccc.edu">dan.webb@mgccc.edu</a>	228.897.3828	Absent
MS Gulf Coast Comm. College	Functional	(Officer)			
Mississippi State University	Technical	Rosiland Ashford	<a href="mailto:rashford@its.msstate.edu">rashford@its.msstate.edu</a>	662-325-9177	Present
Mississippi State University	Functional	Arjeanetta Cary	<a href="mailto:acary@meridian.msstate.edu">acary@meridian.msstate.edu</a>	601-484-0102	Present
Mississippi University for Women	Technical				
Mississippi University for Women	Functional	Tammy Prather	<a href="mailto:tsprather@muw.edu">tsprather@muw.edu</a>	662-329-7135	Present
MS Valley State University	Technical	Carmela Staten	<a href="mailto:carmela@mvsu.edu">carmela@mvsu.edu</a>	662-254-3649	Absent
MS Valley State University	Functional	(Officer)			
Northeast MS Community College	Technical	Mark Nichols	<a href="mailto:mdnichols@nemcc.edu">mdnichols@nemcc.edu</a>	662-720-7458	Absent
Northeast MS Community College	Functional	Shannon Tucker	<a href="mailto:sftucker@nemcc.edu">sftucker@nemcc.edu</a>	662-720-4084	Absent
Pearl River Community College	Technical	Hannah Miller	<a href="mailto:hkmiller@prcc.edu">hkmiller@prcc.edu</a>	601-403-1214	Present
Pearl River Community College	Functional	(Officer)	<a href="mailto:tmood@prcc.edu">tmood@prcc.edu</a>	601-403-1214	
Program Director		Edith Riley	<a href="mailto:egr1@msstate.edu">egr1@msstate.edu</a>		Present

**Welcome**-Tonia Seal welcomed everyone and called the meeting to order.

**New Board Member**-Tonia introduced and welcomed new board member, Dr. Angela Payne, Director of Admissions, from Meridian Community College.

**Approval of the Minutes**-The minutes from September 11, 2018 were reviewed by the board and approved. Steven Tiller made the motion to accept the minutes and Rosiland Ashford seconded the motion. All were in favor of approving the minutes.

**Financial Report**-Joyce Dixon review our financial statement. Joyce noted that our Net Income from the conference was \$1324.49. There were no questions regarding the statement.

**Membership Dues**-Tonia asked if all the membership dues had been paid and Joyce said they have all been paid. Joyce will send out invoices for the 2019 dues in January 2019.

## COMMITTEES

### Program-Edith Riley

- **Welcome**-Everyone was pleased with the Mayor of Natchez's welcome. His welcome was like a history lesson about Natchez. He did a great job.
- **Keynote Address**-Everyone was equally impressed with our speaker, Lt. Colonel Tim Henderson.
- **Presenters**-All sessions seem to go well. Edith handed out an attendance sheet of each session.

### Vendors-Keilani Vanish

- Keilani was pleased with the vendors that attended our conference, but was disappointed that more did not attend. She will start early in 2019 sending out vendor applications once the conference location has been decided.

### Registration-Joyce Dixon

- Joyce felt like registration went well. There were some last minute registrants, mainly from Louisiana, but all in all the process went well. Joyce also noted that our luggage tag machine quit working. A new one will need to be purchased before our 2019 conference.

### Bags/Give Away-Artis Smith

- Everyone seemed to really like the sling style backpack this year. The only suggestion was that they needed to be a little larger. Artis will begin looking for new bags for next year's conference and bring us some ideas later next year.

### Logistics-Cindy Hampton

- Cindy was pleased with all of the logistics as a whole. Was sad that the Sunday night reception had to be moved inside, which made it a little crowded, but the food and entertainment were both good. The luncheon seemed to go well on Monday and the food was good there as well.

### Printed Program-Carmela Statan

- Carmela was not in attendance, but she did a good job in pulling our program together. ICC printed our program at no cost, but did tell Allen Coleman that we need to get the program to them sooner so they will have time to order the proper paper and have time to bind the edge. Also, since ICC does this for us for free, need to be mindful of how many color pages we put in the program.

### T-Shirts-Cindy Hampton

- Cindy asked if the board still wanted to use long sleeve t-shirts again in 2019. No decision was made. Cindy said she would talk to the vendor to see what other options might be available to us. Cindy did note that the vendor has not raised his prices on our shirts for the last four years.

### Board Shirts-Cindy Hampton

- There was no discussion regarding our board shirts. Cindy did have an extra board shirt to give to new board member Angela Payne.

### Door Prizes-Joyce Dixon

- Joyce did a good job buying door prizes. There were 27 prizes given away. Four board members won a prize.

### Presenter Gifts-Cindy Hampton

- Darby's Fudge was the gift to the presenters this year. It is made at a local business in Natchez and taste great!

### Technical-Allen Coleman

- Allen commented that there were only 2 technical problems encountered during the conference. Both of those were resolved to where the presenter could do their presentations. It was noted that we need to buy cords that have multiple type adapters on them. Allen will check on the type cords/adapters we need to purchase and will purchase these ahead of our 2019 conference.

### MBUG Banner-Artis Smith

- Everyone was very complimentary of our new MBUG Banner. It looked very nice in the registration area.

### Other Business

- The location for our 2019 conference has to be decided soon. If we keep it at the same time next year as this year, the dates would be September 8-10, 2019. Cindy Hampton commented that she did not think we should go through the process of looking at other locations, that we have looked at before, to only decide we are going to go back to Tupelo or Natchez. It takes a lot of time for someone to research a conference site. The main issues with other venues has been the cost and mainly other venues we have looked at do not have hotel space close to the meeting venue. We are a small conference and Natchez and Tupelo have always worked great for us. Cindy recommended going back to Tupelo. Steven Tiller said he would like to go back to Natchez again. We have had the conference in south Mississippi for two years and now we move it to north Mississippi for two years. Rosiland did mention that she would like to check with The Mill in Starkville, but after looking at the calendar and when we normally have our conference, it was noted that MSU has a ballgame that weekend, so the venue might not be an option. Rosiland is still going to check with them to see and see if they have come down in price since they have been open for a while now.
- Sandi South has been asked to be the Logistics Chairperson if we return to Tupelo. Cindy Hampton had asked her about taking this role at this year's conference and she agreed to do so. Allen Coleman will ask Sandi to go ahead and check with the Hilton Garden Inn in Tupelo to see if the hotel/meeting space will be available.
- Edith Riley asked if we should add a space back to the registration form for those who would like to bring a guest. The guest would pay to eat at the Sunday night reception and the Monday luncheon. We will need to make a decision on this at the February 2019 board meeting.
- Angela Payne asked if we had considered allowing someone to pay to attend only one day of the conference. She felt like some would attend, that might not be attending now, if they could only pay for one day and not the whole conference. Steven Tiller noted that our conference fee is so much less than most conferences that he did not think we should offer a one day only fee. Our board has discussed this in the past and decided not to allow a one day registration. The board was advised to think about this and then a vote/decision can be made at the February 2019 meeting.

#### **Next Meeting-Tonia Seal**

- The board decided our next meeting should be February 2019.

#### **Lunch and Adjourn**

- Allen Coleman made a motion to adjourn the meeting and Louise Brown seconded the motion.