



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting		Approved:	June 25, 2019	
Meeting Date:	February 19, 2019		President:	Tonia Seal	
Start Time:	10:30 a.m.		President-Elect:	Lilly Austin	
End Time:	12:30 p.m.		Treasurer:	Joyce Dixon	
Location:	Holmes Community College		Secretary:	Cindy Hampton	
	Ridgeland, MS		Past-President		
Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Tonia Moody Seal	tmood@prcc.edu	601-403-1214	Present
Officer	Pres-Elect	Lilly Austin	laustin@holmescc.edu	662-472-9146	Absent
Officer	Treasurer	Joyce Dixon	jdixon@mvsu.edu	662-254-3308	Present
Officer	Secretary	Cindy Hampton	hampton@mc.edu	601-925-3485	Present
Officer	Past-President				
Alcorn State University	Technical	Desmond Stewart	desmond@alcorn.edu	601-877-6633	Present
Alcorn State University	Functional	Tracee Smith	tracee@alcorn.edu	601-877-6170	Absent
Delta State University	Technical	Chris Giger	cgiger@deltastate.edu	662-846-4104	Absent
Delta State University	Functional	Chrisa Mansell	cmansell@deltastate.edu	662-846-4050	Absent
Holmes Community College	Technical	Steven Tiller	stiller@holmescc.edu	662-472-9091	Present
Holmes Community College	Functional	(Officer)	laustin@holmescc.edu	662-472-9146	
IHL	Technical	Shirley McKay	skelly@mississippi.edu	601.432.6521	Present
IHL	Functional	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Present
Itawamba Community College	Technical	Allen Coleman	alcoleman@iccms.edu	662-862-8105	Present
Itawamba Community College	Functional	Sandi South	sssouth@iccms.edu	662-862-8956	Present
Jackson State University	Technical	Artis Smith	Artis.smith@jsums.edu	601-979-7080	Present
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	Present
Mississippi College	Functional	(Officer)			
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	Absent
Mississippi Delta Community College	Functional	Cassandra Atley	catley@msdelta.edu	662-332-8250	Absent
Meridian Community College	Technical	Phillip Brooks	pbrooks@mcc.cc.ms.us	601-484-8691	Absent
Meridian Community College	Functional	Angela Payne	apayne@meridiancc.edu	601-481-1357	Present
MS Gulf Coast Comm. College	Technical	Dan Webb	dan.webb@mgccc.edu	228.897.3828	Absent
MS Gulf Coast Comm. College	Functional	Louise Brown	Louise.brown@mgccc.edu	601-928-6278	Absent
Mississippi State University	Technical	Rosiland Ashford	rashford@its.msstate.edu	662-325-9177	Present
Mississippi State University	Functional	Arjeanetta Cary	acary@meridian.msstate.edu	601-484-0102	Absent
Mississippi University for Women	Technical				
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	(Officer)			
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	Hannah Miller	hkmiller@prcc.edu	601-403-1214	Present
Pearl River Community College	Functional	(Officer)	tmood@prcc.edu	601-403-1214	
Program Director		Edith Riley	egr1@msstate.edu		Present

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

Approval of the Minutes-The minutes from October 24, 2018 were reviewed by the board and approved. Rosiland Ashford made the motion to accept the minutes and Hannah Miller seconded the motion. All were in favor of approving the minutes.

Financial Report-Joyce Dixon review our financial statement. Joyce noted that our expenses since we last met were as follows:

- Bancorp South Conference Center Deposit for 2019 conference - \$3750.00
- Domain Hosting fee \$326.00
- Insurance for our conference \$161.09
- Current Balance \$44,018.02

Old Business

- **Luggage Tag machine**-it was decided at our October 24, 2018 meeting that we need to purchase a new luggage tag machine. Allen Coleman agreed to find some options and email them to Joyce Dixon to purchase.
- **Cords and Adapters for projectors**-it was noted that we need to purchase additional cords and adapters to assist with all the different projectors we use at the conference. Allen Coleman agreed to find some options and email them to Joyce Dixon to purchase.
- **One Day Registration fee**-the board discussed the option of giving attendees a one day registration fee option for those who could not stay or want to stay for both days. After much discussion the board voted no. We will not offer a one day registration fee.

Membership Dues-Tonia asked about the membership dues. Joyce mailed out invoices in January and has received some dues. Joyce stated that member institutions have until May to pay their dues.

COMMITTEES

Logistics-Sandi South

- Sandi has received and signed both contracts. One for the conference center and the other for the hotel. The conference center did tell Sandi that they are remodeling the front entrance to the center, so we will only have

access to the facility using the side door. The conference center will be available at 4:00 on Saturday for the board to get in and prepare for the conference.

- Sandi will be working with the conference center regarding food for the Sunday night reception, Monday luncheon, Tuesday breakfast, and the breaks between sessions.
- Edith Riley will be securing the entertainment for the Sunday night reception. Edith presented three options to the board during the meeting and it was agreed that Edith could pick whichever one she wanted.

Program-Edith Riley

- **Welcome**-Edith is on the mayor of Tupelo's calendar.
- **Keynote Address**- this is still undecided
- **Presenters**-Edith is in need of presenters. She said every board member must do a presentation or find someone from their school to do one in their place.
- **Edith** mentioned that St. Luke's Church Food Pantry will be our service project for this year's conference.

Vendors-Keilani Vanish

- Keilani is working to secure vendors for our conference. She asked for board members to send any new vendors to her if they had any.
- Rosiland recommended that Keilani reach out to Black Baud as a possible vendor.
- It was suggested that we look at the E-live vendor list to possibly get some ideas for vendors.

Registration-Joyce Dixon

- Joyce Dixon had the registration form and information reviewed. She will email to Allen Coleman to put on the MBUG website.
- The board also discussed whether we wanted to allow attendees to bring a guests and pay for them to eat, but we chose to not offer that option to attendees. It was noted that it is rare that anyone brings a guest.

Bags/Give Away-Artis Smith

- Artis brought a bag as an option for this year's conference. After everyone looked at the bag, it was decided that we all liked the bag and will choose it for our conference.
- Artis also brought an option of a waterproof phone carrier to put in the bag. Another suggestion was an athletic cool down towel. A decision was not made on either of these items, so this will be decided at a later date.

Printed Program

- Itawamba Community College will print the programs again. Sandi South asked if we had thought about obtaining a mobile app and putting the program in an electronic format. The board seemed open to the idea and Eric Atchison said he would take the lead on looking at some apps to see if that might be an option for us.

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.

Board Shirts-Cindy Hampton

- There was no discussion regarding our board shirts.

Door Prizes-Joyce Dixon

- Joyce Dixon will be in charge of getting the door prizes for the conference.

Presenter Gifts-Sandi South

- Sandi South and Allen Coleman will look around the Tupelo area for presenter gifts.

Technical-Allen Coleman

- Allen will check on the type cords/adapters we need to purchase and send links of the items to Joyce to purchase ahead of our 2019 conference.

New Business

- **Secretary of the State Charity Registration**-after researching this and Joyce sending in the information and fee requested, it was determined that we did not need to do this after all. The fee is being refunded to MBUG.

Next Meeting-Tonia Seal

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

Lunch and Adjourn

- Keilani Vanish made a motion to adjourn the meeting and Eric Atchison seconded the motion.