

**Minutes**  
**MACADA Board Meeting**  
**September 11, 2008**

**Call to Order:**

The meeting of the MACADA Board was called to order at 10:15 a.m. by President Harry Cook at TanTarA Resort at Lake of the Ozarks.

**Members Present:** Paula Aguilar, Rachael Cobb, Harry Cook, Annie Ensminger, Joan Finder, Artie Fowler, Chris Jordan, Deb Shores, Jenny Steen, Tammy Welchert and Kelly Wilson.

**REPORTS**

No reports.

**NEW AND CONTINUING BUSINESS**

**2008 MACADA Conference:** Paula Aguilar, Webster University

Paula reviewed the mechanics and details of the annual conference, including AV equipments, session presiders, door prizes, Best of Conference ballots and Session Evaluation forms. The Conference evaluation will be sent by email after the conference. Paula announced that one beverage break will be sponsored by Webster University.

Chris Jordan announced the award nominations. Two incomplete nominations were submitted by the same nominator - one for the outstanding advisor primary role award and one for the faculty advisor award. Both were disqualified from consideration. There were no additional faculty or administrator nominations.

Per the by-laws, mid-term vacancies will be appointed, not elected. If Joan Finder is elected President-Elect, the remainder of her term as Secretary will be appointed by the Board. Artie Fowler has agreed to serve in this position.

**Report on Status of Archives:** Harry Cook, Missouri State University

Harry Cook announced that he and Grace Butler signed the agreement establishing the archives. The archive staff will review what materials should be kept or discarded and will destroy what is not saved. We can send individual items as they become available.

**Other Business:**

**Website:** Paula Aguilar, Webster University

Paula asked Rachael to confirm that newsletters and minutes are kept up-to-date on the website. Rachel asked that Joan/Artie send final minutes after they have been approved.

### **Drive-In Conference:** Paula Aguilar, Webster University

Paula and Nancy are still working on a drive-in conference in St. Louis, hopefully in the spring, but no definitive plans have been made yet. Tammy reminded the board that \$200 is available through the Emerging Leaders program as well as \$200 for Professional Development.

### **Future Conferences**

In 2010 the Region VII conference will be held in Kansas City. A discussion as to whether we should skip the 2009 or 2010 state conference and defer to the Region conference ensued. It was also noted that we needed to sign the contract with TanTarA for the 2009 dates as soon as possible. It was noted that the by-laws state that an annual conference will be held. We also need a conference for elections and to encourage membership renewal. We agreed to maintain our annual conference but note that the Regional conference may reduce our attendance numbers and plan accordingly.

### **Membership Renewals**

Since conference attendance is down slightly, it is imperative that we contact past members who did not attend the conference to encourage membership renewals. Regional reps were encouraged to stay in communication with colleagues in this area and remind them to renew or join. There are some delays in conference registration because checks have been mailed to outdated addresses.

### **By-Law Changes**

Chris Jordan will correct and up-date the by-laws. It was also noted that description of job duties and board responsibilities need to be updated in the by-laws and supplementary document.

### **COTA**

The COTA Conference will be held January 30 in Columbia at the Holiday Inn Select. The focus will be on curriculum coordination and dual-credit.

The next board meeting will be held on Friday, December 5 at 10:30 a.m. at William Woods Columbia campus.

The meeting adjourned at 11:25a.m.

Respectfully submitted,  
Joan Finder  
Secretary