



**Annual Business Meeting  
Chattanooga Convention Center  
Chattanooga, Tennessee  
February 2, 2010**

President Sallie Marchello called to order the 63<sup>rd</sup> annual Business Meeting of the Southern Association of Collegiate Registrars and Admissions. Bruce Cunningham has agreed to serve as Parliamentarian for this meeting.

President Marchello asked all to be reminded of the awards conveyed at the Opening Session on January 30, 2010.

President Marchello extended a special welcome to 18 SACRAO members who have previously served as President of SACRAO.

Secretary Donna Findley announced that minutes of the 2009 Business Meeting have been published on the SACRAO website and asked if there was a motion to accept the minutes as presented. There was a motion to accept these minutes as published, motion was seconded, and there was unanimous approval of the minutes by the membership.

Treasurer Amy Bisette called attention to the Statement of Assets through December 31, 2009, and to the Proposed 2010 SACRAO Budget. Amy mentioned that the savings account balance is higher than usual and this is because a CD matured during the previous year. These dollars will be reinvested in the near future. The tax preparation audit budget line is significantly below budget due the delay in obtaining SACRAO financial records from the previous accountant and the impact this delay had in completing a financial audit. The attached Treasurer's Report and 2010 Proposed budget were approved by the membership.

VP for States/Regionals and Memberships—Rock McCaskill

While SACRAO is a solid organization, we are not immune from difficult economic times.

- There were 40 institutions dropped from SACRAO membership this year.
- There were 7 new institutions added this year.
- 3141 individual members
- \$65,900 paid in dues

Rock asked that the membership continue to maintain accurate membership records through the SACRAO website.

134 first-time attendees at 2010 SACRAO, 25 new members and SACRAO veterans attended the Dutch Treat Dinner on Monday evening.

Rock extended his appreciation to all committee members for their work and for the opportunity to serve as VP for States/Regionals and Memberships over the last 2 years.

Local Arrangements Committee Report—Standing in for Tim Amyx, Bobby Hodum

- 488 registrations
- 66 of these are corporate members
- The membership was reminded to stop by the table to make a greeting card that will later be mailed to a US service member.

President Marchello commended the Local Arrangements Committee for the excellent job they have done in arranging this year's conference.

Past President John Fletcher reported for the Constitution and Bylaws Committee. No requests were previously submitted for changes. Past President John Fletcher asked if there were any requests to be submitted at this time. Being none, this topic was closed.

#### Future SACRAO Conferences

- SACRAO 2011—Atlanta, Georgia. Katherine Sweeney is serving as LAC Chair.
- SACRAO 2012—Northern Kentucky. Kim Taylor will serve as LAC Chair.
- SACRAO 2013—bids have been submitted for properties that may provide a venue for SACRAO 2013 in either San Antonio or Austin, Texas.
- SACRAO 2014—the conference should return to the eastern region of our association.

All SACRAO Past Presidents were asked to meet immediately following this meeting for a photograph.

#### **The Audit Committee Report—Dorothy Kiser**

The Audit Committee is a standing committee appointed by the president of SACRAO and should not be considered independent of the organization. The Committee performed its review by utilizing guidelines established by the association that are contained within the SACRAO Procedures Manual for the Executive Committee and Committee Chairs.

##### General Findings

The Audit Committee found that the records of the association were well organized, and all operating funds were reasonably accounted. The Committee found the records of the Association, at the time of the audit, to accurately represent the financial status of the Association.

The Committee reviewed an external audit performed on October 12, 2009, by Carmines, Robbins & Company, PLC. The audit concluded that the financial statements present fairly, in all respects, the financial position of the Southern Association of Collegiate Registrars and Admissions Officers as of December 31, 2008.

The Committee also reviewed the recommendations made by the 2008-2009 Audit Committee and the reply to that audit prepared by the President. The members of the Audit Committee commend the President and the Executive Committee for addressing all of the recommendations made in this report.

##### Specific Findings of the Associations Records

The Audit Committee completed a sampling of the Associations records and found the financial statements to be in order with receipts and other documentation. The Committee noted that budgeted amounts on the 2009 Financial Statement reasonably reflected actual expenditures.

##### Specific Findings of the Local Arrangements Committee Records

The Committee's review of the financial records of the 2009 Local Arrangements Committee, which are associated with the 2009 Annual Meeting in New Orleans, found the records to be detailed and well organized.

##### Recommendations

In conclusion, the Committee offers the following recommendations for consideration by the Executive Committee:

1. The Executive Committee and other committees should be commended for staying within the constraints of their budgets for the past fiscal year, and future committees should be encouraged to follow this example.
2. Immediately following the yearly meeting, a letter from the new President and/or Secretary should be given to the new Treasurer to facilitate the transfer of authority in order to have access to the accounts and conduct the financial duties of the Association.

3. The sections of the Procedure Manual for the Treasurer and Auditing Committee should be reviewed and updated to reflect the current banking procedures.
4. When the LAC Treasurer closes out the books for the year and submits a check to the SACRAO treasurer, the books should follow within 30 days.
5. An accountant should be employed for multiple years to audit the treasurer's records so they don't have to learn how we manage our accounts. This will give continuity and save money.

#### Closing Remarks

The Audit Committee finds that the Association is fiscally sound and finds no issues which suggest any misappropriation or inappropriate use of the Association's resources.

The Committee commends the SACRAO Treasurer, Ms. Amy Bissette, for her outstanding record keeping, attention to detail, and assistance in providing materials for this audit report. The Committee also wishes to recognize Robert Doolos, Chair of the 2009 LAC and Kelly Rodrigue, Treasurer of the LAC, for their excellent maintenance of the financial records for last year's annual meeting.

The Chair would like to thank the Audit Committee for their considerable work in performance of this audit:

- Mack Palmour, Gainesville State College
- Joe Papari, Southern Methodist University
- Linda Williams, Jefferson College of Health Sciences, who served as Secretary
- Lylene Pilkenton, South Texas College of Law

Respectfully submitted,  
Dorothy Kiser, Chair

#### **Nominations and Elections Committee report—Lylene Pilkenton**

- The SACRAO 2009-2010 Nominations and Elections Committee (N&E) consisted of Chair-elect Janet Davis, Brad Barron, Patrice Mitchell, and Rita Garner. Our Committee met in Charlotte, North Carolina October 2-3, 2009.
- Voting for the N&E Committee was once again conducted entirely online. The 2008-2009 Nominations and Elections Committee had hoped we would increase the number of members voting by opening early voting at the annual meeting. Unfortunately, in spite of allowing membership voting to start at the annual meeting and numerous emails sent to the membership via SACRAO calling for members to vote, only 218 out of approximately 3200 members, 6.8%, executed their right to vote. We saw a small reduction in voting from the previous year. In 2008 there were 246 SACRAO members that voted. The recommendation of the 2009-2010 Nominations and Elections Committee was to not open voting at the annual meeting.
- Although the quantity of nominations was low, the quality was superb. The N&E Committee received 47 nomination forms for 106 positions of leadership. Of those 47 nominations, 23 SACRAOans were able to accept the nominations and submitted Activity Forms for consideration. The N&E Committee was very sensitive to diversity by state, type and size of school, ethnicity, gender, and job responsibility. In some cases, our task was more difficult because of the limited number of nominees in certain positions. The N&E also strives to have representation from **all** SACRAO member states. However, several constraints prohibit consideration of all nominees and ensuring broad state representation on the Executive Committee: several states did not have any nominees; the candidates were not able to accept the nomination; there were already two members from the same state on the SACRAO EC; or there were no nominations for any position from the state. If your state does not have a representative, we urge you to seek out qualified candidates, confirm s/he has the support of his/her university and is willing to run, and submit the nominations to Janet Davis, N&E Chair-elect.

The N&E Committee congratulates each of the following as our nominees for next year's SACRAO Executive Committee officers:

- **President-Elect:** Cecil (Rock) McCaskill, Southern Wesleyan University (SC)
- **Vice-President for Admissions & Enrollment Management:** Valerie Crawford, Auburn University at Montgomery (AL)
- **Vice-President for Information Technology:** A. Bradley Moody, National Park Community College (AR)
- **Vice-President for States/Regionals and Membership:** DeAnna Adams, East Arkansas Community College (AR)
- **Secretary:** Scott Dittman, Washington and Lee University (VA)
- **Member-at-Large/Evaluations:** Brian Antie, Louisiana State University (LA)
- **Member-at-Large/Recognition and Awards:** Jairo McMican, North Carolina Central University (NC)

We nominate the following for the SACRAO 2010-2011 Nominations and Elections Committee. The top four (4) vote recipients will be elected to serve on the 2010-2011 N&E Committee:

Angela Anderson (NC)  
Bobbie Fry (TX)  
Dorinda Harmon (SC)  
Louis Hunt (NC)  
Susan Kennon (VA)  
Dean Kahler (KY)  
Joe Papari (TX)  
Lloyd Wilson (AL)

On behalf of this year's Committee, we thank you for the honor in allowing us to serve SACRAO in such a rewarding way as your Nominations and Elections Committee.  
Madam President, I move acceptance of this slate of officers.

Respectfully Submitted,

The 2009-2010 SACRAO Nominations and Elections Committee  
Lylene Pilkenton, Chair  
Janet Davis, Chair-Elect  
Brad Barron  
Rita Garner  
Patrice Mitchell

The slate of officers was accepted and approved unanimously by the membership.

President Sallie Marchello then introduced the 2010 SACRAO Executive Committee Members.

#### **Resolutions: Shelby Stanfield, Chair**

"The Crew" of the Discovery Channel hit reality show "The Deadliest Catch" entered the hall to bring an entertaining delivery of resolutions for 2010.

#### **Report of the President: Sallie Marchello:**

There were 3 goals that President Marchello planned to address during her year as President:

- Very good progress has been made on each goal:
  - There were financial reports distributed each quarter
  - There was a new transition meeting

The Association is in excellent shape and in good hands for the coming year.

There was a call for old business. None was presented.  
There was a call for new business. None was presented.

The following SACRAO members who have served the Association and are now rotating out of their positions were recognized and thanked for their service:

Dean Kahler—Member at Large Recognitions and Awards

Wayne Banks—Member at Large Evaluations

Donna Findley—Secretary

Louis Hunt—VP Information Technology

Dorinda Harmon—VP for Admissions and Enrollment Management

John Fletcher—Past President, 2009-2010, President 2008-2009, President-Elect 2007-2008

Comments from President Marchello

Sallie opened the conference on Sunday evening with the concept that “you are SACRAO.” We are passionate about our fellow members, we volunteer our time. We need SACRAO—this organization provides a critical service to its members: we teach each other, we encourage each other, we develop friendships that provide professional resources when we need them. SACRAO is essential and Sallie asked that the membership assist her in keeping this association strong. Sallie reflected on her distinct honor and privilege to serve the Association as president during the past year.

With pride and honor, Sallie passed the gavel to President Elect Tim Culhan. Tim honored Sallie with a plaque recognizing her service as SACRAO President. Sallie then received a standing ovation from the membership.

President Culhan expressed his goals for SACRAO during the coming year:

- Continue strengthening all that we do, especially the conference programming and Journal publications.
- Maintain and grow our membership. This will not be an easy task in light of the difficult economic times.
- Enhance our web presence and web service.

Tim asked for the membership to let he and the members of the Executive Committee know of needs that SACRAO can fill.

Local Arrangements Committee Announcements: Rodney Miller

1. On behalf of Bobby Holdam, all are reminded that the last opportunity to meet with vendors is today from 2:30-3:00 in the vendor area.
2. After the Admissions/Registrars forums on Wednesday, there will be a drawing for two iPods.
3. There is an invited reception beginning at 5:30 PM today.
4. Motor coaches to the Tennessee Aquarium will begin leaving at 6:30 PM tonight. These coaches will continue to pick up at the Aquarium until 11:30 PM. Electric shuttles will continue to run until 11 PM.
5. Rodney asked all members to assist the LAC in obtaining information that will help offset the rental cost of the Convention Center. Please record the following information on the back of your Tennessee Aquarium Event Ticket and submit when you arrive at the Aquarium.
  - a. What hotel
  - b. How many days are your staying?
  - c. Are you sharing the room with someone?
  - d. Who is paying for the room.

There was a motion made to adjourn the meeting at 11:55 AM. The motion was seconded and the meeting was adjourned.

Respectfully submitted,

Donna Findley  
2009-2010 SACRAO Secretary