



# VACRAO NEWS

## Executive Committee

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Summer 2010

## Message from the President Kathie Tune, President

VACRAO was off to a good start this summer with the Executive Board Retreat on June 22<sup>nd</sup> and 23<sup>rd</sup> at the Wintergreen Resort and Conference Center. This meeting served as our conference site visit, which was a wonderful idea as the mountains of Virginia in the summer are just amazing and a little cooler to say the least.

The overriding theme was how technology has expedited the registrations and listings for the Virginia Tour. The membership database is in its best shape ever thanks to Connie Cook of Jefferson College of Health Sciences and some new software. Conference registrations are running and tracking with ease with the use of Eventbrite and Paypal due to the work of Hope Parks of Virginia Tech Carilion School of Medicine. The VACRAO web site has become more of a focal point of our work with the efforts of Kristy Hall, our web coordinator. Most notably, the work of many VACRAOans continues to make the organization a strong and productive

group of dedicated individuals.

Whitney Gershowitz (Richard Bland College) returned to us as the Vice President for Professional Development to complete Autumn Fish's term and with the help of her busy and able committee chairs has organized three workshops for the membership this summer; the Domicile Workshop, hosted by Liberty University on June 29, 2010; the Support Staff Workshop hosted by Bridgewater College on July 16; and the New Counselor's Workshop, hosted by The College of William & Mary) on July 19-21.

The Nominations and Auditing committee has sent us a final draft of the 2009 Audit and I am happy to say the year started and ended well financially. Thank you to all who serve on the Committee and to our Treasurer, Drew Boor, who had to detail all of the expenses and reimbursements in preparation for the audit.

Susan Kennon outlined the conference details at



the Executive Committee's June retreat and is happy to report that session proposals are welcome and volunteers needed to make the 2010 Annual Meeting and Conference an event to remember. *I'm Available Forms* are available on the Web site at [www.vacrao.org](http://www.vacrao.org) and can be forwarded to Susan Kennon at [kennon@lynchburg.edu](mailto:kennon@lynchburg.edu).

I am so pleased to know that the work of the membership continues each day and every day from professional development workshops to the college tour to the winter conference and the list goes on.

Stay tuned for the Annual Meeting details that you won't want to miss!

Wishing everyone safe travels and smooth registrations this fall.

## Walking in a Winter VACRAO-Land

Susan Kennon, President-Elect

With the brutal heat of summer pressing down on us, it may be hard to think about the cool, crisp winter air. But in a few short months, we will gather together on Wintergreen mountain for the 2010 annual meeting. The conference site is the Wintergreen Resort in Wintergreen,



VA and it will be a beautiful location to join your colleagues to learn new things, meet new friends, re-connect with old acquaintances, and share ideas. The resort offers so much more than skiing and those fair-weather folks can find plenty to enjoy also. Check out all the resort amenities at [www.wintergreenresort.com](http://www.wintergreenresort.com).

I, along with the other executive committee members, recently stayed at the resort for the annual retreat. We used that time to tour the facilities and meet with Wintergreen conference staff so we can offer you the best sessions and events during our meeting. The committee has been busily working on session ideas and we are excited about the ideas that have sprung forth. I encourage you to get involved with this part of the planning also because we are always in need of session ideas. If you have an idea for a session, or if you and your colleagues are doing something within your institutions that you think is pretty cool and you want to share, please let me know. All ideas and suggestions are welcome. Even if you are new to the profession, please get involved. We are always looking for new talent and we want to hear what others are doing, because that is how we all learn and evolve in our professions. You can submit all session ideas and suggestions to me at [Kennon@lynchburg.edu](mailto:Kennon@lynchburg.edu) or you can call me at (434) 544-8219 if you want to talk through your idea.

So, mark your calendar for the 2010 VACRAO Annual Meeting at Wintergreen Resort on December 8-10. Come join us on our walk in a winter VACRAO-land!



## Walking in a Winter VACRAO-Land



**2010 VACRAO Annual Meeting**



**When: Wednesday, December 8 to  
Friday, December 10**



**Where: Wintergreen Resort  
Wintergreen, VA**

**[www.wintergreenresort.com](http://www.wintergreenresort.com)**



**Have an idea for a conference session?  
Email Susan at [Kennon@lynchburg.edu](mailto:Kennon@lynchburg.edu)**



## Membership Information

### Connie Cook, VP, Membership and Communication

I hope everyone is keeping cool this summer! VACRAO currently has 628 individual members representing 190 different institutions. Memberships continue to roll in and we're processing them as quickly as possible to ensure new members receive the Fall Single Invitation. In order to facilitate this process, I am sending updates to Megan Fannon, School and College Relations Chair as I process new members.

Kristy Hall (Mountain Empire Community College) continues as the VACRAO Web Coordinator. Any information that needs posting on the web site should be emailed to Kristy at [khall@me.vccs.edu](mailto:khall@me.vccs.edu) with a copy to me at [cscocook@jchs.edu](mailto:cscocook@jchs.edu).

Posting is not immediate; make sure to allow a few days lead-time for Kristy.

Judith McKeon (Jefferson College of Health Sciences) continues to facilitate Corporate Membership. If you know of any companies that might be interested in joining VACRAO please send Judith an email ([jomckeon@jchs.edu](mailto:jomckeon@jchs.edu)) giving her the details.

We owe a huge thank-you to Malory Griffith (Old Dominion University) who is doing a wonderful job as the VACRAO Newsletter Editor. The Newsletter requires a lot of work and patience and we couldn't do it without her.

Finally, the new web based membership database is available, but access is limited to VACRAO members. We will be adding addi-

tional functionality over the next year and any suggestion are appreciated. Two items you can expect soon are an organization directory and an individual look-up by organization. A Membership Database link is available on the VACRAO Web Site, <http://vacrao.org/membership>. User names and passwords were emailed to members in late May. If you did not receive your log-in information, please contact me at [cscocook@jchs.edu](mailto:cscocook@jchs.edu) or 540-985-8344.

Have a great summer and I'm sure I'll see many of you on the road this fall.

## From the Treasurer's Desk

### Andrew Boor, Treasurer

I hope everyone is enjoying the warm weather and looking forward to a fast approaching travel season.

Many things have taken place since our last news letter. Our Nominating and Auditing Committee has submitted its final report for the 2009 fiscal year and can be viewed upon request. I send many thanks to the members of the Nominating and Auditing Committee who dedicate their time to ensure VACRAO's operations remain in good balance.

We have also submitted and filed

our yearly tax return in which all funds have been accounted. I report that our funds remain healthy and reflect the following:

Checking: \$ 60,102.89  
VAN Guard: \$70,229.29

It has truly been a pleasure serving VACRAO and I look forward to seeing everyone out on the road. Safe Travels!

(Editor's note: The Nominations and Audit Committee's final report can be found on the following page)



## Nominations and Audit Committee Report

Leah L. Russell, Chair

A preliminary audit of the 2009 VACRAO Treasurer's records was completed by members of the N&A Committee on December 7, 2009. Members of the committee were Leah Russell, Melissa Yakabouski, Michele White, Janet Schwalenberg, and Barbara Thrasher. A new treasurer took over in March 2009 but resigned in September 2009. Her replacement was Andrew Boor and he is to be commended for his effort in organizing the association's books.

On April 19, 2010, Andrew Boor, Janet Schwalenberg and I met on the campus of Averett University to complete the audit. With the exceptions noted below, expenditures had the appropriate Expense Voucher/Reimbursement forms, along with the required receipts,

and all records appeared to be in order.

-An overpayment of \$3.00 was made to the Radford University Conference Center for the New Counselor Workshop.

-Check numbers 1294-1299 were voided because they include the names of past VACRAO officers. The VACRAO SunTrust bank accounts have been changed to reflect that Andrew Boor and Kathie Tune as authorized signatures. The cost to VACRAO for reprint-

ing checks was \$26.00.

As of March 31, 2010, the SunTrust balance was \$54,586.00. As of December 31, 2009, the VanGuard balance was \$70,229.24. VanGuard account authorized signatures have not been changed to date.

Andrew Boor will prepare a new expense report template that will be posted on the VACRAO website for use by all members.

The VACRAO income tax return has been submitted to the IRS.

Respectfully Submitted,

Leah L. Russell

## Summer Professional Workshops Whitney Gershowitz, VP for Professional Development

Happy July to everyone! I hope you are all having a wonderful summer so far! The 2010 summer professional development workshops are in full swing and each committee has done an excellent job planning fun and informative workshops for all!

The Domicile workshop was held on June 29<sup>th</sup> at Liberty University with a total of 118 participants attending the workshop. Many thanks to Terry Elam of Liberty University and Lee Andes and his colleagues from SCHEV on an excellent Domicile workshop and to everyone who attended!

The Support Staff Workshop will be held on Friday July 16<sup>th</sup> at Bridgewater College. The workshop Chair, Cristal Reese, and her

committee have planned an excellent workshop themed "Are You Sending the Right Message?" Please contact Cristal Reese at [creese@bridgewater.edu](mailto:creese@bridgewater.edu) with any questions about the workshop.

The New Counselor Workshop will be held Monday July 19<sup>th</sup> through Wednesday July 21<sup>st</sup> at The College of William and Mary. The cost of the workshop is \$133.00 per person and includes lodging and all meals. Registration is still open so please keep this workshop in mind as you begin hiring new counselors in your offices. Any questions regarding this workshop can be directed to Alicia Wagner Trent, the workshop Chair, at [alwagner@radford.edu](mailto:alwagner@radford.edu).

Many thanks again to all of the



workshop committees for all of the hard work they have put into making these workshops successful. Please visit the VACRAO web site for more information on the workshops and contact the committee Chairs with specific questions. I hope you all have a wonderful summer, safe travels this fall, and I will look forward to seeing you all in December at the annual conference!

## VACRAO Awards

### Jarret Smith, Immediate Past President

As we work through another year I ask that you keep in mind the following Awards that VACRAO has.

#### **Honorary Membership** (deadline November 1):

When approved by the Executive Committee, Honorary Membership is reserved for individuals who have been long-term and valued members of VACRAO and who are no longer eligible for voting or associate membership in the association. They should have a significant record of contributions to the admissions and records profession or must have taken a leadership role in VACRAO (i.e., regularly attended and participated in annual meetings and on committees). Honorary Membership may be accorded individuals in their last year of service prior to retirement if they have announced retirement formally or officially. Otherwise, Honorary Memberships is conferred following retirement. One benefit to VACRAO is keeping certain individuals close to the association. A benefit to the individual is the receipt of newsletters and other association information.

#### **Certificate of Appreciation** (deadline November 1)

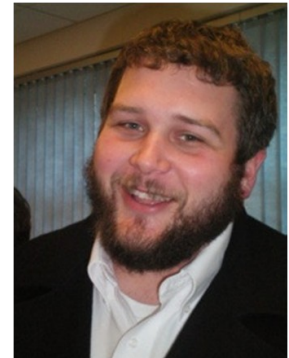
This recognition is for a major direct or indirect contribution to VACRAO by an individual showing initiative and dedication in working with a specific VACRAO project (s). Their commitment and efforts exceed expectations or official responsibilities and have a positive impact on the organization.

#### **New Professional Award** (deadline November 1)

This recognition is reserved for individuals with one to five years of experience in the profession. Nominees must have exhibited professionalism and expertise in their field at their institution(s). Their interest in and significant contributions to VACRAO are key considerations, along with their potential for leadership in VACRAO and other related professional associations. Typically, only one or two of these awards will be made each year.

#### **Distinguished Service Award** (deadline September 1 )

This highly selective, "lifetime achievement" award is reserved for individuals whose service to VACRAO has been so extraordinary as to warrant special recognition while still active or for individuals retiring from or leaving the profession whose contributions warrant special respect. Recognition will be based on a variety of factors, including the nominee's participation in VACRAO for at least ten years; leadership of VACRAO activities as evidenced by holding office, fulfilling committee responsibilities, and attending and regularly participating in the annual meeting; and service or scholarship beyond official responsibilities. In order to keep this award highly selective, its criteria for nominee eligibility have been quantified. Though not to be used to determine recognition, the Awards and Resolutions Committee is guided by the following point system during its screening of nominees.



One year of service as President- 20 points

Each year of service as President-Elect and Immediate Past President- 15 points

Each year of service as Vice President, Secretary, Treasurer, or Newsletter Editor- 10 points

Each year of service as chair of a standing or duly-appointed ad hoc committee- 5 points

Other annual meeting activities, committee work, or other service- 1 to 5 points each

Exceptional contributions to VACRAO and/or the admissions and records profession, as determined by the Awards and Resolutions Committee - maximum of 50 points

Generally, individuals considered for this award should earn a minimum of 100 to 125 points of documented service to be eligible for nomination. This award may be bestowed only once on an individual. Members of the Executive Committee and of the Awards and Resolutions Committee are not eligible for consideration until at least two years have passed after expiration of their terms.

### Preparing for Fall Travel

**Jason Ferguson,  
VP for Admissions and Enrollment Management**



Greetings VACRAO members. By now, you should have received the 2010 edition of the Roadrunner Gazette. It is a great source of information and we hope that you find it useful as you plan your Virginia travel this year.

I'd like to give special thanks to Megan Fannon and her Committee for a wonderful job. Even though the Gazette is out, their hard work and tireless efforts will continue throughout the summer and through the fall travel season. If you run into one of these fine peo-

ple on the road, please make a point to say thanks. Chair - Megan Fannon (UVA-Wise), Week 1A - Anthony Graham (UVA-Wise), Week 1B - Niki Byrd (Jefferson College of Health Sciences), Week 2 - Alicia Wagner (Radford), Week 3- Kim MacInnis (VA Tech), Week4 - Ashley Woodard (Longwood), Weeks 5 & 6 - Dominique Baker (UVA), Week 7 - Angela Rioux (ODU), and Week 8 - Katherine Beck (VCU).

Please keep in mind that Gazette is to be used as a guide. While we do

work hard to make sure that all of the information is accurate, there will be mistakes. If you have any trouble or find any issues, please do not hesitate to contact me or one of the Committee members. We wish everyone a safe and productive travel season. I look forward to seeing you on the road this fall.



In June, members of the executive committee gathered for their retreat at Wintergreen Resort.



## Executive Committee Meeting Minutes-1

**Josh Floyd,  
Secretary**

VACRAO Executive Committee Meeting  
Lynchburg College – Schewel Hall,  
Rm. 109 – Tuesday, March 9

**In attendance:** Kathie Tune (Averett University), Susan Kennon (Lynchburg College), Jarret Smith (Bridgewater College), Andrew Boor (Averett University), Jason Ferguson (Hampden-Sydney College), Whitney Gershowitz (Richard Bland College), Connie Cook (Jefferson College of Health Sciences) and Joshua Floyd (Emory & Henry College)

**Absent:** Hope Parks (Roanoke College)

**Call to Order:** President Kathie Tune called the meeting to order at 10:13 a.m.

**Secretary's Report:** Joshua Floyd presented two sets of respective minutes, one from the quarterly VACRAO Executive Committee meeting and the other from the annual VACRAO business meeting – with both events being held at the Sheraton Norfolk Waterside. There were no immediate amendments made to the respective minutes, with the EC meeting minutes being subsequently approved. The annual business meeting minutes will be submitted in Dec. 2010 for review/approval at the annual conference.

**Treasurer's Report:** Andrew Boor presented his report. As of December 31, 2009, the Vanguard account has a balance of \$70,229.24 (an increase of \$371.58 from the previous year). As of February 28, 2010, the VACRAO checking account has a balance of \$44,744.52 – an amount that included all annual conference expenditures with received paperwork. The current total account balance is \$114,973.76.

Andrew, who also attached balance sheets that reflected conference monies collected and reflective expenses, reported that the accounts have been switched over to reflect changes in the executive committee. Additionally, Andrew reported that at year's end, \$8,255 in dues and other monies received have been collected – reflecting the deposits made for both the annual conference at Wintergreen Resort as well as July's New Counselor Workshop, which will be held at the College of William and Mary.

An audit will be prepared and finalized after the conference. Andrew mentioned that this will be done at AU with Leah Russell (Roanoke College, Nominations & Auditing Committee chair), Drew Boor (Averett University, Treasurer) and Janet Schwalenberg (Averett University, N&A Committee member) for expediting purposes. In conclusion, Andrew also suggested outlining budget line items in order for this information to be outlined for the EC members (i.e., a number of questions have arisen concerning the placement of expenditures under particular budget numbers). This item was tabled to June's meeting, as a session with President-Elect Susan Kennon and Jay Webb (Lynchburg College, former VACRAO Treasurer) will be conducted regarding a line-by-line outline of respective budget considerations.

### **Vice President for Admissions and Enrollment Management:**

Jason Ferguson presented his report. Despite a year that featured several staffing challenges and va-

cancies on the School & College Relations Committee, Jason was pleased to report that the aforementioned Committee has reached full membership.

2010 School & College Relations Committee members include the following:

Chair – Megan Fannon (University of Virginia's College at Wise)

Week 1A – *Southwest Virginia* – Anthony Graham (University of Virginia's College at Wise)

Week 1B – *Southwest Virginia* – Nikki Byrd (Jefferson College of Health Sciences)

Week 2 – *Lower Shenandoah Valley* – Alicia Wagner (Radford University)

Week 3 – *Upper Shenandoah Valley* – Kim MacInnis (Virginia Tech)

Week 4 – *Southside Virginia* – Ashley Woodard (Longwood University)

Weeks 5 and 6 – *Northern Virginia* – Dominique Baker (University of Virginia)

Week 7 – *Tidewater Area* – Angela Rioux (Old Dominion University)

Week 8 – *Richmond* – Katherine Beck (Virginia Commonwealth University)

Single Invitation Coordinator – Vera Chitwood (Jefferson College of Health Sciences)

Jason noted that the annual conference session involving Roadrunner discussion was positive, with minor concerns being given to maintaining/updating directions annually. The addition of street addresses was very well-received, as

## Executive Committee Meeting Minutes-2

**Josh Floyd,  
Secretary**

was the Federal Tax ID inclusion for college fair fees. The Committee will continue its stress on maintaining proper college fair guidelines and enforcing restrictions (e.g. unauthorized giveaways, oversized displays) to ensure positive VACRAO fairs for all attendees.

Jason also mentioned that the Committee is proactive on its mission to utilize any social media outlets or other technology regarding any last-minute changes or emergency contact information being readily relayed to all Roadrunners.

Additionally, the Committee was successful in coordinating the Spring 2010 Virginia tour schedule – with Vera having not only sent out the invitation, but also responding to the membership with a list of confirmed fairs as well. The Tour included the following:

Monday, Apr. 12 – Arthur Ashe Center, Richmond City Schools, 8:30 a.m. – 1 p.m.

Tuesday, Apr. 20 – Albemarle High School, Charlottesville Area Schools, 6:30 – 8:30 p.m.

Wednesday, Apr. 21 – Notre Dame Academy, Independent Schools, 1:30 – 3 p.m.

Wednesday, Apr. 21 – George Mason University, Patriot Center, 6 – 8 p.m.

With membership changes and an unforgiving winter season, Jason alluded to the fact that the Committee is slightly behind last year's timeframe. However, since the Ga-

zette is now in electronic format, there should be no worries regarding timeframes. The Committee will be meeting soon to set Fall 2010 dates, with the Executive Council receiving those dates upon confirmation.

Jason stressed that the Committee will continue to work with NOVA and Tidewater fairs, along with major holidays, regarding the most efficient way to best serve those students. Also, the Committee will be reviewing additional requests as part of possible inclusion into the VACRAO calendar.

The timeline for the Fall 2010 Virginia Tour is as follows:

Late March – April – Dates, times, locations, confirmed with local hosts

Late April – Gazette updates due to Megan

Mid/Late May – Fall Invitation is sent to all VACRAO institutions

Mid-June – Institutional write-ups for Gazette due to Megan

Late June – Roadrunner Gazette completed

Mid-July – RSVP information due to Vera

Early August – RSVP information sent to Committee members

Mid-August – Committee members send RSVP information to local hosts

September/October – Follow-up with local hosts before tour week

Jason then concluded by stressing that the Committee's plan will be to send out the single invitation sometime mid-to-late May.

**Vice President for Professional Development:** Before presenting her report, Whitney Gershowitz – following a unanimous vote prior to the March quarterly Committee meeting – was officially recognized by the Council regarding her new appointment. Gershowitz will be serving out the remaining term for outgoing VP for Professional Development Autumn Fish (Sweet Briar College).

Whitney announced that the New Counselor Workshop Committee, consisting of Alicia Wagner, Chair (Radford University), Marcus Anderson (Bridgewater College) and JoJo McDuffie (Randolph-Macon College), will be from Monday, July 19 until Wednesday, July 21 at the College of William and Mary.

The cost per person is \$133. Whitney, who will be appointing two additional New Counselor Workshop Committee members, noted that the NCW can adjust room and meal numbers, as needed, leading up to the respective event.

The Domicile Workshop will be chaired by Terry Elam (Liberty University). Terry is working with Lee Andes from SCHEV to set a date for the 2010 workshop. The workshop, which will be held at Liberty, will take place either in late June or early July.

Additionally, the Council also evaluated possible timelines for

## Executive Committee Meeting Minutes-3

**Josh Floyd,  
Secretary**

both Support Staff Workshop – chaired by Cristal Reese (Bridgewater College) – and the Professional Access and Equity Committee Workshop – chaired by Dara Logan (Lynchburg College). It was agreed that these two workshops should operate every two years, with the Support Staff Workshop taking place this summer and the Professional Access and Equity Committee Workshop ready for 2011. Whitney also informed the Council that Dara is coordinating with Dana Troutman (CACRAO) for a possible presentation at December's conference.

***Vice President for Membership and Communication:*** Connie presented her report. As of Friday, February 26, there were 182 voting members and 94 associate members representing 79 institutions. There were no corporate memberships committed at this time.

Connie said that initial membership invoices – active and inactive – were mailed out on Friday, Jan. 29, with the payment deadline set for Thursday, Apr. 15. Other than minor issues, Connie was very happy with the membership information being added to the new database. Connie also noted that she will be e-mailing primary contacts the login information required for database accessibility by early April.

Connie later noted that Kristy Hall (Mountain Empire Community College) will continue to serve VACRAO as the Web Services Coordinator. All communications

relating to the website should be directed towards Kristy. Additionally, Mallory Griffith (Old Dominion University) will serve as the 2010 Newsletter Editor.

In conclusion, Connie informed the Council that Judith McKeon (Jefferson College of Health Sciences) will be the 2010 Corporate Membership Coordinator. McKeon plans to begin her work with corporate membership later this summer.

***Vice President for Records and Registration:*** Kathie presented the provided report from Hope Parks. Monies and deposits received from both the annual meeting, along with membership fees, have been updated as of Tuesday, March 9.

Yvonne Walker (Ferrum College) will serve as committee chair for the Legislative and Inter-Association Issues Committee. Additionally, Hope hopes to have the EventBrite website available for registration sooner than a year ago. The date is set for Wednesday, September 15.

***Immediate Past President's Report:*** Jarret presented his report. The external hard drive has been purchased and is ready for Committee use. Additionally, updates to the Executive Committee manual have been completed. Copies were distributed by Jarret to all Committee members.

Additionally, Jarret noted that Cristal Reese (Bridgewater College) and Mark Hipes (Bluefield

College) will serve on the Site Selection Committee this year.

***President Elect's Report:*** Susan presented her report. The 2010 VACRAO annual conference will commence Wednesday, December 8 to Friday, December 10 at Wintergreen Resort. This is a change from the traditional Sunday to Tuesday format. Susan also noted that she plans to meet with the conference planner in May regarding overviews and initial planning.

Guest room rates for the conference will be \$109/night. Scheduling can be flexible regarding the individual needs of attendees and colleges/universities represented, and it is recommended that calling for reservations – rather than going on-line – would be the best scenario. For planning purposes, Wintergreen's resort amenity fee is 6% and the sales tax is 10%. Conference attendees will be able to also use the aforementioned room rate two days before and two days after the meeting – subject to room availability.

Though an overall theme has not yet been finalized, Arthur Kelly (Old Dominion University) has once again agreed to manage the First Timer's Luncheon at the 2010 VACRAO annual conference.

Overall, the evaluations from the 2009 VACRAO annual conference were strong. Susan noted that Mike Tapscott's session drew an overwhelming amount of praise from attendees and hopes that he can be again considered for this year's session. Additionally, Susan noted

## Executive Committee Meeting Minutes-4

**Josh Floyd,  
Secretary**

that several evaluations called for a more diverse representation of schools in respective sessions rather than having one school or group organizing multiple sessions. Susan also reported that evaluations also called for more healthy breakfast options as well.

Given the location, Susan will also work with Wintergreen regarding their options surrounding entertainment at this year's conference, along with unique dinner offerings. Susan also asked the Committee for initial thoughts and suggestions surrounding this year's give-back project as well.

**President's Report:** Kathie presented her report. With one invoice pending from the annual conference, Kathie was pleased to report that the conference's costs came in under budget. Final copies of the budget and respective balance sheet will be submitted once all costs have been accounted.

Kathie wished to thank all those who helped make the 2009 annual conference a success. In doing so, not only have thank-you notes been sent, but Kathie has also posted a note of thanks on the VACRAO website. Kathie also will work with Judith about thank-you notes for vendors and corporate members to fuel continued interest in this year's annual conference.

Kathie passed out a list of available responsibilities for this year's annual conference and asked that each Committee member balance

out these important areas to insure success. Dr. Brian Satterlee (professor at Liberty University) was recommended as a keynote speaker. Kathie also added that sessions in teambuilding and conflict management have already been finalized. The first draft of sessions proposals are due by June and no later than Friday, October 1. Session discussion will continue at the June quarterly meeting.

Kathie stressed that 2010 conference information will be posted earlier this year, and Susan will work with Kristy that this will be the case. Session proposal forms will also be available on the website for preparation as well.

Kathie also mentioned ideas and locations for the June quarterly meeting, preferably centrally located to serve all traveling Committee members. Dates for availability and a final determination will be done well before the June meeting. Kathie also announced that the September quarterly Committee meeting will be at Wintergreen. Susan Kennon suggested we reverse our meeting locations whereby we would meet at Wintergreen in June for the EC Retreat and hold our regular fall meeting at Lynchburg College. The decision was made post the March meeting to do a site visit in June instead of September.

In conclusion, Kathie stressed that any online or paper invoices must have attached reimbursement forms and receipts – along with the proper budget number. Once completed, they must be directed to

Andrew for respective payment. The Committee also updated and verified information regarding Committee and Chair lists as well.

**Old Business:** A brief discussion was held to finalize June's quarterly Committee meeting. The Committee was in agreement that a continuing discussion through e-mail is needed to verify availability (both times and venue) before finalization.

**New Business:** There were no items to report from the Committee.

**Adjournment:** The meeting was adjourned at 2:18 p.m.

Respectfully submitted,

Joshua W. Floyd  
Secretary (2009-2011)