



BUSINESS MEETING MINUTES

Called to order by President Laura Damm at 12:08pm. Thank you was given by President Laura Damm.

Review of 2017 Minutes:

President Laura Damm asked the members to review the minutes

Motion: Eric Atchison

Second: Carolyn Warren

Webmaster's Report:

Webmaster Eric Atchison reported that the website up and functioning. There is a domain usage fee for every three years. He encouraged members to use the website more. Eric explained documents and resources available on the web. He also asked that people submit additional ideas for the website. The cost for the website is \$110 a year.

Treasurer's Report:

Shemeka McClung

Total bill for the conference was \$2970

Copy of conference receipts have already gone out.

Vice President's Report:

Eric Atchison talked about the history of his time with the conference and changes that have been made.

He asked for feedback on amount and quantity. Explained why program changed from meals to reception. Look for an email requesting presenter materials to put on website. Conference evaluations are available and you can nominate Jim Nichols and Unsung Hero award recipients.

At-Large Member's Report:

Andrew Garner and Amy Cappleman expressed gratitude to vendors for sponsoring the conference: Scantron, Explorance, and CampusLabs.

Old Business:

There were no old business items to discuss.

New Business:

1. Jim Nichols Service Award—President Laura Damm mentioned that no award was presented this year.
2. Graduate student travel grant was not granted but one was given membership only. Eric Atchison explained who can apply for the grant and the benefits of the grant.
3. Eric Atchison presented a thank you to all of the officers for their work to MAIR and to a successful conference. Laura Damm for her leadership, the Past President Lee Skinkle, Carley Dear as Secretary, Amy Cappleman as Member-at-Large for 2 year, Andrew Garner as Member-



at-Large for 4 year (including slightly awkward moment b/w Eric and Andrew), and Shemeka McClung as Treasurer—which is a two-year term.

4. Notice given to local giving practice. Eric Atchison mentioned the canned goods would be given to Stewpot Community Services.
5. Evaluation form mentioned door prizes and specified dollar amount of \$10-\$15.
 - a. Carolyn mentioned MAIR provides limited gifts within a reasonable amount as door prizes and members bringing local giving. With a second from Ken Thompson
 - i. Mitzi Norris supported the motion with her conversation.
 - ii. Eric clarified and asked about giving or silent auction costs for travel grants or similar
 - iii. Tim Dedeadeux mentioned how he liked the motion
 - iv. About half are using institutional money and half are using
 - v. Ayes carried with 3 nays.
6. New Proposals
7. Opened the floor for any more business to be discussed. None presented.

Officer Nominations:

Past-President Lee Skinkle reviewed officer nominations

Kathy Huffman, Emily Dabney, and Ken Thompson have been nominated for Four Year Member-at-Large position (must be from a 4 year institution). Laura Skinkle opened the floor for any further nominations. No additional nominations were made. Emily Dabney was elected.

Kelli Hefner, Angie Mason, and Margaret Dixon have been nominated for Two Year Member-at-Large position (must be from a 2 year institution). Lee Skinkle opened the floor for any further nominations. No additional nominations were made. Margaret Dixon was elected.

Mitzi Norris has been nominated for Secretary (must be from a 4 year institution). Lee Skinkle opened the floor for any further nominations. Laura Damm read the description of the duties of the position as requested by the representative from Tougaloo. No additional nominations were made. Mitzi Norris was elected.

Carley Dear has been nominated for Vice-President (must be from a 2 year institution). Lee Skinkle opened the floor for any further nominations. Laura Damm read the description of the duties of the position as requested by the representative from Tougaloo. No additional nominations were made. Carley Dear was elected.

Announcements:

1. Raul Fletes Summer Data Conference for community colleges will be June 8-9th held at MPB auditorium in Jackson, MS. Registrars, admissions, IT, IR/E professionals from community colleges and 4 year institutions are invited. Register through MCCB.edu
2. Eric AIR Forum May 30-June 2nd in Washington DC. Ken Thompson will be presenting.
3. SAIR is meeting in Fort Worth
4. SACCR is meeting in
5. CIRE is meeting in Room 3 directly after the business meeting. CIRO is meeting in Room 1.
6. Any retirements? None mentioned.



Other Business:

Laura Damm passed the gavel to Eric Atchison.

Eric Atchison recognized Laura Damm for her work to MAIR as president.

Meeting was adjourned by Eric Atchison at 12:46pm.