



**Arkansas Association of Collegiate
Registrars and Admissions Officers**

**Executive Committee Meeting
Hampton Inn Conway, AR
Wednesday, July 20, 2022**

Membership:

Zeda Wilkerson, President
Tyler Bittle, President-Elect
Chad Cox, Past-President
Samantha Huggins, Treasurer
Alexis Scrimshire, Secretary
Kyana Beard, Vice President for Admission Administration
Heath Sims, Vice President for Information Technology
Lozanne Calhoun, Vice President for Records
Sarah Philpot, Vice President for Registration
Brandie Gibbs, Vice President for School Relations

All members were present except President-Elect Bittle.

Call to Order: President Wilkerson called the meeting to order at 10:08 a.m.

Approval of Minutes from Executive Committee (EC) Meetings, March 31, 2022: Meeting minutes distributed via email for review and approval. Motion to approve and accept the minutes by VP Sims; second by Past-President Cox. Motion passed and minutes approved.

Treasurer's Finance Report, Samantha Huggins

Beginning Balance as of 6/30/2022: \$30,326.68

Deposits: \$2,800 checks for membership and registrar's therapy
\$1,802.64 from IRS for an overpayment

Checks: \$580.79

Ending Balance: \$34,348.53

CD Balance as of 6/24/2022: \$9,772.63

Treasurer Huggins has reached out to institutions that didn't pay their dues last year, have only received a check from one.

Membership dues, Registrar's Therapy and Boot Camp registration fees are coming in.

Filed extension on taxes. We received a check from the IRS for overpayment for 2018, but then a bill for not paying taxes in 2017.

Going to get bids on an accountant and have an electronic vote to approve hiring an accountant.

VP Calhoun moved to approve the treasurers report second by VP Sims. Motion passed and treasurer's report approved.



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President, Zeda Wilkerson

President Wilkerson is working on filling sessions for fall conference and producing the agenda. We need 18 sessions. Not including keynote or closing.

Decided against doing a pre-conference workshop due to the travel time.

The cost of the conference is expensive, and we might should consider not doing the T-shirts.

Received a quote from Andy Masters as the keynote speaker of \$3,500 plus travel costs (\$500-750), which is consistent pricing with other keynote speakers looked at.

Really need to get registration completed for the food to be ordered by September 21.st As long as we have 150+ registrants we should meet our \$4,000 food and beverage minimum. Looking at having Naaman's BBQ cater for the business meeting lunch.

Registration link and hotel room reservation link should go out soon. We have 91 rooms in our room block including 11 rooms for the EC at \$89.

President Wilkerson is going back to Texarkana on August 2 to work out the room set ups hospitality suite details with Ms. Siefert.

President-Elect, Tyler Bittle: No report.

Past President, Chad Cox

Created sponsorship registration form for vendors for fall conference. Vendor/sponsor information is on the website. We have a goal of 8 vendors.

Half of the EC will be rolling off, so will be working on slate of officers for the nominations and elections.

Secretary, Alexis Scrimshire: No report.

Vice President for Admission Administration, Kyanna Beard:

Mark Pruitt has met with everyone hosting articulation workshops. VP Beard met with VP Sims to get everything rolling with website. Sent reminders for registration. They are now working at getting campus maps and hotel information ready.

Bootcamp – VP Beard and VP Gibbs met and hashed things out. Looking for a couple more speakers. Sent information to the counselors and career counselors through a list serv.



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Vice President for Records, Lozanne Calhoun:

Support Staff Workshop – was a virtual workshop May 10th. There were 24 attendees, 2 speakers, and 2 sessions.

Support staff travel budget so low, maybe in the future only have it in an online format.

Vice President for Registration, Sarah Philpot:

30 people registered for Registrar's Therapy.

Vice President for School Relations Report, Brandie Gibbs:

VP Gibbs advised that we might should consider having constitutional review committee review the position description of the VP of School Relations. The position works closely with the VP for Admission Administration.

Vice President for Information Technology, Heath Riddle-Sims:

VP Sims is trying to keep member clicks up to date. Keep data clean. Looking into making forums or "circles" on the website. Try to plug this and get it utilized for the separate functions of ArkACRAO instead of using the listserv all the time.

We should consider having a form for IT projects on the membership clicks website, for the VP of IT.

Legislative Liaison: no report, other than Scott Post is going to fill this position.

Publicity/Publication:

Position is not filled. VP Sims has been filling in for this.

Two more Quickbook forms than last year (54). The Quickbook is ahead of schedule. It is stylized and information is submitted, and will be sent to printer soon.

General Standing Committee Reports: No reports

Constitutional Review
Nomination and Election Committee
Professional Access and Equity Committee
Hospitality Subcommittee
Site Selection
Membership
Recognition Committee



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Admission Administration and School Relations Oriented Standing Committees:

Articulation Workshop
College Planning Program Clearinghouse
College Fair Automation

Slate Summitt – slate.org for high school counselors and students allows the counselors to see what the students have submitted. Free for the students and the high schools. We might want to move to this instead of Go2CollegeFair. We might should look into if we have a Go2CollegeFair subscription.

Set Date, Place, & Time for next EC Meeting: Tuesday night, October 4 for preparing for registration. Brief meeting after the conference on the 7th. TBA times.

OTHER BUSINESS

NEW BUSINESS

President Wilkerson is going to have a conversation with President-Elect Bittle regarding the presidency.

Recommended consideration for appointing a fall-conference committee chair to assist the President-Elect with fall-conference planning in the future.

Recommend the constitutional review committee review the constitution for an amendment of action needed for instances when any executive committee member is unable to complete their duties.

Adjourn: President Wilkerson adjourned the meeting at 11:34 a.m.

Respectfully submitted,

Alexis Scrimshire, Secretary 2021-2023

Zeda Wilkerson, President 2021-2022