

## 2011 MAGS Annual Conference Business Meeting

The agenda was approved by the membership without modification.

William Wiener gave the Chairs Report:

1. Election Results-
  - a. George Justice has been elected to the position of member at large. Due to family obligations he could not be here with us.
  - b. Dave Daleke has been elected to the position of Secretary Treasurer of MAGS.
  - c. In many ways the position of Secretary Treasurer is at the heart of the organization and is central to its smooth operation. Among the responsibilities of the Secretary/Treasurer are the following:
    - i. Sending dues notices
    - ii. Announcing all meetings
    - iii. Conducting mail ballots
    - iv. Collecting and disbursing all moneys of the ASSOCIATION
    - v. Keeping full and accurate records of all monetary transactions
    - vi. Filing federal tax statements
    - vii. Maintaining the official record of institutional membership and designated representatives
    - viii. Recording all proceedings of the ASSOCIATION
    - ix. Cooperating with the Publications Committee in their distribution of materials
    - x. Cooperating with the Auditing Committee as they conduct the annual audit
2. Because there are so many responsibilities associated with this position, MAGS put out a request for proposals for conferencing and membership services to assist the Secretary Treasurer. It was sent to our university members who have such service units. The goal was to have the role of the Secretary/Treasurer then sift from directly engaging in all of these duties to working with an organization that will provide many of these services.
  - a. MAGS received 14 responses to our RFP ranging from just over \$5,000 to over \$20,000. After discussion with the top two contenders, the executive board signed a contract with University of Wisconsin at La Crosse.
  - b. LaCross through Adrian Hanson will provide us with the following services:
    - i. Initial Conference Services
      1. Conference Planning - Coordinates conferences and/or requested services
      2. Communicates with hotel to arrange services.
      3. Determines catering needs and selects menus in consultation with the vice chairperson.
      4. Orders and monitors audio-visual needs.
      5. Tracks various expenditures and revenues and maintains other necessary records.
      6. Conference Marketing - Compiles material for conference program

7. Electronically communicates event calendar to membership.
  8. Develops electronic brochures describing the conference.
  9. Mails paper brochures to membership (materials and mailing costs to be reimbursed by MAGS).
  10. Provides transportation information including airports close to the venue, transportation options from airport, driving directions to the hotel, and parking information including cost.
- ii. Conference Facilitation– Assists Executive Committee in developing conference schedule and agenda, coordinating with hotel, monitoring hotel contract, and preparing promotional material.
1. Receipt and confirmation of conference registrations both on-line and through more traditional methods such as fax and mail.
  2. Tracking of membership conference payments for the annual meeting.
  3. Receipt and confirmation of vendor payments for exhibits.
  4. Reporting features include:
    - a. A final report will be submitted to the MAGS Executive Committee no later than 60 days following the conference.
    - b. Report on registration monies due at the post conference meeting as well as a report on the overall conference with suggestions for improvement.
    - c. Provides periodic electronic registration report to the chair-elect.
    - d. Reports include vital data on participants (name, address, institution, guest registrations, night rooms used, etc.)
    - e. Conference facilitators agree that any and all data collected in the registration process is owned by MAGS and cannot be bought, sold, traded, used or shared with any other organization unless authorized by the Executive Committee of MAGS.
    - f. The conference facilitators will provide electronic and phone support for registrants on issues having to do with the registration.
    - g. The conference facilitator will provide evidence of financial bonding or insurance consistent with current business practice expectations.
  5. Conference Management features include:
    - a. Conference facilitators will prepare and produce registration packet handouts which include participant lists and other relevant materials.
    - b. Conference facilitators will send one representative to the conference site to facilitate the registration process. The representative must be on site the day before, and

throughout the days of the conference. The cost of the hotel and transportation for the representative(s) will be covered as a reimbursable item and not part of the bid process. Additional representatives can be sent at an agreed upon rate. The number of representatives will be approved by the Executive Committee.

- c. Conference facilitators will staff the registration desk at the conference, respond to emergencies, and solve problems including media equipment or room layout concerns, etc.,
- d. Conference facilitators will schedule set-ups for stage and audio-visual and interact with hotel crews during the conference.

### 3. Membership Services

- a. Schedules and coordinates collection of dues and maintenance of existing spreadsheet membership data base for MAGS.
- b. Maintains membership information to include:
  - i. Institution name and annual record of membership and payments including first date of membership.
  - ii. Name of institutional representative, his or her mailing address, phone number and e-mail address.
  - iii. Names of additional association members at the institution.
  - iv. On-demand availability of membership data in a common electronic format accessible to ACCESS, or EXCEL.
  - v. The Vendor agreed that any and all data collected is owned by MAGS and cannot be bought, sold, traded, used or shared with any other organization with the express written consent of the Board of Directors of MAGS.
  - vi. Monthly reconciliation and transfer to MAGS of membership dues received along with a list of paying institutions and members.

### 4. Committee Reports

- a. Treasurers Report by Dennis Nunnes was received.
- b. Auditing: Edie Raleigh, Madonna University, Chair (2013)
- c. Distinguished Master's Theses Committee: Bruce Cochrane, Miami University of Ohio, Chair (2012)
- d. Membership: Shelly Conner, University of Michigan, Chair (2013)
- e. Nominating: Hilary Ratner, Wayne State University, Chair (2011)
- f. Publications and Communications: Paul Wolf, Chair (2013)
- g. Teaching Awards: Jessica Horowitz, Loyola University, Co-Chair (2012)
- h. Innovation in Graduate Education Awards: Sam Attoh, Loyola University Chicago, Chair (2012).

### 5. Old Business

- a. There was no old business.

### 6. NEW Business

- a. Conference Theme: Transforming Graduate Education: Students and Institutions

- b. Call for Papers was reiterated
  - c. The Communication Needs of MAGS was discussed and members were asked to fill out a short survey
  - d. A motion was made by the executive committee to permit Job announcements to be posted on the MAGS website for a fee that is to be determined by the Executive Committee. The motion passed unanimously.**
7. The Gavel was passed to Carol Shanklin.
- a. Carol Shanklin presented Chair Wiener with a plaque for recognition of his service.
8. The meeting was adjourned.