

Board of Directors Meeting #1

January 19, 1996

Conference Call

A meeting of the Administrative Committee of the American Association of Collegiate Registrars and Admissions Officers in the conference call format was held 2 pm to 3:14 pm, Pacific Standard Time (PST) on January 19, 1996.

Administrative Committee members participating were:

Stanley Henderson, President
Kathy Plante, President-Elect
Nancy Sprotte, Past President
Melanie Bell, Secretary-Treasurer
Wayne Becraft, Executive Director

The meeting was called to order by President Henderson. The purposes of the conference call was to address the issue of the 1998 annual conference and additional space in the National Office.

1998 Annual Meeting in Chicago COMDEX, a conference of approximately 90,000 individuals meets in Chicago the week the 1998 AACRAO Conference is scheduled. Hilton Hotels will let us out of the contract in 1998 if we meet there in 2002. Brad Weaber of Conferon is gathering information for alternate sites.

There are some possibilities in 1998--Washington DC, New York City, Miami and Denver. Washington DC and New York City are high priced and the dates are a problem. Miami is affordable at \$143 single/\$165 double and the April 17-24, 1998 dates can be accommodated. Denver would be available April 5 at \$93-\$129 for single and \$103-\$139 doubles. None of these dates are on Easter or Passover.

Sprotte spoke with Mo Miller about meeting in Denver and Miller will check with the Board of Directors of that regional association. Becraft checked with Don Quinn and he had no problem either. Becraft also discussed the possibility with the Illinois AACRAO president and there was support of the move.

Plante expressed support for staying in Chicago but change the dates. She pointed out that Denver is in the West.

Miami was discussed and it was pointed out that AACRAO had been to Orlando recently.

Sprotte indicated that if the annual meeting were scheduled over the Easter weekend that the expectations for the budget would need to be lowered accordingly. It was estimated that there may be 50 to 100 fewer participants.

Becraft indicated that in Chicago April 11-16 the room rates would be \$99-110 single or double and would remain at the 1996 rate. The current contract does not include Conferon's commission. There would be a credit of \$40,000 toward the reception. The reduced room rate would help the attendance.

Denver option would avoid Easter and Passover. There is \$50 difference in room rate between Chicago and Miami.

Another option is for Brad Weaver to look at additional cities.

A conference call will be scheduled to include the Board of Directors to make a decision on the issue of the 1998 conference site and dates.

Space for the National Office

Becraft reported that the lease for space occupied currently by ACE expires in December 1996 and he received questionnaire about the need for more space for the National office. Becraft responded that with some growth projects, such as SPEEDE and the Technology Center, more space is needed. A second request came to Becraft to define further what was needed. At least 2000 square feet with 1450 adjacent to the current suite would be available. Becraft indicated that rent is \$23 per square fee but would be increased somewhat. The question about purchasing the space and then subletting it would have to be researched. The funds for this price tag would have to come from reserve funds. Becraft suggested another alternative--to move out of the building.

The group reached consensus that Becraft talk with the space people and determine if there can be a delay until the status of the SPEEDE contract is known, then convene the Board of Directors for a conference call to reach a decision.

The conference call adjourned at 3:14 pm PST.
Cordially Submitted,

Melanie Moore Bell
AACRAO Secretary-Treasurer
January 19, 1996