



## Meeting Agenda/Minutes MBUG Executive Committee

<b>Purpose of Meeting:</b>	<b>Executive Committee Meeting</b>	<b>Approved:</b>	
<b>Meeting Date:</b>	<b>June 25, 2019</b>	<b>President:</b>	<b>Tonia Seal</b>
<b>Start Time:</b>	<b>10:30 a.m.</b>	<b>President-Elect:</b>	<b>Lilly Austin</b>
<b>End Time:</b>	<b>12:30 p.m.</b>	<b>Treasurer:</b>	<b>Joyce Dixon</b>
<b>Location:</b>	<b>Holmes Community College</b>	<b>Secretary:</b>	<b>Cindy Hampton</b>
	<b>Ridgeland, MS</b>	<b>Past-President</b>	

Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Tonia Moody Seal	<a href="mailto:tmoody@prcc.edu">tmoody@prcc.edu</a>	601-403-1214	PRESENT
Officer	Pres-Elect	Lilly Austin	<a href="mailto:laustin@holmescc.edu">laustin@holmescc.edu</a>	662-472-9146	PRESENT
Officer	Treasurer	Joyce Dixon	<a href="mailto:jadixon@mvsu.edu">jadixon@mvsu.edu</a>	662-254-3308	PRESENT
Officer	Secretary	Cindy Hampton	<a href="mailto:hampton@mc.edu">hampton@mc.edu</a>	601-925-3485	PRESENT
Officer	Past-President				
Alcorn State University	Technical	Desmond Stewart	<a href="mailto:desmond@alcorn.edu">desmond@alcorn.edu</a>	601-877-6633	PRESENT
Alcorn State University	Functional	Tracee Smith	<a href="mailto:tracee@alcorn.edu">tracee@alcorn.edu</a>	601-877-6170	ABSENT
Delta State University	Technical	Chris Giger	<a href="mailto:cgiger@deltastate.edu">cgiger@deltastate.edu</a>	662-846-4104	ABSENT
Delta State University	Functional	Chrisa Mansell	<a href="mailto:cmansell@deltastate.edu">cmansell@deltastate.edu</a>	662-846-4050	PRESENT
Holmes Community College	Technical	Steven Tiller	<a href="mailto:stiller@holmescc.edu">stiller@holmescc.edu</a>	662-472-9091	ABSENT
Holmes Community College	Functional	(Officer)	<a href="mailto:laustin@holmescc.edu">laustin@holmescc.edu</a>	662-472-9146	
IHL	Technical	Shirley McKay	<a href="mailto:skelly@mississippi.edu">skelly@mississippi.edu</a>	601.432.6521	ABSENT
IHL	Functional				
Itawamba Community College	Technical	Allen Coleman	<a href="mailto:alcoleman@iccms.edu">alcoleman@iccms.edu</a>	662-862-8105	PRESENT
Itawamba Community College	Functional	Sandi South	<a href="mailto:sssouth@iccms.edu">sssouth@iccms.edu</a>	662-862-8956	PRESENT
Jackson State University	Technical	Artis Smith	<a href="mailto:Artis.smith@jsums.edu">Artis.smith@jsums.edu</a>	601-979-7080	PRESENT
Jackson State University	Functional	Keilani R. Vanish	<a href="mailto:keilani.r.vanish@jsums.edu">keilani.r.vanish@jsums.edu</a>	601-979-0330	PRESENT
Mississippi College	Functional	(Officer)			
Mississippi College	Technical	Jim Pilgrim	<a href="mailto:jpilgrim@mc.edu">jpilgrim@mc.edu</a>	601-925-3814	ABSENT
Mississippi Delta Community College	Technical	Lisa Williams	<a href="mailto:lwilliams@msdelta.edu">lwilliams@msdelta.edu</a>	662-246-6374	PRESENT
Mississippi Delta Community College	Functional	Cassandra Atley	<a href="mailto:catley@msdelta.edu">catley@msdelta.edu</a>	662-332-8250	PRESENT
Meridian Community College	Technical				
Meridian Community College	Functional				
MS Gulf Coast Comm. College	Technical	Dan Webb	<a href="mailto:dan.webb@mgccc.edu">dan.webb@mgccc.edu</a>	228.897.3828	ABSENT
MS Gulf Coast Comm. College	Functional	Louise Brown	<a href="mailto:Louise.brown@mgccc.edu">Louise.brown@mgccc.edu</a>	601-928-6278	PRESENT
Mississippi State University	Technical	Rosiland Ashford	<a href="mailto:rashford@its.msstate.edu">rashford@its.msstate.edu</a>	662-325-9177	PRESENT
Mississippi State University	Functional	Arjeanetta Cary	<a href="mailto:acary@meridian.msstate.edu">acary@meridian.msstate.edu</a>	601-484-0102	PRESENT
Mississippi University for Women	Technical	Aaron Brooks	<a href="mailto:abrooks1@muw.edu">abrooks1@muw.edu</a>	662-329-7377	PRESENT
Mississippi University for Women	Functional	Tammy Prather	<a href="mailto:tsprather@muw.edu">tsprather@muw.edu</a>	662-329-7135	PRESENT
MS Valley State University	Technical	Carmela Staten	<a href="mailto:carmela@mvsu.edu">carmela@mvsu.edu</a>	662-254-3649	PRESENT
MS Valley State University	Functional	(Officer)			
Northeast MS Community College	Technical	Mark Nichols	<a href="mailto:mdnichols@nemcc.edu">mdnichols@nemcc.edu</a>	662-720-7458	ABSENT
Northeast MS Community College	Functional	Shannon Tucker	<a href="mailto:sftucker@nemcc.edu">sftucker@nemcc.edu</a>	662-720-4084	ABSENT
Pearl River Community College	Technical	Hannah Miller	<a href="mailto:hkmiller@prcc.edu">hkmiller@prcc.edu</a>	601-403-1214	ABSENT
Pearl River Community College	Functional	(Officer)	<a href="mailto:tmoody@prcc.edu">tmoody@prcc.edu</a>	601-403-1214	PRESENT
Program Director		Edith Riley	<a href="mailto:egr1@msstate.edu">egr1@msstate.edu</a>		PRESENT

**WELCOME**

Tonia Seal welcomed everyone and called the meeting to order. Tonia welcomed new board member Aaron Brooks from MUW. Tonia let the board know that Angela Payne from Meridian Community College resigned her position on the board as of February 19, 2019.

**APPROVAL OF THE MINUTES**

The minutes from February 19 were reviewed by the board and approved.  
Motion to Approve was made by Lisa Williams and the 2<sup>nd</sup> was by Joyce Dixon.

**FINANCIAL REPORT**

Joyce Dixon reviewed our financial statement. Joyce noted that our balance since we last met is \$46,537.82.

**Expenses since we last met included:**

- Food for Board Meeting \$187.43
- Domain Hosting - \$326.94

Conference Facility/Food/Program - \$3750.00

Insurance for the conference - \$161.09

### **Conference Registrations Received**

Joyce has received ten registrations for a total of \$1250.00

### **Membership Fees Received**

All MBUG members have paid their \$100 membership fee as of today except for:

Alcorn State University

Delta State University

Northeast MS Community College

### **Vendors for 2019 Conference**

Global Payment has paid a vendor fee of \$500

### **OLD BUSINESS**

- **Luggage Tag Machine**
  - Allen Coleman will find a luggage tag machine and have it purchased before the conference.
  
- **Cords and Adapters for projectors**
  - Allen Coleman will purchase any cords and adapters we need before the conference.

### **MEMBERSHIP DUES**

Tonia asked about the membership dues. Joyce mailed out invoices in January and has received dues from 12 institutions. The remaining dues to be paid are from Alcorn State University, Delta State University, and Northeast MS Community College.

### **COMMITTEES**

- **Logistics-Sandi South**
  - Sandi is working with our contacts at the Tupelo Conference Center and the hotel to ensure all the food and meeting space is secured.
  - Sandi mentioned that the Fairfield Inn would like to be our backup hotel should more rooms be needed. Sandi did not know if they would charge the same rate.
  - Edith has secured Bobby Shannon for the Sunday night entertainment
  
- **Program-Edith Riley**
  - Edith has secured someone from the Mayor's Office to do the welcome.
  - The keynote speaker will be Dr. John Igwebuike from Alcorn State University
  - Edith is in need of presenters. She said every board member should do a presentation or find someone from their school to do one in their place. She needs 9-10 more sessions. Edith will contact Ellucian to give suggestions for presentations suggested by the board.
  - St. Luke's Church Food Pantry will be our service project for the conference.
  - The food pantry noted that they would like to receive baby items (diapers, wipes, formula, etc.) Edith will check to see what other items are needed and post this information in her next email to the MBUG listserve.
  
- **Vendors-Keilani Vanish**
  - Keilani is working to secure vendors for our conference. She is sending out monthly reminders. As of today, only one vendor has submitted an application.
  
- **Registration-Joyce Dixon**

Joyce Dixon has only received ten registrations as of today, but some board members mentioned that theirs was in process.
  
- **Bags/Give Away-Artis Smith**
  - The board had voted on the bag we would order at the February meeting. Artis needed to know today if we would choose a journal/pen or a water bottle as the other option to go with the bag. The group voted for the journal and pen.

- **Assembly and Printing of Program-Carmela Staten and Sandi South**
  - Carmela will be responsible for assembling the information for the program.
  - Itawamba Community College will print the programs again. Sandi South asked that she receive the program two weeks prior to the conference in order to have time to print it. Carmela agreed to that deadline.
  
- **T-Shirts-Cindy Hampton**
  - Cindy will work with the vendor to get the t-shirt color decided. May see if there is a comfort color available.
  
- **Board Shirts-Cindy Hampton**
  - Aaron Brooks, our new board member from MUW, needs a Medium board polo.
  
- **Door Prizes-Joyce Dixon**
  - Joyce Dixon will get the door prizes for the conference.
  
- **Presenter Gifts-Sandi South**
  - Sandi South brought three options for presenter gifts. Chocolate from a local store in Tupelo, honey from Tupelo, or purchase a piece of pottery for each presenter from Crossroads Ranch. It was voted by the board that we would go with the pottery from Crossroad Ranch.
  
- **Technical-Allen Coleman**
  - Allen will check on the type cords/adapters we need to purchase and send links of the items to Joyce to purchase ahead of our 2019 conference.
  - Edith confirmed with the board members, which ones would be bringing projector/s to the conference.
  - Allen asked if there would be any conference call sessions and as of today, Edith said no.

**NEW BUSINESS**

- Maintaining old minutes from past board meetings.
  - We have several years of minutes from past board meetings. We need to make a decision about what to do with them. We need to either scan them in or keep an electronic copy on the website or a thumb drive. No definite decision was made.
- Tonia mentioned that VenuDesk, a company that assists with conference management, etc. No one on the board had heard of them and we did not feel like we needed to pursue anything with them.

**LUNCH AND ADJOURN**

Artis Smith made a motion to adjourn the meeting and Lilly Austin seconded the motion.