

Missouri Department of Higher Education
Minutes of COTA AC Meeting
May 5, 2011
Conference Call

1. Members - Present
 Debbie Schatz, Yvette Sweeney, Victor Price, Melissa Hattman, Artie Fowler, Terry Smith, Cathy Plunkett, Kathleen Burns, , LaShanda Boone, Bridget Johnston (DHE liaison) Jerry Patton
 Members Absent - Christa Weisbrook (UM System liaison)
2. Approval of March meeting minutes: We did not have the minutes to review. Cathy Plunkett was out on Medical and Deb was going to look for her notes from the call.
3. COTA Meeting Report-Reviewed the minutes from the April 27, 2011 meeting. The committee was all pleased with the conference.
4. Conference Recap
 - a. Bridget's report was reviewed at the last meeting.
 Need to add opportunities for Networking.
 Perhaps add open-mic and round table sessions.
 - b. Budget

<u>Total Fees Collected</u>		
Online payments	111	\$5550
Purchase orders	4	200
Checks	52	2600
Cash	1	50
UM System Transfer	1	<u>50</u>
Total	169	\$8450

<u>Total Expenses</u>	
Holiday Inn	\$6942
Registration with host fee	200
Credit Cards	138.75
Name Tags	69.74
Printing lists	38.25
Printing Programs	<u>60.75</u>
Total	\$7740.69

<u>Balance</u>	\$709.31
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We also have some money from past years which has been in an account. We may want to purchase plaques for the best practices recognition program for next year's conference.

- c. A few locations were visited to determine the best place to hold the conference next year. Stoney Creek Inn and the Courtyard Marriott.
Motion was made to have the conference next year will be at the Courtyard Marriott on February 3, 2012; moved by Kathleen and seconded by Victor; approved.

Bridget will get the contract together and get with the COTA fiscal agent to sign.

5. Gen Ed Block Follow-up discussion
Deb promised to do some follow-up on this topic and send it out to the committee.
Kim from Merrimac was gathering data during her session at the conference and we will be seeking that information as well.
6. Best Practices Recognition – need to determine criteria.
7. Voting Update – Bridget thinks it is going well as over 100 people have voted. The winners will receive an email on Tuesday.

Terms

Artie has one more year.

LaShanda, Melissa, Yvette and Cathy are all going off the committee this year.

The committee should be 9 members and 1 past chair.

There are 5-4year public members

Will need 1 proprietary person on the committee.

8. Goals need to chosen for the June *Face to Face Meeting*.
9. Motion to adjourn at 2:55 by Kathleen, seconded by Artie; motion carried.