

**Michigan NAEB Minutes**  
**Annual Meeting**  
**October 4, 2002**  
**Kalamazoo, MI**

The meeting was called to order by President Becky Dunlavy at 8:15 am on Friday, 10/4/2002 at the McCamly Plaza Hotel in Kalamazoo, Michigan, 39 members in attendance.

Fred Steiner made a motion to approve and accept the minutes from the 2001 annual meeting as presented. Motion was seconded by Linda Marutz. Vote was taken, all approved.

John Lyon presented the treasurer's report. Time was allowed for review. Lisa Besemer made a motion to approve and accept the treasurer's report as presented. Fred Steiner seconded the motion. Vote was taken, all approved.

Election of Officers: Becky Dunlavy presented the standing officers for the 2002-2003, Lisa Besemer will move to President, Cindy Howie to Vice President, John Lyon remains as Treasurer until 2004.

Lisa nominated Jan Miron for the open position of Secretary. Cindy Howie nominated Rosanna Metoyer for the position of Secretary.

Fred Steiner reminded membership that there was only one vote per school/ institution.

Lisa opened for discussion to include a Membership Chairperson to the region. Jan Miron accepted the position of Membership Chairperson. Becky asked for votes for Rosanna Metoyer as Secretary. Vote was taken, all approved.

Announced scholarship winners and further explained new process for Scholarships. Information regarding available scholarships is made available through the annual conference registration mailing and through the website. Applications will be accepted by any members by fax or mail before the annual meeting. At the annual meeting, the Scholarship committee will meet to review applicants and decide on winners. The winners will be announced at the business portion of our meeting.

Becky Dunlavy explained the duties of the host school; provide folders, letterhead and logistical support for planning the conference.

Becky asked for a motion to continue the \$500.00 donation to NAEB National. Lisa made a motion to continue the donation. Laura Woehlke seconded the motion. Vote was taken, all approved.

Membership was reminded that evaluations were extremely helpful in planning future conferences. Please turn them in.

Motion to Adjourn at 8:30 by John Lyon, Fred Steiner seconded.

Respectfully Submitted,

Cynthia M Howie, Secretary