



**Ohio Association of Collegiate Registrars and Admissions Officers**  
Board of Directors Meeting  
April 13, 2026 Agenda  
1:00 PM-2:30PM

Attendees: Heather Pritchard, Angela Kiszka, Christine Casarez, Sarah Marcini, Frank Yanchak, Kristy Taylor

1. Welcome
  - a. Meeting was called to order at 1:02pm by Heather.
2. Approval of Minutes from the April 2026 meeting
  - a. Meeting minutes approved.
    - i. Heather makes motions to approve.
    - ii. Kristy seconds.
3. Summer Meetings
  - a. In person meetings are not needed.
    - i. Keep Teams meetings as a cost saver.
    - ii. Meet in Deer Creek before conference.
  - b. Heather will talk to LAC about Deer Creek meeting.
4. Reports
  - a. Secretary- Angie
    - i. 148 LinkedIn followers
      1. Increase of 72 initially and almost 20 in the last month.
    - ii. Positive newsletter feedback
    - iii. Next newsletter will go out May 15<sup>th</sup>. Skip April.
      1. We will include AACRAO overview.
        - a. Provide photos.
      2. Brad and Dave will provide more content on the 100<sup>th</sup>.
    - iv. Dave finished moving members to the Memberclicks listserv.
      1. 384 individuals currently subscribed.
      2. OACRAO Board list is established.
      3. We will no longer have a Residency listserv due to lack of use.
        - a. It's helpful to have all question in one listserv for reference.
      4. 135 email addresses that are subscribed, but don't have a profile in MemberClicks. How should we handle those? It's possible they are no longer with their institutions.
        - a. Only active members will be on listserv.
        - b. Heather will communicate to key contact of 135 and let them know they are not on an active roster.
    5. Should Dave continue to manage the listserv or should it belong to Membership?
      - a. This should belong to Membership as the listserv is managed in the profile when created.

6. As long as a person requesting to be on the listserv is a part of paid institution, they can have access to listserv.
- v. Goal of end of May to begin using listserv.
  1. Send email out to current listserv to let them know of the change with new listserv email.
- b. VP of Programs – Becky (out of office-emailed updates)
  - i. Ideapalooza was held on March 27, 2026, at Franklin University from 10am-2pm. The Program Chairs and Vice-Chairs attended in person or virtually. We reviewed the sub-committee’s assessment of the session proposals and created a draft of the conference agenda.
    1. Open to ideas for speakers.
  - ii. Sub-committees are now confirming with presenters that they’re still interested in presenting, and that the timeframe works for them (i.e. Wednesday afternoon, Thursday morning, Thursday afternoon). All sessions should be confirmed by April 24th. The Program Committee is meeting on April 27th to review and fill any gaps. We have a handful of “back-burner” presentations in case anyone cannot present.
  - iii. Once we have the draft program agenda, I will send to the Board for their review. I would like to have this on the website when conference registration opens, which I believe LAC is shooting for June 1. I will work with Tasha to create this webpage and also have the Board approve.
  - iv. Vendor sessions – when should be work with the LAC to request vendor session presentations?
    1. Heather will follow up with LAC, we are ready to start getting vendors.
      - a. Chris will work with them to see who is interested in presenting.
  - v. Coffee Hours – the Program Committee discussed as few more coffee hours for April, May, and June.
    1. April – Graduation
      - a. Verify since we are half way through April.
    2. May – Mentors and Mentees
    3. June – Teach Outs – merging universities and how teach outs been handled.
    4. Next steps for House Bill 96 coffee hour?
      - a. Meet in June for “Custodian of Records” instead of teach out coffee hour due to August 1 deadline.
- c. VP Membership – Sarah
  - i. Sarah sent timeline of mentorship program
    1. Will meet with Tasha to create application
    2. Will send information regarding Coffee Talk to listserv.
      - a. Thinking of end of May
    3. June will match up mentors and mentees

- 4. July will be first meeting of mentors and mentees.
  - ii. 18 out of 65 institutions that have not replied regarding their membership.
    - 1. Will send another notification. Invoices are going out June 1.
- d. Treasurer – Christine
  - i. Statement of financial comparison
    - 1. Checking \$63,001.49, last year \$54,473
    - 2. Scholarship fund \$16,021, Last year \$14,173
  - ii. Reconciling payments from workshops
  - iii. Working on taxes, need to be filed by May 15.
  - iv. Insurance has been paid for the year.
  - v. MemberClicks invoice set up on autopayment.
    - 1. Contact will be updated to general Treasurer email instead of a specific BOD member.
- e. Past President – Lauren (out of office)
- f. VP of Workshops – Kristy
  - i. Residency update
    - 1. 33 attendees
    - 2. Very engaging, great round table discussions.
      - a. Continue to have it in person.
    - 3. Consider more of round tables and networking.
  - ii. OSI
    - 1. 12 registered
  - iii. Staff Workshop
    - 1. 27 registered
  - iv. Follow up survey will be sent out
- g. President Elect – Frank
  - i. Bids sent out to hotels for future conferences. Hoping to hear back within the next few weeks.
    - 1. If we don't get a great response, we will look into Maumee Bay.
  - ii. OACRAO Dinner
    - 1. Finalized.
    - 2. 34 attendees.
    - 3. Moved to private room.
    - 4. Dinner finalized.
      - a. Food will come out at 7:15pm
    - 5. In the future, we need to ask for dietary restrictions on the registration form.
    - 6. Will send a final email on Wednesday with information.
    - 7. Think of future dinners in terms of cost/per diem.
- h. President – Heather
  - i. Goal to send out the Save the Date this week to past members
  - ii. Meeting with LAC tomorrow.
    - 1. Would like to begin inviting co chairs to BOD meeting in May to provide updates.

5. Adjourn Meeting
  - a. Meeting adjourned 2:26pm by Heather.
  - b. Christine motions, Frank seconds.