



## Ohio Association of Collegiate Registrars and Admissions Officers

### Board of Directors Meeting Agenda

December 15, 2025  
Online

Attendees: Heather Pritchard, Becky Cogswell, Angela Kiszka, Lauren Martin, Kristy Taylor, Christine Casarez, Sarah Marcini, Frank Yanchak, Tasha Hutchison.

- **Welcome**
  - Meeting was called to order at 1:01pm.
- **Approval of Minutes**
  - November Board Retreat minutes approved.
  - No changes.
  - Kristy makes a motion to approve.
  - Christine seconds.
- **Review of Newsletter Draft**
  - Include the year, page numbers, include page numbers on “What to Expect”. Update OSI as a save the date and more information to come, include Residency conference save the date.
  - Post articles to LinkedIn once a week or so.
  - Send the final to the BOD to review.
- **Small Private Colleges Meeting, Community College Meetings**
  - We should bring these back.
  - Institutions would take a half day to get together to ask questions.
  - Frank is planning to hold a small private college meeting.
  - Columbus State hosted a meeting in the past for community colleges
- **Reports**
  - **VP of Programs - Becky**
    - Let's get the program layout solidified by January
    - Becky will pull together the chairs and vice chairs in January to talk through the next few months.
    - Ideapalooza in February.
    - Frank will look into availability at Franklin, Becky will provide dates.
    - Mileage and food budget falls under conference planning.
      - Is there a budget for 40+ attendees?
    - Consider each team holding a meeting, a call for proposal in January and the chairs/vice chairs meet in person.
    - Lauren only mentioned Ideapalooza to chairs.
    - The goal is to have the committees come up with the sessions and speakers.
    - Should we use Memberclicks or Google Form for the session proposals?
      - How many users can be in Memberclicks ?
    - Becky will draft up a form and send it to Tasha.
    - We don't have any conference app options with AACRAO.
      - Memberclicks may be an option

- Is there an additional cost?
  - Becky will send Heather a draft of the program to review.
- **VP of Membership - Sarah**
  - Timeline for preparing the mentorship program
  - Sarah created a survey to send to new 2025 conference attendees.
    - Past conference and mentor related questions.
    - Survey should be sent out as soon as possible.
  - Should we do outreach to people who are new, but didn't get to attend the conference?
    - It may be helpful to know how each institution utilizes OACRAO. In the past, some institutions may only allow Assistant Registrar's and above.
    - Consider a welcome email to new members.
  - Who should be included on the listserv?
    - Should it be cleaned up?
  - Does Memberclicks offer any notification when new members are added?
  - Who should be a mentor?
    - In the past, we asked for volunteers via the listserv.
      - Add to January newsletter
    - If there are more mentors vs mentees, they can still attend the first time members session.
    - We should consider stipulations on who can be a member.
      - Have they been involved in OACRAO?
      - Time in profession.
      - Apply to be a mentor.
      - Include commitment timeline (1 year) and expectations such as regular emails, conference attendance.
  - Lauren will follow up with Memberclicks for a contact to help with website guidance/ideas.
  - Member dues are now listed on the website.
    - Adding on the website when invoices will go out and when they are due.
- **Treasurer - Christine**
  - Review of December Financial Comparison.
    - Record year of raising funds for scholarship committee.
    - We had a higher amount last year because we had not yet paid the conference bill.
  - The total 2025 conference bill was reduced because of the issues.
    - AV was reduced.
  - Should we consider increasing the scholarship amounts?
    - We currently provide scholarships for public, community college and private colleges.
    - Scholarship funds can only be used for scholarships.
    - Review the bylaws for stipulations. We may have to vote for making a change of including an additional person or scholarship amount.
      - Consider updating the bylaws to review the scholarship funding regularly.
    - Include recipient feedback and how the funds helped them in the newsletter.
    - 2025 - 55 applicants. Only a couple of community college applicants.

- Scholarships have always been funded by the scholarship committee. We moved to vendors assisting to get them more involved instead of giving back to the conference.
      - We currently get half donations from vendors.
    - Raise scholarships to \$1,250 from \$1,000.
      - BOD and scholarship committee review the fund every December.
        - Consider bringing back scholarship baskets
          - Consider minimum bids
        - Checks will be sent to the 3 2025 scholarship recipients in January.
        - Moolah setup
  - **Secretary**
    - Met with the communications committee last week.
    - Coming up with regular newsletter columns and ideas to get members more involved.
  - **VP of Workshops - Kristy**
    - Add price to January BOD meeting
  - **Past President - Lauren**
    - Will have committee lists finalized by the end of this week.
    - The treasurer cannot be elected multiple years in a row.
  - **President Elect - Frank**
    - Begin thinking about AACRAO “dinner” ideas.
    - Will bring ideas back to BOD once he hears back from places.
  - **President**
    - Needs to meet with Dave Sauter to get out the save the date.
- **Plan for Next Meeting**
- **Adjourn**
  - Meeting adjourned 2:30pm by Heather
  - Lauren and Frank second.