



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

February 17, 2026 Agenda

1:00 PM-2:30PM

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

1. Welcome
 - a. Meeting was called to order at 1:02pm.
2. Approval of Minutes from the January 2026 meeting
 - a. Meeting minutes approved.
 - i. Christine makes motions to approve.
 - ii. Sarah seconds.
3. HB 96 Discussion
 - a. Hoping to be more guidance on closures – Preservation Plan.
 - b. Hold a webinar to discuss how each institution is handling changes.
 - i. Heather will reach out to government relations team.
 - ii. Send out a pre survey to help guide conversation – who has a plan and who does not.
4. Reports
 - a. President Elect - Frank
 - i. Jack, Dave, Christine and Frank will meet to go over future conference sites.
 1. Quest Center Polaris – not close to hotels
 2. Hilton Polaris
 - ii. OACRAO Dinner in NOLA
 1. Mulate's – we should hit \$1000 minimum with 25 members.
 - a. Lauren will help obtain a list of Ohio AACRAO registrants.
 2. Buffet style, behind the bar and roped off for our group.
 - a. We will vote on food options and hope to include a drink ticket.
 3. Frank has informational email drafted up and Tasha will provide a link to go out to the listserv and newsletter.
 4. Frank paid \$750 deposit.
 5. Cost of dinner will be \$40 per member.
 - iii. Frank attended AACRAO regional webinar
 1. A lot of states still charge by member instead of institutional.
 2. He will put notes together to summarize webinar.
 - iv. Frank is working on creating private colleges meeting.

- b. VP of Programs - Becky
 - i. 19 sessions submitted, expecting more. Will send a reminder through the listserv.
 - ii. Ideapalooza March 27th, chairs and vice chairs will get together at Franklin to talk about gaps in tracks and add other ideas, suggest presenters.
 - 1. How does scheduling work with the Board presenting at OACRAO?
 - a. Present as wanted/needed. Not required.
 - iii. Monthly coffee hour.
 - 1. First coffee hour is March 10th.
 - 2. New topic monthly.
 - iv. Scheduling Vendor Presentations
 - 1. After they are committed to attending, they are asked on the form to present.
 - 2. Sue Shephard may assist with vendors.
 - v. Update website to disable 2025 conference information and add session proposal link.
- c. VP Membership - Sarah
 - i. First meeting will be held with committee next week.
 - ii. Looking to clean up the directory. Sarah and Kathleen Pugh pulled list and are sorting through the list to determine who should be active.
 - iii. Angie, Lauren and Kathleen met with a member of KACRAO to learn more about MemberClicks.
 - 1. Learned about best practices and maintenance of members.
 - 2. How to host the listserv.
 - 3. KACRAO BOD has a technology manager to help maintain consistency.
 - 4. Sarah will look into creating an email address in MemberClicks to use with the cleanup project.
 - iv. Will meet with the committee to go over mentoring, rules and regulations and sign up sheet.
 - v. Frank mentioned that other institutions reach out to the president of inactive institutions to provide benefits of OACRAO membership and charging a late fee if not paid in time
 - vi. The active memberships and listserv should mirror each other.
 - 1. Once the membership list is cleaned up, reach out to listserv to let members know who will be included in new listserv.

This will ensure all members are receiving the benefits and incentivize others to join.

- vii. How will voting members be managed when adding new members during the clean up?
 - 1. This is a question for Bylaws.
 - 2. Use MemberClicks to record voting members.
 - 3. Who decides who the voting member is?
 - a. Lauren will reach out to KACRAO to ask how they indicate voting members.
- d. Treasurer – Christine
 - i. Shared statement of financial comparison. Total in both accounts - \$74,085.23
 - ii. We are showing income from residency workshops.
 - iii. Insurance will be paid shortly. Last year was \$920. Christine is waiting on a quote.
- e. Secretary
 - i. LinkedIn follower increase from 74 initially, 112 last month, 128 this month.
 - ii. Adding additional columns to the newsletter
 - 1. Highlighting veterans
 - 2. Professional development opportunities and summarizing questions from the listserv.
 - iii. MemberClicks Listserv – See membership section above.
 - iv. Newsletter will go out February 27th
- f. VP of Workshops – Kristy
 - i. Residency Workshop
 - 1. 19 people registered.
 - 2. 3 institutions have not yet paid and asked to be invoiced.
 - ii. OSI.
 - 1. Met with faculty - Heather, Chris Dorsten and Dave Shaffer
 - 2. Reviewed final agenda and hopes to send out this week.
 - 3. Cost of \$350 based on rooms, meals, mileage and rooms for faculty.
 - a. Heather motions to change the cost of OSI to \$350.
 - b. Frank will second.
 - c. All vote yes.
 - d. None opposed.
 - 4. What is the goal? To break even, to attract conference members?

- a. Think about continuing to offer the free conference registration.
 - b. Is OSI still a need? Should it be a one day workshop? Revisit in the future as we are not getting the registration numbers we are hoping for.
 - c. Consider promoting OSI earlier and consistency of dates.
 - 5. Where will future OSI be held if we are no longer holding conference at State parks?
 - a. We should begin thinking about other locations as we are looking into conference locations.
 - b. Consider there being free activities for team building.
- iii. Staff Workshop
 - 1. June 4th, 2026 9am-2pm
 - 2. Finalizing the title.
 - 3. Shared agenda.
- g. Past President – Lauren
 - i. Bylaw Committee
 - 1. Where do the bylaw updates come from?
 - a. The BOD makes suggestions, but the committee meets to determine if language needs to be updated.
 - b. In the past, bylaws were sent to everyone for review and set up a meeting to make changes.
 - c. Raising dues is required to be in the bylaws if it's more than \$5.
 - i. Lauren will reach out to Bylaw Committee for ideas and in March/April will let BOD know of any suggestions.
 - ii. Dues go out to institutions in June.
- h. President – Heather
 - i. Reached out to all institutional reps at active institutions to get contact information for past OACRAO retirees.
 - 1. Sarah will create the save the date.
 - a. Digital and post card.
 - ii. OACRAO
 - 1. Dueling pianos Thursday night
 - 2. Speakers
 - a. Muskingum provost
 - b. Sondra's husband will speak on AI.

3. Will have LAC co chairs attend BOD meeting to provide updates.
5. Plan for next meeting
 - a. Exhibitor charge discussion.
6. Adjourn Meeting
 - a. Meeting adjourned 2:38pm by Heather.
 - b. Angie seconds.