



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

January 20, 2026 Agenda

1:00 PM-2:30PM

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

1. Welcome
 - a. Meeting was called to order at 1:02pm.
2. Approval of Minutes from the December 2025 board meeting.
 - a. December Board Retreat minutes approved.
 - b. No changes.
 - c. Christine makes a motion to approve.
 - d. Becky seconds.
3. Reports
 - a. President Elect – Frank is out
 - b. Secretary- Angie
 - i. LinkedIn follower increase 74 to 112.
 - ii. Posting once a week to LinkedIn.
 - iii. Newsletter will go out on January 30th.
 - iv. Memberclicks can host the listserv
 1. Clean up institutional members/listserv recipients in Memberclicks.
 - a. Reach out to primary contacts to verify list of members.
 2. Do we want honorary members to be listed on website/include them in listserv? Yes.
 3. Lauren will follow up with Memberclicks contact and set up meeting to ask how to handle certain situations.
 4. Include listserv information in newsletter.
 - c. VP of Workshops - Kristy
 - i. Secured Jeff and Michelle from ODHE to speak at Residency Workshop.
 - ii. Will provide an update for newsletter.
 - iii. Will email Sarah, Tasha and Angie to provide information for website and Memberclicks.
 - iv. Working to secure Staff Workshop for June 4, 2026.
 1. Heather and Frank will present on OACRAO 100 years.
 2. Consider cost of workshop in the future.
 3. Kristy makes the option to raise the staff workshop to \$10

- a. Unanimous vote in favor of \$10 charge.
- v. OSI
 - 1. Starting later on Wednesday to provide opportunities for attendees to work.
 - 2. Campfire provided by Salt Fork.
 - 3. Removed Role of Registrar to focus on more diverse leadership, including Admissions.
 - 4. Consider cost of OSI.
 - a. Review cost breakdown to determine fee. Kristy will update spreadsheet and send it for review.
 - b. About \$100 for The Sink book. About \$8 each.
 - c. Think about conference discount.
 - 5. Preprint the certificates to provide in person.
 - 6. Goal of 15 attendees.
- d. VP Membership – Sarah
 - i. (See listserv/Memberclicks updates under Secretary updates).
 - ii. Sarah will work with Kathleen Pugh and provide access for her to update Memberclicks when member updates are needed.
 - iii. Mentorship updates will be included in newsletter.
 - iv. Sarah sent a survey for first time conference attendees.
 - 1. 11 responded – 8 found the conference helpful.
 - a. Mostly positive responses.
 - b. Session ideas: ice breaker games, more professional development sessions, new to registrar.
 - c. What could be improved: Tech issues, hotel issues, crowded rooms.
 - d. 6 out of 5 were not interested in mentorship.
 - i. What would hope to gain from mentor: familiar face, helping to choose sessions, understanding lingo, tips and tricks of how conference works, someone to bounce questions off.
 - 1. Think about promoting sessions to first time attendees.
 - ii. Put a call out in February newsletter for mentors.
- e. Treasurer – Christine
 - i. Our accounts are balanced based on where we were last year.
 - 1. We have about \$2000 more in our account due to the scholarship fund increase.

2. The tax accountant will begin looking at our account for tax purposes.
 - ii. Christine updated the mileage rates on the form and updated website.
 - iii. Scholarship funding has been sent out.
 - f. VP of Programs – Becky
 - i. Met with chairs and vice chairs of program committee.
 - ii. Would like to send out Session Proposal Submissions which mirrors the AACRAO submission process instead of asking for ideas.
 1. Due February 13th.
 2. Christine will double check when the vendors pay their presentation fee. We believe they pay after their presentation is selected.
 3. Offering 2 timeslots if presenter would like to present longer.
 - a. Include language on form that states that the 100 min slots are limited.
 - b. Consider using the extended timeslots to gauge interest and use that to determine which days to offer the longer sessions.
 - c. Consider an additional space to allow for additional conversation if sessions tend to run longer.
 - d. Think about workshops in the future if we have recurring topics.
 4. Program review
 - a. Include breakfast and board update wording on program to avoid confusion and attendees missing the updates.
 5. Ideapalooza
 - a. Working with Chairs/Vice Chairs to plan specific date.
 - i. Same colleges driving together, includes lunch.
 - b. Help with finding missing areas after the proposals are submitted.
 - c. Consider holding additional professional development opportunities (coffee hours) such as a Teams meeting/remote with specific topics.
 - i. Work with BOD to plan.
 - d. Work with LAC to promote session spotlights.
 - g. Past President – Lauren
 - i. No official updates.

- ii. Committee lists are published.
 - h. President – Heather
 - i. Met with LAC co chairs
 - 1. Gala theme Thursday night
 - ii. Will request to max out room blocks at the hotel.
 - iii. Brad and Dave have started to send out emails to institutions to plan 100th.
- 4. Plan for next meeting
- 5. Adjourn
 - a. Meeting adjourned 2:32pm by Heather
 - b. Lauren seconds.