Ohio Association of Collegiate Registrars and Admissions Officers
Board of Directors Meeting
July 20, 2026 Agenda
1:00 PM-2:30PM

Attendees: Heather Pritchard, Angela Kiszka, Frank Yanchak, Kristy Taylor, Becky Cogswell, Lauren Martin, Tasha Hutchinson, Chris Dorsten, Sondra Pheil

1. Welcome
    a. Meeting was called to order at 1:01pm by Heather.
2. Approval of Minutes from the June 2026 meeting
    a. Meeting minutes approved.
        i. Heather makes motions to approve.
        ii. Frank approves and Sarah seconds.
3. Update from LAC Co Chairs
    a. Last Monday, Chris, Heather and Sondra went to Deer Creek.
        i. Centennial Gala will be held in Grand Ballroom.
            1. Include dance floor.
        ii. Meals will be upstairs, sessions will be down the hall.
        iii. AV equipment has been updated so there shouldn't be any issues.
        iv. Round tables and chairs will be used in the meeting rooms.
        v. Retirees Reception
            1. The regular bar will be used from 4:30pm-5pm.
            2. Includes a drink ticket.
        vi. New Member Luncheon
            1. Budget $600
            2. Scheduled at noon.
            3. Consider renaming for mentor/mentees only.
            4. Look into pizza.
        vii. President's Welcome Reception
            1. Appetizers
        viii. Rooms have been renovated.
        ix. Budget:
            1. Under budget for LAC shirts
            2. Will get snacks for bags from Costco
            3. Under budget for transportation costs.
            4. Estimate of around $22k for food costs.
        x. Entertainment
            1. Dualling Pianos for 2 hours
            2. DJ for 2 hours
            3. Photobooth
                a. Printable photos
                b. Is there an option for digitals?
            4. Décor will include lighting, mirrors/candles on tables, balloons

            5. Wednesday night – bird migration walk scheduled
            6. Thursday morning- hike scheduled
        xi. Encouraging guests to wear gala attire
        xii. Room block expires September 1st and will include exhibitors to meet the comp minimum for event space and AV.
        xiii. 26 members have registered for conference so far.
        xiv. Vendor
            1. Not many vendors have registered yet.
            2. CollegeSource is sponsoring champagne and grape juice.
            3. KeyPlus may provide bags for registration/snacks.
    4. Becky will check back in regarding vendor sessions.
4. Conference – BOD
    a. BOD will be arriving on Tuesday evening.
    b. Consider printing script beforehand to avoid printing costs.
    c. October BOD meeting will be held Tuesday around 3pm.
        i. Dinner will be provided on Tuesday night as well as Wednesday breakfast instead of Tuesday morning.
5. Reports
    a. Secretary- Angie
        i. Next newsletter will go out July 24th.
        ii. We sent out a survey in the June newsletter to gauge participation
            1. 13 initial responses and another 19 once it was sent through the listserv.
            2. Include it in July newsletter as well.
            3. Post results in August newsletter.
        iii. Listserv
            1. Address at the bottom of the listserv seems to be an AACRAO billing address.
            2. Sarah and Angie met to review the listserv set up and reached out to KACRAO for guidance on reply all settings.
                a. Added a footer to the listserv to explain that when you reply the response will be sent to the sender unless you email the OACRAO listserv email address.
    b. VP of Programs – Becky
        i. Coffee Hour
            1. Mentor and Mentees topic this week.
        ii. Program Committee meeting is August 3rd
            1. Will reconnect with presenters, confirm times.
            2. Looking to fill State/Govt Relations presenter slot.
            3. Setting up draft of agenda, UC will print.
            4. Will circle back with LAC to ensure everything is captured in the agenda.
            5. Consider ERP changes and residency topics.
        iii.

c. VP Membership – Sarah
    i. Mentorship program
        1. 3 mentees, 5 mentors have signed up.
        2. Coffee Talk scheduled tomorrow.
            a. Creating a starting point of a monthly meeting.
            b. 18 registered.
    ii. Cleaning up honorary members.
    iii. Updating logos for institutions.
d. Treasurer – Christine (out)
e. Past President – Lauren
    i. Incoming BOD member and award nominations
        1. Will send out the call for nominations at the beginning of August
            a. VP of Workshops
            b. Treasurer
            c. President Elect
        2. Met with M&E committee last week to discuss timeline.
        3. Consider Treasurer Elect position for future for 2027/2028 BOD.
            a. Look into the bylaws which state that the Treasurer can only serve once.
            b. Is three years between Treasurer and Treasurer elect too much?
            c. Lauren will reach out to Bylaws Committee for their thoughts.
        4. Consider reviewing bylaws for BOD positions and how long they will serve.
        5. Heather will order plaques for awards, clock for honorary
        a. Lauren will follow up with Heather on where to order awards.
f. VP of Workshops – Kristy
    i. OSI/OACRAO registration code.
        1. Sarah will reach out to Christine.
        2. Can we verify that the person using the code is the person who received it? Code should not be transferable.
g. President Elect – Frank
    i. Michelle Rable will be LAC chair for next conference.
    ii. Maumee Bay will be the location for the next conference.

6. Plan for next meeting
    a. We will extend the meeting to 2 hours.
    b. Covering the conference script.
    c. Think of nominations for future positions.
    d. Heather will schedule future BOD meetings.
7. Adjourn Meeting
    a. Meeting adjourned 2:37pm by Heather.
    b. Sarah motions, Frank seconds.