



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

June 15, 2026 Agenda

1:00 PM-2:30PM

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

1. Welcome
 - a. Meeting was called to order at 1:06pm by Heather.
2. Approval of Minutes from the May 2026 meeting
 - a. Meeting minutes approved.
 - i. Heather makes motions to approve.
 - ii. Kristy approves and Frank seconds.
3. Website Update – Sarah Marcini and Tasha Hutchinson
 - a. Heather met with Kathleen and Tasha about the website to talk about improvements. Specifically, information on joining OACRAO.
 - b. Creating a member login page and clarifying the Account Help Request section of the website. Updating Membership and Dues page to include information on how to become a member or be added to a roster as well as cleaning up the links under Get Involved.
 - i. Membership VP is responsible for receiving the inquiries from “Need help with your account?” form.
 - ii. Creating a new form for technical help/contact us.
 - c. Creating a new page for the Mentorship program.
 - i. Modeling AACRAO program, including expectations for mentors and mentees. Application will be added to website.
 - ii. Mentorship program is for everyone, not just conference attendees.
 - iii. Application will be open until August 1st to allow OSI attendees to participate.
 - d. Tasha will begin making updates to the website.
4. Welcome Reception Retirees
 - a. LAC was wondering who will be planning the reception.
 - i. 30 mins. Thursday 4:30pm-5pm.
 - ii. LAC budget.
 - b. Heather has been reaching out to retirees.
 - i. Estimate of around 20 attendees
 - c. BOD and LAC would be invited.
 - d. Drinks only since the exhibitors reception is directly after and then dinner.
 - e. Heather will look into the fees related to the bar as well as the location.
 - f. Session descriptions are listed on the website. Becky is waiting for location and vendor information before posting the program on the website.
 - i. Heather suggested a meeting at a glance to be posted on the website to provide members with an idea of when events will be held. Consider LAC

sending a monthly email of sessions and what to expect at the conference and to get members registered. Example, session highlights.

1. Session highlights added to newsletter.

5. Reports

a. Secretary- Angie

- i. Next newsletter will go out June 26th.

1. Having a hard time finding institutions to participate in "What's Happening on Your Campus."

- ii. Listserv Update

1. Sarah, Kathleen and Angie attended an AACRAO MemberClicks webinar.

- a. Angie created a template for new members.

2. Sent a follow up on listserv questions and issues to LinkedIn and listserv.

3. OSU listserv has been deactivated.

4. Updated the website to include new listserv information.

5. Will setup a time with Sarah to go over listserv and membership setup in MemberClicks.

b. VP of Programs – Becky

- i. End of May they held a meeting with Lake Erie College about HB96 to discuss templates for August 1st deadline.

1. They discussed best practices for data, records and diplomas.

- ii. Prepared Zoom link for Mentors and Mentees coffee talk.

- iii. June 22nd meeting with Program committee to discuss presenters and utilizing subcommittee members.

- iv. Will work on getting Schedule at a Glance updated.

- v. LAC will be invited to next meeting to help provide information on conference events.

1. Becky will send a list of questions to LAC ahead of time.

2. Sponsors have not yet been finalized.

c. VP Membership – Sarah (See Website Updates)

d. Treasurer – Christine

- i. Renewals were sent out June 2nd.

- ii. Emails are automatically sent.

- iii. Invoices will need to be sent to members who have fallen off of renewal list.

1. Next year, ensure renewals are in sync so they are picked up in automatic process.

- iv. MemberClicks subscription was paid for the year.

- v. Scholarship fund raised \$1060 so far. Total fund this year \$16,890, last year \$14,174

- vi. Spring/Summer workshops did well regarding budget/expense. Net profit \$364.

- vii. Total account currently \$62,110, last year at this time \$58,458.

- e. Past President – Lauren (no updates)
 - f. VP of Workshops – Kristy
 - i. Staff Workshop 25 participants.
 - ii. OSI has 16 currently registered.
 - 1. Will send another reminder out.
 - 2. Meeting next week with Deer Creek to go over menus to get meals finalized.
 - 3. Will purchase snacks for bags.
 - 4. LAC has drink tickets, but any tickets can be used to count drink purchases.
 - 5. Heather will reach out to Lauren regarding BOD nominations.
 - g. President Elect – Frank
 - i. No luck on a conference location for 2027.
 - 1. Look into Maumee Bay.
 - a. Heather will reach out.
 - 2. Frank will continue to look into hotels for future conferences.
6. Adjourn Meeting
- a. Meeting adjourned 2:31pm by Heather.
 - b. Christine motions, Frank seconds.