



Ohio Association of Collegiate Registrars and Admissions Officers
Board of Directors Meeting
March 23, 2026 Agenda
1:00 PM-2:30PM

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

1. Welcome
 - a. Meeting was called to order at 1:02pm by Heather.
2. Approval of Minutes from the February 2026 meeting
 - a. Meeting minutes approved.
 - i. Christine makes motions to approve.
 - ii. Frank seconds.
3. Exhibitors
 - a. Consider fee for exhibitors.
 - b. What meals have been included for exhibitors?
 - i. We should include specific details on what is included for them. Example: meals and drink tickets.
 - c. Confusion with set up at the past conference with exhibitors setting up on Wednesday evening.
 - i. Thursday only.
 - d. Are there any tech charges for Wednesday evening?
 - i. Nothing specifically noted.
4. By-Laws, Committee Arrangements
 - a. Lauren met with By-Laws Committee – Frank, Jack, Bob, David and Missy.
 - i. Changes and updates to by laws are not required each year.
 - ii. Consider by law vs procedure.
 - iii. Is there anything we want to push ahead for 2026 conference?
 1. Dues (by law)
 2. Should LAC co chairs register/pay for conference registration since they don't attend sessions? (procedure)
 3. Scholarship committee fundraising description.
 - iv. Lauren will email us recommendations on how the Board should move forward with 2026 conference.
5. What am I missing? Anything?
6. Reports
 - a. President Elect – Frank
 - i. Future conference location
 1. Looking into hotels and conference center in Polaris.
 2. Since hotels are not attached to conference center, we will not be able to get rooms compensated as we usually do.
 3. Has specification document and will send out for bids to determine best option moving forward.

4. Consider timeline/deadline for booking the conference, as cities like Columbus are becoming increasingly busy and availability may be limited.
- ii. AACRAO Dinner in NOLA
 1. 28 registered so far.
 2. We need to determine food and drink options.
 - a. Frank will reach out to restaurant for recommendations.
- b. VP of Programs – Becky
 - i. Ideapalooza this week
 1. Will confirm with presenters after this Friday.
 2. Review any gaps in presentation content and reach out to potential presenters.
 3. Plan to finalize presentation by June/registration begins.
 4. AACRAO rep is open to have her own presentation.
 5. Looking for opening and closing speakers.
 - a. Heather has speaker options for closing and opening speaker.
 6. Consider House Bill topics as a round table.
 - a. Break up the conversation with separate meetings for large vs small school.
 - ii. Coffee Hour
 1. Mapping out the next few months of coffee hours.
 2. Determining topics.
- c. VP Membership – Sarah
 - i. Membership clean up.
 1. Sent emails out to 62 active institutions, received 31 responses.
 2. Sent email 36 lapsed institutions, 9 undeliverable.
 - a. Only asking lapsed to pay going forward.
 3. Invoice can only be sent to one email instead of multiple. Example, key contact and main registrar inbox.
 - a. Send invoice to key contact then use main registrar box as backup.
 4. David is reaching out to new members to see if they want to receive listserv emails.
 - ii. Mentorship
 1. Setting up a smaller committee for mentoring.
 2. Planning to have mentoring program updates in May.
 3. Open to anyone who wants to join instead of only new memberships.
 4. Consider mentors having 2-3 years of active OACRAO membership such as committee involvement or a passion for the organization.
- d. Treasurer – Christine
 - i. Insurance has been paid for the year.

- ii. Taxes are currently being worked on.
 - iii. Accounts are in good shape. Christine emailed Board the statement of accounts.
 - e. Secretary
 - i. Meeting on Friday to go over the listserv.
 - 1. Listserv will only be provided to active members.
 - ii. Additional columns to the newsletter
 - 1. No veteran responses
 - 2. Current Bills affecting higher ed.
 - 3. Highlight Higher Ed news
 - 4. LAC Co chairs
 - 5. Brad and Dave will provide a 100th update.
 - 6. Try to find a way to make the newsletter more interactive.
 - a. Surveys
 - b. Games
 - c. This will allow us to gauge interest/number of readers
 - iii. Newsletter will go out March 27th
 - f. VP of Workshops – Kristy
 - i. OSI – 10 registrants
 - ii. Residency – 35 registrants
 - 1. Today is the last day to register for workshop.
 - iii. Staff – 23 registrants
 - g. Past President – Lauren
 - i. See By Laws Committee Arrangements above
 - h. President – Heather
 - i. Met with a MemberClicks rep
 - 1. Cost for mobile app is a little over \$2k annually.
 - a. App will provide schedule and updates at conference as well as registration for workshops/conferences.
 - b. Not needed at this time. Something to consider for the future.
 - c. Options for exhibitors to sponsor
 - ii. Hoping to open OACRAO registration by June 1st.
 - 1. Will invite LAC co chairs to next Board meeting.
 - iii. Secured AACRAO rep for OACRAO conference.
 - iv. Has OACRAO Save the Date and will share it shortly.
7. Plan for next meeting
 - a. Exhibitor charge discussion.
8. Adjourn Meeting
 - a. Meeting adjourned 2:34pm by Heather.
 - b. Lauren motions, Frank seconds.