



Ohio Association of Collegiate Registrars and Admissions Officers
Board of Directors Meeting
May 5, 2026 Agenda
1:00 PM-2:30PM

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

1. Welcome
 - a. Meeting was called to order at 1:32pm by Heather.
2. Approval of Minutes from the April 2026 meeting
 - a. Meeting minutes approved.
 - i. Heather makes motions to approve.
 - ii. Kristy and Frank seconds.
3. LAC Co-Chairs Update
 - a. Great LAC group this year.
 - i. Entertainment has been thoughtfully done. Looking into dueling pianos and DJ. Possible photobooth.
 1. Nature hikes, relaxing Wednesday evening.
 2. Bird watching Thursday morning.
 - ii. Food is on track.
 - iii. Sue Shephard and Nikki Cox are managing exhibitors.
 1. Goal of 15 exhibitors
 - iv. Meeting with CollegeSource for interest in helping with 100th anniversary.
 - b. Goal is to open registration by June 1st.
 - i. Will monitor hotel rooms to ensure we are meeting minimum requirement.
 - c. Found local company to make shirts and looking into something additional for 100th anniversary.
 - d. Centennial gala theme.
 - e. No open containers at hotel. They will send friendly reminders to attendees.
 - f. Dave Sauter and Brad Myers are looking to bring in retirees.
 - i. Could be around 20 retirees attending.
 - g. Programs will be handled by Program Committee instead of LAC.
 - i. Becky will work with Tasha on website and Lauren/Molly to get them printed.
 - ii. Vendor deadline is around June 1st. Vendors will indicate on registration form if they would like to present.
 - h. Closing speaker is confirmed. Still looking for opening speaker.
4. Reports
 - a. Secretary- Angie
 - i. Skipped April newsletter
 - ii. Next newsletter will go out May 15th.
 1. Includes AACRAO overview and photos.

- iii. Listserv communication plan
 1. Goal of end of May to begin using listerv.
 2. Add announcement to May 15th newsletter and LinkedIn
 3. Send email to old listserv on May 22nd
 4. Email new listserv on May 29th to welcome them to the new listserv.
 5. David will reach out to OSU to formally close the listserv.
- iv. MemberClicks listserv allows members to subscribe/unsubscribe.
- b. VP of Programs – Becky
 - i. Subcommittees have confirmed presenters for conference.
 1. Has a back up of 5-6 sessions just in case vendors are not able to present.
 2. Becky will send a final list to BOD of presenters for review.
 3. Making sure sessions are balanced between topics and presenters.
 - ii. Coffee Hour
 1. Working on creating a coffee hour to include Lake Erie College for May 18th.
 2. Mentors and Mentees coffee hour- doesn't have a date set, but will work with Sarah to coordinate.
 - iii. Registration
 1. Do we want to include details and expectations to website?
 - a. Provide as much detail as possible to help with professional development justification.
 - iv. Opening speaker/Last day
 1. Decided not to have an opening speaker and utilize the members already at the conference such as Brad and Dave. Focusing on the 100th and what to expect at the conference.
 2. Considering moving Thursday sessions to Friday instead of Government Relations Committee from 9-11am.
- c. VP Membership – Sarah (not able to attend, emailed updates)
 - i. Making progress in updating rosters – only 14 active institutions left to update out of 65. I have sent 2 rosters out to institutions yesterday to update.
 - ii. 2 lapsed institutions that are planning to rejoin for 26-27 – John Carroll University and University of Dayton.
 - iii. Working on emails forwarded by Heather to check membership in Memberclicks (that is how we caught University of Dayton) – email about Listserv moving to Memberclicks
 - iv. Kathleen and I are meeting tomorrow to go over questions for Mentors/Mentees
 - v. Will work with Tasha to get applications set online
 - vi. Schedule CoffeeTalk about program/expectations (still working on what we want the program to look like).

- d. Treasurer – Christine
 - i. Received taxes from accountant and plans to file them this week.
 - ii. Raised \$630 from Days of Giving
 - 1. Meeting on Friday to schedule next Days of Giving.
 - iii. There were 3 members who attended OACRAO dinner and didn't initially pay.
 - 1. We received payments from 2. We will reach out to the last person who still needs to pay.
 - a. Christine will invoice from the form.
 - 2. 37 total who paid.
 - 3. Consider check in table for future.
 - iv. Balance of accounts: \$60,762.29 up over last year, \$16,029.38 in scholarship fund
 - e. Past President – Lauren
 - i. Sent an email regarding bylaws and would like us to review by the June BOD meetings. Would like to take our thoughts back to Bylaw Committee.
 - f. VP of Workshops – Kristy
 - i. 27 registered for Staff conference.
 - 1. Sent out reminder last week.
 - ii. 13 registered for OSI.
 - 1. Reminder will go out in next newsletter.
 - 2. Look into transferability of free OACRAO registration to someone else to allow for more team members professional development.
 - 3. OACRAO will cover the book "The Sink"
 - 4. Consider a summit, a one day of leadership and networking.
 - g. President Elect – Frank
 - i. Future conference location
 - 1. Has not heard back from hotels that he reached out to. Will call by the end of the week to follow up.
 - 2. Looking into hotel in Worthington, no longer interested in Polaris hotels because conference rooms are not attached.
 - 3. Will consider State parks for 2027 if can't secure a hotel in time.
 - ii. 2027 AACRAO Dinner
 - 1. Considering costs for next year's dinner since it is in Long Beach and a higher cost.
5. Adjourn Meeting
- a. Meeting adjourned 2:33pm by Heather.
 - b. Christine motions, Frank seconds.