



OACRAO Business and Recognition Meeting Minutes Hueston Woods State Park and Conference Center

Board of Directors Meeting
August 24, 2023
Virtual Meeting

Attendees: Bob Bulow, Christine Court, Chris McNay, Michelle Rable, Marissa Richards,
○ Local Arrangements Committee Co-Chair Jayme Arnett

Absent: Dave Schaffer, Sun Jamerson

Meeting was called to order at: 1:05 pm.

Bob moved to approve the minutes from April and June. Christine seconded. The minutes were approved.

Agenda:

- Reports:
 - Bob Bulow, President:
 - Working with Frank and Jayme on LAC plans.
 - Bob will get to work on the script for annual conference. Want to be sure to recognize OSI attendees.
 - We will develop a communication plan for registered members. Targeted communications every two weeks.
 - Michelle Rable, Past President:
 - We are light on board nominations, so Michelle will send out a reminder.
 - Sun Jamerson, President Elect:
 - Has put together a report on future conference venues.
 - Christine Court, VP of Programs:
 - We lost some presenters for the annual conference. Chris McNay and Michelle Rable volunteered to present.
 - Michelle can do a “Registrar 201” session.
 - Proposal for final session: have Jack do a presentation with wide appeal and run it against the feedback session.
 - Dave Shaffer, VP of Workshops:
 - Confirmed a speaker for Dealing With Difficult Conversations.
 - Need a presenter still for residency.
 - Marissa Richards, Treasurer:
 - We need to put together a timeline for our scholarship awards.

- Application up by October 1st. Let's look at getting the applications reviewed in early December. Awarded in early January.
 - Account balances: Operations: \$85,181.07, Scholarship: \$14,695.87.
 - Chris McNay, Secretary:
 - Having a hard time getting in touch with the newsletter editor. Will put something together for a quick send out.
 - OSI recap.
 - Annual conference info.
 - Jayme Arnett and Frank Yanchak, Local Arrangements Committee Co-Chairs:
 - We are having continuing issues booking rooms. The room block looks like it is full, but it isn't. Jayme is working with the front desk.
 - We need to book 80% of our block; are currently at 60%
 - We need to have a soft head count to the lodge by Oct. 4 for food. We can do our final head count 2 weeks out.
 - Coming up with a list of items for the snack bags.
 - Sue has been reaching out to vendors.
 - Shared link to register and link to sign up for a session. Registrations are coming in and we have 1 vendor signed up for a session.
 - Entertainment hasn't been nailed down yet.
 - Molly is working on t-shirts.
 - Will have a big sign out front for conference latecomers with a phone number to text that will summon someone to come and get them checked-in.
 - Thinking about color-coding name badges to indicate experienced conference-goers who could answer your questions.
 - No big signs on easels or sandwich boards outside of the sessions; just smaller signs at the door: 8.5" x 11".
 - Swag sub-committee has sent out a reminder to members to bring swag.
 - Instead of the standard bag, we're doing fanny-packs this year. "The pack is back!" First come, first served on colors.
- Old Business:
 - AACRAO Annual Meeting 2024:
- New Business
 - No new Business:
- Bob moved to adjourn, Chris seconded. Adjourned at 2:43 pm.