



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting
September 19, 2023
Franklin University

Attendees: Bob Bulow, Christine Court, Cindy Davis, Sun Jamerson, Chris McNay, Michelle Rable, Marissa Richards, Dave Shaffer

Meeting was called to order at: 10:08 am.

Bob moved to approve the minutes from August's meeting, Cindy seconded. The minutes were approved.

Agenda:

- Reports:
 - Bob Bulow, President:
 - OACRAO Annual Conference:
 - OACRAO rep is Rhonda Kitch. Will be in on Tuesday and leave on Friday. Can do a session and AACRAO update.
 - Session ideas: Collaborations with Key Campus Stakeholders; Making You Case; Making Sense of FERPA; FERPA & Social Media.
 - The group voted for "Collaboration with Key Campus Stakeholders".
 - Chris Dorsten and Molly McDermott-Fallon will give a brief on what OACRAO can/will do at the upcoming AACRAO Annual Conference in Columbus, OH in 2024.
 - Bob, Marissa, and Sun met to discuss the budget.
 - We are currently at 61 registrants. Many presumed attendees are still unregistered.
 - Bob and Jayme intend to arrive at the conference center on Tuesday (10/24) morning and begin prep work. The board meeting will be in the afternoon – tentatively 2:30 pm.
 - Handouts will include minutes from last year's meeting, new bylaws, (possibly) budget, committee participation, and other information. Will print out one copy per table and send out the information via the listserv ahead of time.
 - Michelle Rable, Past President:

- Has begun contacting the new board nominees. Will wrap that up in the next week.
 - Lauren Martin's answer is forthcoming.
 - Carlier has accepted secretary.
 - Michelle is ordering the various awards.
 - Christine Court, VP of Programs:
 - Session schedule for the conference is close to complete.
 - Christine will get session descriptions and upload them to the website.
 - Dave Shaffer, VP of Workshops:
 - Residency workshop will be October 20 at Franklin University. Will provide lunch.
 - Revenue from OSI amounted to \$8,100 and the total cost was \$8,185.
 - Marissa Richards, Treasurer:
 - Account balances: Operations - \$90,074.88; Scholarship - \$14,696.50.
 - Chris McNay, Secretary:
 - Jayme sent a proposed communications schedule for the conference.
 - The next communication will be sent out via the listserv on Friday, 9/22 and will include info/link to overflow hotel, conference sessions list, and link to registration.
 - The next newsletter will go out on Oct. 6 and will include information about the conference.
 - We will do a spotlight on the opening speaker.
 - Sun Jamerson, President Elect:
 - OSI:
 - 18 attendees at OSI representing 18 different institutions.
 - 6 attendees responded to the OSI evaluation questionnaire. Sun shared a report of those responses with the board.
 - The board discussed presenting the participants with a group photo.
 - Sun met with a representative from Ohio state parks and provided a report to the board on projected costs for the next three years at Deer Creek, Mohican, Maumee Bay, and Salt Fork.
 - Chris Dorsten and Molly McDermott Fallon have proposed an OACRAO-sponsored welcome event for the AACRAO board, staff, and volunteers at the annual conference in Columbus in 2024. The board voted to pursue the idea. Chris and Molly will be tasked with identifying venues.
 - Jayme Arnett & Frank Yanchak, Local Arrangement Committee co-chairs:
 - 4 registrants are Thursday only.
 - 7 vendors are registered and 3 are on board as sponsors.
 - Have been asked to submit logos and verbiage for introductions.

- LAC will decide which vendors will sponsor which sessions.
 - Wendy Merb-Brown from Ohio State University has agreed to be the opening speaker.
 - Fanny packs have arrived – we have 100.
 - Snack bags with OACRAO logo on them have been ordered. Will be paper bags.
 - T-shirts for both BoD and LAC have been ordered.
 - Snacks have been ordered.
 - Give lodge final headcount for food-planning on or around Oct. 4.
 - A few registrants have indicated dietary restrictions. Jayme is working with venue staff to handle those in a discreet way.
 - There will be light/finger foods at the vendor reception.
 - Make sure we prep 2 name tags for each person.
 - Decided not to color-code the “veterans” names tags after all. Will go with the standard red for new members and black for everyone else.
 - Will be giving attendees a list of sessions at a glance as well as a QR code to the website for more detailed information on each session.
 - Entertainment:
 - Wednesday night will include a bonfire. No need to reserve any of the firepits. We will highlight local attractions. Cash bar.
 - Thursday night LAC has engaged an entertainment company - includes a DJ and a trivia game. Cash bar.
 - We should solicit volunteers to be mentors to the new attendees.
- Cindy Davis, VP of Membership:
 - Has been creating templates and other handoff docs.
- Old Business
 - Annual Conference:
 - The board discussed how to handle cancelation requests.
 - Do we want to record the business lunch? No.
 - Bylaws: The membership will be notified of the proposed bylaws change 2 weeks in advance of the annual conference (by Oct. 12).
 - Marissa met with scholarship committee. It was discussed that we could increase our fundraising efforts in order to increase our scholarship award amounts.
 - We will concentrate on the 50/50 for scholarship revenue.
- New Business:
 - The board discussed ways to track/manage voting members vs. non-voting members. The issue was tabled for future discussion.
 - The board discussed possible recipients for honorary membership.
 - Review conference script for needed edits.
- Dave moved to adjourn and Chris seconded. Meeting was adjourned at 2:55 pm.