



OACRAO Business and Recognition Meeting Minutes
Salt Fork State Park
Thursday, October 10, 2019
12:15pm – 1:30pm

Presiding: Sue Shepherd, President

- Introduced head table of OACRAO Board of Directors and LAC Co-Chairs.
- Introduced AACRAO representative Tina Falkner, from University of Minnesota Twin Cities.
- Introduced and recognized OACRAO Past-Presidents in attendance: Deb Benton, Carol Jones, Jack Miner, Jeannine Shambaugh, Mel Severns, David Schneider, Frank Yanchak.
- Introduced and recognized new retirees from the profession: Susan Bates, Liz Clerkin, and Barbara Berasi.
- Recognized and thanked 2019 LAC Co-Chairs Carol Jones and Molly McDermott-Fallon, and the LAC team.
- Introduced Michelle Livingston to promote the Feed My People food-drive at the conference.
- LAC Exhibitor Coordinator Michelle Rable introduced. Michelle listed off and recognized all exhibitors supporting the 2019 conference.

Sue Shepherd officially called the 93rd meeting of the Ohio Association of Collegiate Registrars and Admissions Officers to order at 12:39PM.

President, Sue Shepherd:

- Sue asked for a motion to approve the 2018 Business Lunch Minutes: Chris Dorsten seconded.
- Appointed David Schneider to serve as parliamentarian.
- Noted the names on the projector screens for those who serve on OACRAO Operational Committees.
- Encouraged membership to participate on committees and volunteer.
- Provided instruction on voting and location of voting cards.
- Provided President's report:
 - Throughout the year, the goal is to always keep the entire membership's needs in mind.
 - These are the items accomplished throughout the past year:
 - Partnered with OACAC to hold a joint OACAC and OACRAO workshop to increase level of engagement of admissions involvement.
 - Revamped onboarding for new Board members:
 - The transition is difficult and these are volunteer positions. We've instituted a better transitional period of two-months leading up to the conference to share resources ahead of term rollover.
 - Further implementation of the MemberClicks website for membership dues and conference registration.
 - Enhancement of the government relations committee with Jayme Arnett to increase awareness and engagement.
 - Pursuing using webinar software to offer webinars for sessions to add flexibility for more workshops.
 - Developed the Executive Assistant role further to define what that could look like, if the budget is there for funding.
 - Received AACRAO Ockerman Award for OACRAO's OSI program.
- Asked for consideration to approve meeting minutes from Business Lunch during 2018 annual conference:

- Allowed time for membership to review.
- Asked for a motion to approve: Beth DaLonzo motioned to approve.
- Asked for a second: Dan Kall seconded.
- No discussion.
- Asked for a vote to approve: one abstention in voting.
- 2018 minutes are approved.
- Introduced Immediate Past-President Beth DaLonzo and Treasurer Aftan Dewese:

Treasurer Aftan Dewese, Fiscal Committee Chair Beth DaLonzo, and President Sue Shepherd:

- Presented the balance sheet and annual report to the membership. These two items did not require vote.
- Stated there is a need to cut travel costs for the Board, and other operational committees. This will be implemented in the coming year.
- Reported the accounting books are in good order based on Fiscal Committee review. Thanked the Fiscal Committee for their service.
- Presented the 2019-2020 proposed budget; asked for questions from membership:
 - Questions from membership:
 - What is the \$5500 cost of the Board?
 - Answer: To account for Board mileage reimbursement.
 - Executive Assistant follow-up:
 - The Board has stepped back to reassess long-term the budget and any implications hiring an employee may have for the association. This role will not be filled at this time.
- Sue Shepherd stepped to the podium:
 - Asked for a motion to approve: Sun Jamerson motioned to approve.
 - Asked for a second: Bob Bulow seconded.
 - There was no discussion.
 - Asked for a vote to approve:
 - Budget for 2019-2020 passed.
 - Sue returned to her seat.
- Beth introduced Bylaws changes and asked for questions:
 - Question from membership:
 - Seeking clarification on consistency between the amendments for grace periods for member and grace periods for committee and task force appointment for members who receive grace period, then opt for purchase of individual membership to stay involved with association.
 - A motion to amend the proposed by-law language to make the grace period language consistent is called:
 - Deb Benton motioned to approve amended language.
 - Asked for a second: Frank Yanchak seconded.
- Sue Shepherd stepped to the podium:
 - Asked for a motion to approve the amended by-laws: Sun Jamerson motioned to approve.
 - Asked for a second: Aftan Dewese seconded.
 - There was no discussion.
 - Asked for a vote to approve:
 - Bylaws change passed.
 - Sue returned to her seat.
- Beth introduced Vice President, Programs – Bob Bulow.

Vice President, Programs, Bob Bulow:

- Detailed the program process discussion for the 2019 conference:
 - Followed the same process that has occurred the last few years.
 - A call for proposals was made in February, brought ideas to meeting in March to flush out ideas.
 - Thanked the program planning committee.
 - Thanked the chairs of each planning committee: Gina Shackle, Mary Holland, and Tami Sheets.
 - If anyone within membership is interested in participating in the process, sign up online via the committee participation form on the website.

- Program planning again will be in March.
- Bob introduced Vice President, Workshops – Dan Kall.

Vice President, Workshops, Dan Kall:

- Discussion of workshops from the past year:
 - Residency workshop had 44 attendees, which was hosted at Ohio State. Thanked all of the presenters for the workshop.
 - Staff development workshop had 72 attendees, which was hosted by Ohio State. Thanked all of the presenters for the workshop.
 - Joint OACRAO/OACAC workshop in July had 67 attendees, which was hosted by Ohio State. Thanked all of the presenters and OACAC's team for assisting in coordinating this joint-workshop.
 - Pre-conference workshops had 26 total attendees for this year's pre-conference workshop. Thanked all of the presenters for this.
- Next year:
 - Residency workshop on Tuesday, June 2 at Ohio State.
 - Staff Development will be in July date TBD.
 - OSI will be August 5-7 at Mohican State Park.
 - Will continue to develop webinar offerings for the coming year
- Introduced Vice President, Membership – Sun Jamerson.

Vice President, Membership, Sun Jamerson:

- Reported the Membership and Mentoring Committee had lively discussion on how to welcome new attendees.
 - There are 13 new attendees for this year's conference. Majority attended OACRAO first-time attendee session on Wednesday.
- One thing to focus on was show gratitude for all members:
 - The sweetness of M&Ms with all attendees is due to "members matter."
 - Our membership makes the difference, and leadership makes this successful yearly. Please get involved!
- Thanked and recognized the committee for their work.
- Introduced Co-Chair of Scholarship Committee – Amanda Steele-Middleton.

Scholarship Committee Co-Chair, Amanda Steele-Middleton:

- Thanked the members of the Scholarship Committee for their efforts.
- Detailed ways of coming up with new ideas for ways of raising money.
- Provided details about number of applicants and sources of them – and detailed recipients of scholarship recipients from previous year.
- Encouraged 50/50 and silent auction participation.
- Introduced Secretary Justin Weimer.

Secretary, Justin Weimer:

- Thanked the newsletter editor Michelle Livingston, and Cindy Suter while she served as editor.
- Reminded membership to submit newsletter article ideas via email.
- Thanked the webmaster Bob Bulow for his work throughout the year.
- Thanked the list-serve manager David Schneider for efforts throughout the year.
- Provided a recap of the year's activities, including the success of the newsletter as one of the high touch-points to the membership.
- Congratulated Heather Pritchard as she transitions into the role of Secretary.
- Reintroduced President Sue Shepherd.

President, Sue Shepherd:

- Presented service plaques to outgoing Board members Bob Bulow, Beth DaLonzo, Sun Jamerson, Justin Weimer.

- Called for old business from the membership:
 - No old business discussed.
- Reintroduced Past-President and Chair of Nominations and Elections Committee Beth DaLonzo.

Past-President, Beth DaLonzo:

- Thanked the members who served on the Nomination and Elections committee.
- Presented the results of the election:
 - Elected President Elect: Molly McDermott-Fallon.
 - Elected Vice President, Program: Tina Hickman.
 - Elected Vice President, Membership: Jayme Arnett
 - Elected Secretary: Heather Pritchard.
- Presented newly appointed Nominations and Elections Committee members:
 - Past-Presidents: Deb Benton and David Schneider.
 - At-Large is Carlier Myers and Bob Bulow.
- Presented the Linus J. Ryland Award to David Schneider.
- Reintroduced President Sue Shepherd.

President, Sue Shepherd:

- Provided outgoing President's remarks:
 - Thanked the membership for letting her serve as President.
 - Reiterated that lifelong friends have been made as a direct result of being involved with OACRAO.
- Introduced President-Elect Chris Dorsten, and officially passed the gavel over as formal introduction of President.

President-Elect, Chris Dorsten:

- Thanked Sue Shepherd for her service, leadership, and guidance of the association.
- Thanked outgoing Board members.
- Expressed feelings of humbleness and gratitude to membership for electing him as president to serve the organization.
- Thanked all of the past-presidents for their leadership and guidance, both to the association and to him personally.
- Thanked his staff at Cuyahoga Community College for enabling him to serve in this role.
- Emphasized his love of the organization, and how everyone is here for each other.
- Thanked his partner for being supportive of his career endeavors.
- Provided backstory of where he came from to what has made him so passionate about serving students and seeing them be successful.
- Introduced Carol Jones and Molly McDermott-Fallon, LAC Co-Chairs for housekeeping announcements.
- Formally called for a motion to adjourn the meeting:
 - Justin Weimer motioned to adjourn.
 - Asked for a second: Aftan Dewese seconded.
 - Asked for a vote to adjourn:
 - The 93rd meeting of the Ohio Association of Collegiate Registrars and Admissions Officers is adjourned at 1:31PM.