



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

April 12, 2019
The Ohio State University

Participants: Beth DaLonzo, Dan Kall, Chris Dorsten, Sue Shepherd, Justin Weimer, Bob Bulow, Aftan Dewese

Not present: Sun Jamerson

Sue called the meeting to order at 10:13am.

- Welcome
- Approval of March Board meeting minutes:
 - Motion to review minutes made by Justin, seconded by Dan. Unanimous approval of minutes.

Board Reports:

President – Sue Shepherd:

- Update on insurance question:
 - Brad suggested it may be good to purchase insurance for annual conference due to alcohol consumption but OSI and workshops wouldn't be necessary.
 - Individual members would be covered by home-institution for attending all of those.
- Molly forwarded information about OSI for Summer 2020 from state parks to reserve:
 - With signed contract, just making sure we're good with maintaining Mohican as the location since it's a good size for OSI.
 - Conversation for state park / fee structure and consideration of need for raising registration cost for this in relation to the free conference registrations this provides for the annual conference.
 - One thing to keep in mind is to check rates for add-ons for AV equipment and/or gratuity that is included on overall contract and bill.
- General discussion regarding when the annual conference falls relative to the next wave of signing contracts and trying to involve admissions to get a larger admissions base as part of OACRAO.
 - There's concern about who to get to serve on committees or Board with people who are newer. The worry is to avoid putting people on the Board

too early, reducing longevity from them serving on the Board in various roles prior to them serving as president, etc.

- May be good to specify that a past-president is able to serve on the Board again.
 - May be good to specify in the by-laws to have a Board member required to have served on the Board in a role prior to being in the president-track position.
 - For Carol and tracking participation – it's on the Board to inform her of participation / non-participation.
 - An archived Board page would be helpful to have so that it could potentially inform members who had served when, in terms of potential nominations and elections.
 - Ultimately, just need to determine what we need to track, and where to store in terms of our archived participation list.
- MemberClicks:
 - Bob will still be involved as webmaster once he rolls off of the Board, but need to get others more comfortable on the Board with MemberClicks to perform routine processes / tasks within MemberClicks since that will be Board specific roles and Bob has been doing more than what he may necessarily be responsible for.
 - In terms of hand-off from one Board member to the other – specify time at conference to meet per role to perform hand-off of materials.

Past-President – Beth DaLonzo:

- Email went to list-serve for N&E – getting replies.
- By-laws committee email went out – reminded them that they there isn't a need to change by-laws for the sake of change. They're reviewing right now.
 - Beth will take updates to by-laws for them to draft, such as: potential for part-time position that is a contracted position; update for the annual institutional membership rate changes; updates for the grace period for Board roles; adding in an individual membership purchase option that would be non-voting.
- Discussion regarding Wolf Creek Lodge in Cincinnati for potential venue for 2022 conference location:
 - If it's not any nicer than a state-park and more expensive, don't worry about including this as a potential location.
 - Either Justin / Beth will check out the venue – it's worthwhile to have a current Board member assess the venue.

President-Elect – Chris Dorsten:

- AACRAO dinner in LA:
 - 23 people attended.
 - Paid \$45/per person, and each person paid \$40.

- OACRAO covered \$784 of the overall final meal.
- Submitted the form request to AACRAO for representative for the annual conference. Provided combined response from what everyone had sent to Chris.
- Got an email from William Gill that Chris was selected to attend AACRAO Hill Day in June 2019. AACRAO will cover most of the expenses related to this.
- Jayme Arnett is doing a great job with Government Relations – put together notes for his committee from his meeting with the AACRAO rep; and did a great job on the newsletter article.

Vice-President, Program – Bob Bulow:

- Everyone from program planning should be contacting presenters to confirm they're able to present. Deadline to hear back from committee chairs on updates is Monday. Will have an idea of where we stand if there's any sessions where we can't find a presenter.
- Bob still needs to check to see how many sessions may have individual presenters listed for multiple sessions over the length of the conference.
- Need to figure out what we're doing for workshops – based off the poll results, what we need to decide is what two workshops we want to host and who to present them:
 - Strategic change into vision has concern for how practical it may be – could be a two part session for the conference, overall.
 - Data visualization and Gen Z will be the two we move forward with.
 - Transfer credit topics will be presented on during sessions for the conference.
 - Bob will send information to Dan about submission for these two topics for him to work to get the presenters and sessions confirmed for the pre-conference workshops.
- No desire to change overall structure for the conference itself.
 - Chris suggested trying to add a government relations session via Jayme during the conference.
 - Bob will try to incorporate general audience categories for the sessions for the conference to provide an idea of tracks for attendees.
 - Round-table discussion – may be good to get a list of topics via the website and a poll in order to split the topics up into groups to make it more efficient.

The group broke for lunch at 12:15pm.

The group reconvened the meeting at 1:21PM.

Treasurer – Aftan Dewese:

- Taxes will be completed next week.
- Scholarship committee meeting:

- Looking for new ways to generate revenue.
- Possible 50/50 at summer workshops to break up hitting up everyone all at once at conference.
- Coin collection for offices to compete who raises more.
- Potential to do “Deal or No Deal” in addition to or in place of wine draw at conference.
- Goal – to raise 3K for the year so that we don’t have to dip into the scholarship account.
- In addition at the workshops, have an OACRAO update from whichever Board member is present – purposefully make time for it.
- Idea of spreading it out over the year is positively received, including a raffle idea.
- Discussion of other possible ideas that were floated around.
- Justin will figure out feasibility of 50/50 on OSU’s campus for workshops over summer.
- Bob will create a form for donations on the MemberClicks account for year-round in place of GoFundMe account.

Vice-President, Workshop – Dan Kall:

- Residency workshop:
 - Provided names of confirmed speakers that are able to attend. Dan is following up with the names for those who may be viable options.
 - Will follow up with Molly about possible 4-year perspective on the residency workshop.
 - Working with Bob regarding registration page for sign-up.
 - Will reinforce that payment must be made prior to workshop or day-of for check.
 - Bob will tweak dates for automatic reminders and can send out emails to those who are still outstanding in terms of payment for workshop.
 - 10 days prior to receive check payment; 3 days prior to be paid in full with credit card or other method. If not paid by that deadline, you cannot attend. Dan/Aftan will do follow-up with those who are still owing money.
 - How do we handle non-member registration? Will have to setup guest registration for both workshops due to some people not being on the official rosters.
 - Bob will have to look into how confirmation emails are sent, etc.
 - Once registration is good – Dan will send out confirmation.
- Joint workshop – Lisa Havens confirmed to attend:
 - Will be June 24
 - Michele Brown from OSU will present on CCP.
 - Brad Myers to potentially present on FERPA.
 - OACAC is doing the registration page.
- Staff Development:

- Will start working on topics once residency and joint workshops are ironed out.
- July 16 is date.
- Potential topic would be advanced customer service for aggressive families/parents.
- Will write newsletter article for May.

Vice-President, Membership – Sun Jamerson:

- Update provided via Sue.
- M&M committee meeting on April 21st and will audit list-serve for who is paid and isn't.
 - Make deadline be June 1 to be paid by or pull off list-serve.

Discussion:

Payment transfer:

- More hassle than what it's worth to begin permitting wire transfers at this time – hold off on doing this for the foreseeable future.

Beth motioned to adjourn, seconded by Chris. The meeting ended at 2:32pm.

Next meeting: May 24, 2019 at The Ohio State University