



## Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

August 23, 2019  
Zoom Conference Call

Attendees: Sue Shepherd, Justin Weimer, Aftan Dewese, Dan Kall, Bob Bulow, Chris Dorsten, Sun Jamerson

Guests: Carol Jones, Molly McDermott

Not present: Beth DaLonzo

Sue called the meeting to order at 1:05pm.

- Welcome

### **LAC updates:**

- Molly/Carol had conference call with committees, and are experiencing a high-level of committee participation decline from members pulling out.
- Trying to locate the voting cards – checking with the group to figure out who has them.
  - Discussion on who are voting members and who should receive the voting cards.
- Technology – no updates.
- Meals – met at Salt Fork and had some slight changes. Confirmed on combined receptions for Wednesday night.
- FYI – prices of the snacks are high. Meals committee considered putting snacks inside of bags for registration as a Wednesday afternoon snack to supplement not buying snacks for the conference for that timeframe. Concern about going over budget due to food costs.
  - Board agreed to not worry about cutting this line-item and to offer snacks rather than stuffing them into conference bags for Wednesday.
- Exhibitors aren't sponsoring any of the receptions thus far. Currently 11 exhibitors signed up, and all 7-presentation slots for exhibitors are filled.
- Michelle Rable will be taking over exhibitor contact in place of Cindy Suter.
- Discussion of who is often a sponsor and who hasn't sponsored something in order to solicit if they're interested.
- Entertainment – struggling to plan items. The venue's contact has been incredibly helpful with entertainment ideas.

- Registration is not where it should be – plan to do an email blast, but think that some of the burden of low registration may be due to website password issues. Hotel block expires Sept. 9.
- Budget discussion:
  - Food including tip is about \$17,700 of the overall \$34K budget.
  - Have adjusted overall budget lines to try to compensate, but worried they will be maxed out at overall budget.
  - Salt Fork was fine with cake being brought in by Sue for her reception.
- Some worry about the low registration counts of 25 at this time. Recommended to email to list-serve for the next several weeks.
- In the future, consider developing a timeline of communication for marketing conference for LAC to abide by.

### **MemberClicks:**

- Trying to delineate who does what for MemberClicks.
- Many people have had issue signing into website for registering for conference, resulting in password changes, etc.
- Bob will write up a few bullet-points for what to do if they can't sign in to include in conference registration blasts.
- Who's doing what – do we need to setup a working meeting to determine this?
  - September agenda topic would be good since new Board members will be there, too.

### **Onboarding members:**

- How should we handle this?
- Justin recommends sending an email to the new person to summarize the role and what all entails in the job itself prior to September meeting.
  - Have a portion of September meeting dedicated to discussion more in depth.
  - October be lighter in terms of transition work since it'll be a shorter meeting and at conference, so difficult to get too in depth.
  - Focus on what a Board meeting is, how does it run, what do you bring to each meeting to be prepared, etc.
- Sue will work on script for the conference so that we can work on it during September meeting, as well.

### **Partnership with AACRAO:**

- What are the next steps?
  - Should we be doing something, etc?
  - At this time, just a communication from OACRAO to AACRAO office for what our position is, and where we go from there.
  - Chris will find out next steps via Jack.
  - Something to keep in mind is payment-processing fees from Moolah.

### **OSI:**

- Didn't realize we didn't have a contract for OSI already in place.

- The switch for management companies are Mohican hasn't gone smoothly; but tentatively would be Aug. 5-7, 2020 for OSI. Working on contract thus far to finalize.
- Chris – something to consider at what point should we be thinking about and resigning contracts in general?

**Admin role:**

- No interest thus far to Sue about the role.

**Board Reports:**

Vice President, Membership – Sun Jamerson:

- There are 36 members with no user IDs – all look like active members, though.
- Think about contacting folks regarding getting their accounts setup, etc.

Vice President, Workshops – Dan Kall:

- Got Luisa's expense report from AACRAO from reimbursement, will work with Aftan to process.

Vice President, Program – Bob Bulow:

- Filling in a few holes now since Cindy Suter is leaving, and Michelle Blanton changed jobs so may not be able to be a presenter.

Sue motioned to adjourn the meeting; seconded by Justin. The meeting ended at 2:10pm.

**Next meeting: September 13, 2019 at The Ohio State University**