



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

June 14, 2019

Salt Fork State Park Lodge and Conference Center

Participants: Justin Weimer, Chris Dorsten, Sue Shepherd, Sun Jamerson, Bob Bulow,

Guests: Molly McDermott, Carol Jones

Not present: Dan Kall, Beth DaLonzo, Aftan Dewese

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

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

The Board toured the meeting space and lodge for conference setup overview with LAC co-chairs and reviewed specific layout items on the tour.

LAC Co-Chair Report:

- Opening and closing speakers have been selected.
 - Opening is Dr. Jim Dooley from Muskingum, and will speak about niche programs for colleges.
 - Opening speaker will start at 1pm. Will provide him 30 minutes and end right at 1:30 to accommodate 15-minute gap between opening session and first sessions.
 - Closing speaker is President from Aultman, Dr. Jean Paddock.
 - Topic still to be determined.
- Budget items:
 - LAC will provide speakers with OACRAO swag bags instead of purposefully buying them something separate.
 - It's noted that there is an automatic 20% gratuity on all food per the contract.
 - Molly/Carol can access vendor sign-ups to determine who is sponsoring what for shout-outs. Reminder that everything is first-come, first-serve for them in terms of registration.
 - Vendors will need to pay for additional meals (other than Thursday) for themselves and if there are more than one representative coming. Price of meal breakdowns will be \$20 for breakfast/lunch and \$35 for dinner – this would be the same for registrants who bring guests, as well.

- Bob will build conference registration on it's own, and then a conference extras page for pre-conference activities and add-on meal selections for guests.
- Board approved for LAC to make a small payment for student who designed conference logo.
- Noted to be cognizant of dietary restrictions for the registrants.
 - Board recommends writing a disclaimer for the dietary restrictions page to say we'll try to meet all of your reasonable accommodations, but may not be able to fulfill all accommodations due to limitations at location.
- Entertainment Committee has not been on top of planning events.
 - The chair hasn't been taking the initiative, and her institution isn't a paid member of OACRAO so she technically may not be able to actually register for the conference. Due to this, LAC will address this for the entertainment committee.
 - Board reviewed original idea was for horseback riding for conference activity. The Board and Co-Chairs agreed to drop this idea and look into pontoon boating, beer/wine tasting, or painting with a twist.
 - Thursday will be "run for the roses" theme with big hats, DJ, etc.
- Hospitality Committee is doing well; Meals Committee is doing well; Registration is going along.
- Board and LAC discussed any last details in open discussion format.

LAC Co-Chair update ended at 11:46am.

Board Reports:

President – Sue Shepherd:

- Insurance update:
 - Had issues getting through to the company representative, and had to go through loops to provide information to be able to get the quote.
 - Called and talked to CNA (offshoot from Forrest T Jones group), and the CNA contact pushed back against their being alcohol and other items involved in our events.
 - The insurance covers the conference, but feel uncomfortable about liabilities based on false information provided and the possibility of that waiving the claim.
 - Moving forward, Sue will reach out to previous OACRAO board members to determine what they may recommend we be cognizant of.
 - Jack Miner will be at July meeting to possibly give opinion of the type of coverage we should be carrying.
 - Conversation regarding whether we adjust our focus and stop providing drink tickets at the conferences; have a disclaimer that everyone needs to agree to regarding alcohol and/or attending the conference; shop around to find an insurance provider to adhere to our business needs and potentially write the waiver for our website for us.
 - Ultimately will assess this after the next Board meeting.
- Admin assistant position description:
 - Edits were provided to Sue to make adjustments after group review.

- Really need to focus on how this role will perform more basic tasks so that it frees up the Board positions to focus on high-level programming or issues for the organization.
- Sue will re-write the PD to really focus on the behind the scenes items this role will focus on, and make it more general.
- Discussion regarding the right process for how to socialize the actual PD and then go about the hiring process in lieu of having to have by-laws approved during the annual conference.

Past-President – Beth DaLonzo (via email):

- Nominations and Elections:
 - All but two people have accepted their nomination. Will follow-up once all confirmed.
- By-Laws will meet at the end of June to begin work on changes.

President-Elect – Chris Dorsten:

- Tina Falkner is the AACRAO rep – coming Wednesday through Friday. Will do AACRAO update, and a session (registrar / SFA misconceptions session).

Vice President, Program – Bob Bulow:

- All of the sessions are finalized; schedule has been sent to chairs to look for conflicts. Sessions descriptions should be posted to the website soon with times finalized.
- One presenter backed out of session about catalog software – the modern catalog and using an online catalog and it's impact on maintenance and out of date information on other department websites.
 - Sun may present in place of. Otherwise, send suggestions to Bob.

The group broke for lunch at 12:32pm.

The group reconvened the meeting at 1:21pm.

Vice President, Workshops – Dan Kall (via email):

- Working with Bob on workshop registration for staff development. All presenters are confirmed.
- Residency workshop:
 - Two no-shows, and only one person showed up that wasn't originally registered.
 - Overall, sessions went well.
- Joint workshop – registration is going well. First email to list-serve went out. Luisa is arranging travel through AACRAO and then work with OACRAO/OACAC for reimbursement.
- Pre-Conference Workshops:
 - Student success workshop needs presenters – worried his presenter may not come through, so is there any suggestions for who could present in place?

- Board will think of ideas and send to Dan.
- Difficult to identify a speaker because their presentation would be focused on their home institution.
- May switch to emotional IQ or tough discussions – Justin will check with OSU folks to see if someone could present.
- Bob may have someone for student success workshop that will be data oriented. He will reach out to that person and Dan.
- Will investigate webinars after workshops are all complete.

Treasurer – Aftan Dewese (via email):

- Working on getting the books caught up.
- Working on auction items for staff development workshop.
- Bob – something we need to figure out is how we're managing invoices.
 - There's a few invoices that are marked unpaid so need to ensure they're getting marked paid.
 - Need to delineate whose roles are marking what between Aftan/Sun/Dan.

Secretary – Justin Weimer:

- AACRAO Leadership meeting question:
 - Why do we only send 1 person (sometimes no one) to the AACRAO Leadership meeting?
 - Discussion on potential benefits of sending more people to encourage more active engagement from the national level, down to the state level.
 - It would raise the AACRAO profile for more of our Board members to be actively engaged at the national-level meetings.
 - This topic will be revisited in future meetings.

Vice President, Membership – Sun Jamerson:

- Provided preview of what the business card holder may look like for the conference.
- Dues:
 - Still 30 institutions with dues that are outstanding.
 - Attempts to reach out to their registrar's offices have been unsuccessful and haven't been able to connect with anyone specific and/or left voicemail. Emails / voicemails haven't been returned.
 - Planning on sending out new dues in mid-July; mid-August / end of August is due date.
 - Suggestion would be to send out paper letters revoking membership unless if they pay in full for 19-20 calendar year. Don't worry about trying to collect 18-19 dues.

MemberClicks roles:

- Really focus on delineation of roles between webmasters; LAC co-chairs providing information to the webmaster, workshop folks sending the webmaster their content. Treasurer should be the one notating payments received and/or processing refunds, etc.

- Need to provide clear role expectations for LAC co-chairs as well, to ensure this isn't something lost on their responsibilities.
- Membership Board member should be responsible for indicating their record is updated; and treasurer be responsible for money piece. Justin will make adjustment to always copy Sun on emails for deposits.

Board off/on boarding:

- Potentially invite new onboarding people to the September meeting; and to the Board meeting at the annual conference to ease the transition for the new members.
- This topic will be flushed out more over the next meeting.

Bob motioned to adjourn the meeting; seconded by Justin. The meeting ended at 2:29pm.

Next meeting: July 19, 2019 at The Ohio State University