



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Minutes

May 13, 2016 – 10:00 AM

Otterbein University

Present: Carol Jones, Liz Clerkin, David Schneider, Patrick Beatty, Donna Evans, Beth DaLonzo, Mary Holland.

I. Welcome

II. President's Report – Carol Jones

- OSI Report from Deb Benton: OSI 1st meeting was a conference call on April 7th. Everyone has sessions chosen. Registration links are set up. Donna to add link to SAVE THE DATE for OSI.
- Fiscal Committee will meet June 20 to audit books.
- LAC UPDATE: Will have honorary Member/Special Guest Sign-up for Thursday lunch this year.
- Suggested Tuesday night dinner is a pizza buffet. All agreed to subsidize Tuesday night dinner.
- OACRAO logo was chosen for Conference; “90 Years of Networking”
- LAC questions were discussed and answered.

III. VP of Program's Report – Mary Holland

- Everyone was working hard in their committees and plan on 36 sessions.
- May 16th is the deadline to have all sessions set & confirmed.
- The Plan is to publish sessions/descriptions on or about June 6th.

IV. President Elect's Report – David Schneider

- Mike Reilly Workshop has 33 folks registered, we have 240 seats available.
- Working on Directory to help Liz. Dues payment spreadsheet is needed from Patrick.

V. Treasurer's Report – Patrick Beatty

- Operational and Scholarship Fund balances were provided.
- Discussion of re-investing some funds.

- Working with Scholarship Chair & co-chair to set date for meeting in Columbus.
- Taxes were paid.

VI. Secretary's Report – Donna Evans

- February Minutes were moved for approval by David Schneider, seconded by Beth DaLonzo.
- June's Newsletter items discussed: All the "Save the Dates", OACRAO Summer Institute by Deb Benton, Member Spotlight from Liz Clerkin, Staff Workshop article by Beth DaLonzo, LAC article by Shelly, Info Systems article by Cheryl, Campus Scene and Campus News.

VII. VP of Membership's Report – Liz Clerkin

- Membership meeting scheduled for June 1st.
- Justification Letter for conference coming, check email, would like feedback.
- Working on give away for new members.
- Still working on updates to the Directory having database problems, will be working with David after today's meeting.
- New member mentors will be matched as they are registered.

VIII. VP of Workshops Report – Beth DaLonzo

- Tuesday, June 28 – Residency Workshop. 13 are registered currently, registration will close June 22nd.
- Friday, July 29 – Support Staff Workshop 9:30 AM to 3:00 PM
- Pre-Conference Workshop times were discussed. 9:30 – 12:30 with box lunch will stand. Sessions Preparing Int'l Student Success and Graduation/Commencement. How to Market Yourself will be a double session on Thursday AM. Alphabet Soup a double session for Friday. Will have article for June Newsletter for Support Staff.

IX. New Business

- Next meeting June 15 at Deer Creek with LAC.

X. Adjournment

- Beth DaLonzo moved to adjourn the meeting, second by Patrick Beatty.
- Meeting ended at 2:35 PM.