



## **Ohio Association of Collegiate Registrars and Admissions Officers**

### **Board of Directors Minutes**

**September 12, 2016 – 10:00 AM**  
Room 225 Student Services Bldg.  
281 W. Lane Avenue, Columbus, OH

Attendees: Carol Jones, Liz Clerkin, Beth DaLonzo, Mary Holland, David Schneider,  
Patrick Beatty, Deb Benton

Guests: Frank Yanchak, Shelley McMahon, Stephanie Giese

Meeting was called to order by President Carol at 10:08 AM.

#### **President Report**

##### **Local Arrangements Committee**

- Tuesday afternoon: Weather permitting folks can rent canoes, paddle boats, etc. Sip and Paint is at 2 and 4. Mary said at 2 we can have a tour of the dam, if there is interest.
- Tuesday evening: Pizza dinner at 6:30 – 7:30 PM. At 8:00 or so, Carol will have President's thank you reception.
- Meeting room logistics were discussed. Discussed the daily events and activities.
- Decided workshops are a go regardless of attendee numbers.
- Decided to offer free registration to be given away at Friday's closing session.

##### **Conference Script**

- Conference script was distributed and reviewed. Provide any additional edits to Carol.
- Forms/documents for distribution at conference – Carol will send out

##### **Information Technology AACRAO offer**

- AACRAO is offering us the opportunity to utilize services for conference registration, website hosting, membership tracking, etc.
- Deb made a motion to move to AACRAO technology option to use their new technology offering, MemberClicks. Carol seconded the motion. Motion carried. David will follow back up with AACRAO IT Director.

#### **President Elect Report**

Government Relations Committee – No report

#### **Past President Report**

##### **Nominations and Elections**

- Will send ballot by the end of this week. Will allow two weeks for voting.

#### Bylaws

- Discussed the bylaw amendments proposed to the Board. Beth made motion to accept the bylaws amendments. Carol seconded the motion. No further discussion. Motion carries.

#### OSI

- The Expense/Income report for OSI 2016 was distributed.

#### Treasurer's Report

- There are a few institutions have not paid dues for 2015-16.
- Treasurer is working with VP Membership for sending out dues notices for 2016-17.
- Working on drafting a cash handling procedure.
- The account balances were provided.

#### Scholarship Committee

- Working on silent auction, split-the-pot, and wine/beer grab. Adding beer this year.

#### Secretary

- Will send the past Board meeting minutes via email.

#### VP of Membership Report

- Reviewing and revising the New Member Handbook.
- Business card holder has been ordered.
- Committee will have phone call before conference.

#### VP of Workshops Report

- Will send promotion to listserv about pre-conference workshops.

#### VP of Program Report

- Sessions are finalized. Getting finishing touches for program.
- Looking at calendar for program planning meeting date.

Mary motioned to adjourn. David seconded. Motion carried. Meeting adjourned at 2:08 PM.