



OACRAO Board of Directors Fall Retreat
November 1 – 3, 2015
Ohio Northern Metzger Center

Participants: Carol Jones, Deb Benton, David Schneider, Beth DaLonzo, Patrick Beatty, Liz Clerkin, Mary Holland, Donna Evans (via telephone)

November 1, 2015

Carol began the meeting at 4:35 PM by welcoming the group and thanking us for our work on the Board. Deb led an icebreaker for the group.

2015 Conference Review and 2016 Conference Planning

The 2015 conference evaluations were reviewed. Overall the conference evaluations were very positive. The Past-Presidents' Breakfast notes were distributed and reviewed.

- There was discussion about not having individual session evaluations. We agreed that the current evaluation questions captured enough information about the sessions since there was the opportunity to provide the top sessions and to identify sessions not to be offered. There was a comment that the individual session evaluation forms did not seem to provide very good feedback since most of the time a number was circled and it was difficult to identify the best sessions.
- Carol shared about the value of the Google drive; having all documents available to the Board is very beneficial; it helps to build continuity from year to year; it would be a good idea to create a Google form to collect conference evaluations; this would make the conference evaluation form accessible to all of the Board members.
- Timing for Thursday night at the conference was very tight; this may have impacted the vendor reception; we should probably go back to issuing a drink ticket for the vendor reception; we should consider the timing of the scholarship closing.
- There was discussion about the Tuesday dinner – should that continue? There was feedback about the cost and quality of the Tuesday dinner. Should we consider alternatives to a catered dinner? One possible alternative discussed included just having dinner at the restaurant and facilitate small groups for those who may not come with a group.
- The session titles need to be promoted and on the website earlier.
- Sue Shepherd volunteered to do the exhibitor coordination for next year.
- Planning meeting is set for April 1 (moved from February).
- Next year the conference is at Deer Creek October 5 – 7, 2016.
- Discussed the future of joint conferences with Michigan and Indiana.
 - Consensus of the Board was to not do a joint conference.
- Should we stay in the state parks or go to a city or other location?
 - The past-presidents recommended that we survey the membership to see what the preferences are. Carol will draft a quick survey.

The group took a break at 6:23 PM for dinner.

The group reconvened at 7:13 PM

2015 Conference Review and 2016 Conference Planning – continued

- Confirmed the \$230 registration fee seems appropriate.

Committee Assignments

- Reviewed the draft of the committee assignments.
- Need volunteers for Admissions and International Education and Information Systems and Data Management.
- Cindy Suter volunteered to help with the newsletter.

Amended Bylaws

- Bylaws were distributed for review.

The group took a break at 7:58 PM.

November 2, 2015

The Board reconvened at 9:00 AM.

Participants: Carol Jones, Deb Benton, David Schneider, Beth DaLonzo, Patrick Beatty, Liz Clerkin, Mary Holland, Donna Evans (via telephone)

Meeting Schedule

- Reviewed tentative meeting schedule and set dates for the year.
- Set the following:
 - December 11, 8:30 – 10 AM Phone call
 - January 15, Meeting in Columbus with LAC Co-Chairs
 - February schedule date with LAC Co-Chairs to meet at Deer Creek.
 - March 20-23 AACRAO in Phoenix
 - April 1 Planning Meeting at Mount Carmel College of Nursing
 - Fiscal Committee will not meet (Deb will not be able to be there.)
 - May 13
 - June – TBD
 - July – no meeting
 - August – TBD
 - September – TBD
 - October 5-7 Annual Conference at Deer Creek

Newsletters

- Confirmed that we want to continue the monthly newsletter.
- Moving from the first Friday of the month to the third Friday of the month.
- Reviewed the newsletter schedule based on the schedule from the last two years.
- Discussed details for the November newsletter.

OACRAO Summer Institute (OSI) Discussion

- Carol reached out to Dan to get his perspective since he is the one who started OSI in 2013. It was meant as an introduction to the profession and morphed into a career and leadership development program. It is a 3-day intensive workshop that is affordable and geared toward new members.

- Deb shared information from 2013 and 2014 via Handout.
- 2013 had 18 participants at Punderson Manor. 7 faculty
- 2014 had two tracks: 9 participants in track one and 4 participants in track two. 6 faculty (including one from TN who wanted to see how the institute ran.)
- Set 2016 dates: August 3 – 5, 2016
- 2016 Location: Mohican State Park
- Past-President and President Elect are the drivers of OSI to allow for continuity in planning.
- Offer every other year.
- Faculty: The President, President-Elect, and Past-President are members of the faculty based on their roles in OACRAO. For 2016, that will be Carol Jones, David Schneider, and Deb Benton
- Board selects three additional faculty to be invited by the President.
- A brainstorming session was held to identify potential topics. All Board members suggested topics and then they were grouped together to build a tentative agenda.

The Board took a break at noon.

Team building activities in the afternoon for the Board included hiking in the woods and a trip to Roscoe Village.

The Board reconvened at 7:08 PM.

Participants: Carol Jones, Deb Benton, David Schneider, Beth DaLonzo, Patrick Beatty, Liz Clerkin

Ohio Articulation and Transfer Network Advisory Council

- OACRAO has a seat on this council.
- Deb served on the council as President of OACRAO.
- Carol will serve on the council for 2016.

Website

- Angela is updating the Board information and will post the amended Bylaws.

Workshops

- Discussed ideas for workshops and preconference workshops.
- Discussed whether a workshop should be held to attract the more seasoned professionals, in addition to doing the support staff and residency workshops.
- We confirmed we should continue to offer the Residency Workshop and the Support Staff Workshop.
- \$50 fee seems reasonable; continue to offer Support Staff Workshop free to OACRAO member institutions.

The Board took a break at 8:10 PM.

November 3, 2015

The Board reconvened at 9:00 AM.

Participants: Carol Jones, David Schneider, Beth DaLonzo, Patrick Beatty, Liz Clerkin, Donna Evans (phone)

Roles and Succession Planning

The Board looked through the bylaws, position by position and talked about our individual duties, where they intersect, and what thoughts are for the upcoming year, related to those duties. We also reviewed at a high-level the Google Drive, its purpose, and its folder-level contents.

Operational Committees

Carol talked overall about the needs for these operational committees to meet. The Board talked about ideas for each of the following committees: Membership and Mentoring, Communication, Scholarship, Government Relations, Local Arrangements.

Motion to adjourn made by Beth DaLonzo.

Seconded by David Schneider and Liz Clerkin.

Meeting adjourned at 11:29 AM.