



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

### **Board of Directors Minutes**

**November 6-8, 2016**

Ohio Northern Metzger Center

Present: Carol Jones, Liz Clerkin, David Schneider, Donna Evans, Beth DaLonzo, Mary Holland, Michelle Rable, Tina Hummons.

#### **Sunday, November 6, 2016**

David began the meeting at 5:03 PM by welcoming the group and thanking everyone for our work on the Board. Icebreaker followed.

#### **2016 Conference Review**

- The 2016 conference evaluations were reviewed. Overall the conference evaluations were positive.
- Discussion about re-tooling survey questions for vendors.
- Discussion followed about LAC and Board Communications.
- Conference planning meeting will be scheduled in March before AACRAO, April 2-5, 2017. Friday, March 10<sup>th</sup>, 2017. Mary to check with Karen Greene at MCCN to confirm and schedule.
- Next OACRAO Conference at Mohican State Park. October 4-6, 2017.

The Board took a break at 6:00 PM for dinner.

The Board reconvened at 7:15 PM.

#### **2017 Annual Meeting Discussion**

- Reviewed conference schedule layout and determined it is good, tweaked a few times on Thursday's schedule.
- Discussed Program development process and how Mary will work with program committee chairs prior to planning meeting.
- Reviewed Registration fees, 2017 will be \$250.00
- Discussed possible city location in Ohio for 2019 and determined Akron might be the best due to high costs to meet in Columbus.

The Board took a break at 8:10 PM.

## **Monday, November 7, 2016**

The Board reconvened at 9:00 AM

- **Tentative Meeting Schedule was set for the year.**
  - December 12th (Monday) at Otterbein University
  - January, no meeting
  - February 17<sup>th</sup> (Friday) at Antioch College
  - March 10<sup>th</sup> (Friday) at MCCN during planning meeting
  - April 2-5 (Sunday-Wednesday) AACRAO in Minneapolis, MN
  - May 24<sup>th</sup> (Wednesday) at David Schneider's home in Westerville
  - June 16<sup>th</sup> (Friday) at Mohican State Park (David's Birthday)
  - July, no meeting
  - August 9<sup>th</sup> (Wednesday) at Ohio State University
  - September 18<sup>th</sup> (Monday) at Sinclair Community College
  - October 3-6 (Tuesday-Friday) OACRAO Conference at Mohican State Park
  
- **Board Roles and Responsibilities**
  - President Elect- Beth DaLonzo
    - Ohio Dinner in MN
    - Chairs Fiscal and Gov't Relations Committees
    - Review Insurance
  
  - Membership & Mentoring Chair – Liz Clerkin
    - Needs Assessment
    - Dues Assessment with 1,2,3
  
  - Treasurer – Michelle Rable
    - Met with Patrick & Huntington Bank
    - Will get David Schneider as a signer on account
    - Set up with Quick Books
    - Chairs Scholarship and Fiscal Committees
    - Collect and distribute monthly Bank Statements
    - Review Contracts with Insurance, Conference, Credential's for 1,2,3 sign-up.  
Google drive has all contracts
  
  - Past President – Carol Jones
    - Chairs Nominations/Elections and Fiscal Committees
    - Parliamentarian
    - Set up Committee Membership Lists
    - Records Retention Policy on Google Drive

- VP of Workshops – Tina Hummons
  - 3 Workshops: Support Staff (free), Residency (\$50.00), & Conference for 2017. All workshops hoisted at Ohio State University (Justin Weiner, contact for scheduling)
- VP Program – Mary Holland
  - Continue tasks at hand, second year in position.
- Secretary – Donna Evans
  - Set up PPT Templet design for each session program hashtag#.
  - Get institutional Representatives on new Membership Roster.
  - Newsletters will continue as scheduled, deadlines and rotation will be distributed in January after committee meeting.
  - Communications Committee to meet in December and improve upon Social Media communications for OACRAO.
- Google Drive documents will remain the same.
- Operational Committee meetings may or may not meet as determined by chair.
- **Great Ideas to Advance the Organization Discussion**
  - Connect OACRAO to OACAC
  - Develop new workshops to attract seasoned professionals
  - Mimi OSI with rad sessions during summer
  - Wednesday Lunch to include workshop attendees. Board New members and LAC.
  - Bring back M&M sessions in program.
  - Review fitness of Program Committee focus.
  - Program Planning meeting Format
  - Incentivize a pre-planning call for proposals ahead of planning meeting.
  - OACRAO membership involvement transcript.
  - Fine tune Google Drive Content and get LAC participation.
  - Communications Tool.
  - Board Roles/Titles Structure.
  - Part-time Staffer.

The Board took a break at 12:00 noon for lunch.

Team building activities in the afternoon for the Board included Geocaching and wine tasting.

The Board reconvened at 7:00 PM (Liz Clerkin, no longer present-left retreat)

### **Web Presence Review and Discussion.**

- New website through AACRAO, member clicks transition.
- Social Media, need for better communication, weekly posts with intentional hashtags to Facebook and twitter account
- Communications Committee to improve upon this.

The Board took a break at 8:30 PM.

### **Tuesday, November 8<sup>th</sup>, 2016**

The Board reconvened at 9:00 AM.

### **Workshop Discussion.**

- November 5-7, 2017 reservation for next BOD Retreat.
- Do we need Residency Workshop? (50 attended this year), ODHE must be present, fee \$50.00.
- Support Staff free benefit for our staff usually in summer.
- Tina to connect with Justin Weiner at OSU to schedule.
- OACRAO Summer Leadership Series discussed.
- Topics:
  - Staying Fit at your desk.
  - FERPA
  - Positioning for Promotion.
  - Emotional Intelligence.
  - High Level Overview of Higher Education.
  - Retirement & Financial Planning
  - Why Data Involvement/ Institutional Effectiveness.
  - Customer Service Strategies.
  - Understanding Your Students/Geographical Data.
  - Program Solving/Decision Making
  - Meyer/Briggs

### **Operational Committees Discussion**

- Review of Committee Assignments
- Review of Chair and co-chair roles
- Goals and possible outcomes for committees reviewed

Motion to adjourn made by Carol Jones.

Seconded by Beth DaLonzo.

Meeting adjourned at 11:30 AM