

**Minutes**  
**OACRAO Board of Directors**  
**Retreat**  
**February 1-3, 2004**  
**Ohio Northern University Nature Center**

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**Members Present:** Marian Hogue, Bob Kubat, Connie Goodman, Amy Adams, Allen Cole, Sue Schillings and Steve Midkiff  
**Member Absent:** Kathy Difranco

**Items of Business:**

1. President –
  - Marion Hogue opened the meeting by welcoming all in attendance. She also listed several possible topics of discussion. This was followed by a review of the Articles of Incorporation. The duties of each office were reviewed in detail.
  - Annual Report to the members was discussed. An early October release date was decided upon. Will be published on OACRAO Website. Deb Benton will continue as Webmaster (*Mike Welch of Deb's staff, will be secondary contact*).
  - A public audit of OACRAO finances was discussed. Marian will check on an auditor (*hopefully pro bono*). Concerns with pricing of conferences and membership fees were discussed.
  - OACRAO's Articles of Incorporation were also discussed. Marian will check on an attorney to complete the incorporation process.
  - Info on Website – it was decided those minutes of all B.O.D. meetings, the Annual Meeting and all financial reports would be made available on the OACRAO Website. Quarterly updates were suggested.
2. The roles of B.O.D. members as described in the Article of Incorporation were reviewed at length.
3. Officer Reports – President (Marian Hogue)
  - Committee membership and meeting were discussed.
    - a. Marian will send a letter to Committee Chairperson and members reminding them of the availability of travel reimbursement, areas of responsibility, the change of the committee and the website schedule.
    - b. Ways to “market” membership on Committees were discussed.

President Elect (Connie Goodman)

- a. Attended the AACRAO planning meeting for new Presidents. Reported that Incorporation of the Organization as a non-profit association was highly recommended as was an “*Investment Plan*” for the organizations financial resources. Both were deemed very important and should be in writing.
- b. Connie also informed the Board of the requirements that will likely be in the “*Do not fax, Do not Spam*” law. Instructions of how to opt-out of any Internet information services will be required to be on every e-mail and list serve. Discussion of the possibility of a “*Password*” protected website ensued.
- c. The O.B.R.’s plan for a student “*Portal*” was presented. One-time funds are available to develop the portal. Will use “*focus*” groups to design and test the portal.
- d. Next year’s retreat will be in the same location. February 6, 7 and 8, 2005. The 2005 meeting dates were discussed.

V.P. Workshops (Amy Adams)

- a. Past workshops were reviewed and the future of Workshops was discussed. A possible workshop site at Capital University was discussed. The need for an Annual Residency Officers update workshop continues. Pre-conference workshop topics are still needed. Three/four were requested from each state at the Great Lakes. This will be reduced to two to three workshops. Next planning meeting is on February 20 in Columbus.

V.P. Membership Development (Bob Kubat)

Bob is to send e-mail to all new members encouraging participation in the February 20 planning session. The following topics were discussed.

A. Membership

- a. New member activities for annual conference.
- b. The M & M Committee will perform review of “non-member handbook”.
- c. Efforts to recruit new members will be directed at new institution members and towards member institutions that have not sent individuals to the Annual Conference.
- d. A “*New Member Table*” will again be visible at the Annual Conference. Hope to engage more multi-culturally diverse members and additional members from the admission area.
- e. Comments from last year’s evaluation of the New Member activities were reviewed.
- f. Bob will contact Indiana “*New Member Person*” to discuss activities at Great Lakes.
- g. Follow-up will continue with institutional non-payers. B.O.D. needs to develop procedure to remove non-paying

B. Mentoring

The following groups of persons will be approached as possible mentor for new members: Past-Presidents, Retirees and Honorary Members.

Secretary (*Steve Midkiff*)

- a. Amy Adams moved to approve the minutes from the Annual Conference and the Board of Directors meeting.
- b. A long discussion ensued regarding the publishing of the OACRAO Handbook (*Formerly Directory*). It was decided to make the Handbook available on the OACRAO website only. No hardcopy Handbook will be printed. Steve will contact Deb Benton to discuss.
- c. The announcement of the availability of the Handbook will be made to the members on OACRAO-L with a web (*PDF*) link.
- d. A review and possible redesign of the OACRAO Logo is to be undertaken by the Communication Committee.
- e. The Communication Committee is to review the entire OACRAO web site and suggest changes in appearance and functionality. Needs to include links to addresses to websites of Corporate Members.

Past President (*Allen Cole*)

- a. Is concerned with vagueness of the Constitution and By Laws. It was decided that the Articles of Incorporation be posted on the website.
- b. Resolution Committee role and function was discussed. Discussion was closed upon a motion to table this topic. Allen is to provide more information at a later meeting.

VP – Programs (*Sue Schillings*)

- a. Reviewed Program Committee Membership. Is concerned with the number of members on Admission-related Committee.
- b. Suggestion that OACRAO better identify Presenters, Committee Members, etc... Marian is to suggest to the LAC, that we use badges, ribbons, stickers, ask presenters to stand... ..to recognize contributions to the conference.
- c. Also discussed – ways to recognize retiring members, at the annual conference; service awards.
- d. The agenda for the February 20 Planning Committee.
  1. President to Welcome Committee
  2. Brief introduction of Officers
  3. Sue to “*change*” committees with tasks.  
Theme: “*Wellness*”

4. Great Lakes 2004 – Update was presented.
  - a. Future meetings of B.O.D. were established...
    1. 2/20 – planning Committee’
    2. 3/29 - @ Capital University
    3. April – OACRAO
    4. 5/21 –
    5. 6/25 –
    6. 8/6 –
    7. 9/24 –
    8. 10/19 –
  - b. It was decided to improve the “*Volunteering for a Program*” process. At least 3 forms and the individuals were recruiting new members for Planning committees at the Dayton Conference. Allen and Sue will work on developing a single recruiting piece (*participation form*).
5. Treasurers Report

Kathy Difranco prepared the treasurer’s report. It was moved by Amy Adams and seconded by Sue Schillings and passed unanimously to invest in one long-term CD if the current short-term CD is renewable within six months.
6. Miscellaneous and Summary
  - A. Bob is to urge members to recruit new members and cultivate new members to be more active.
  - B. Marian to create an Ad Hoc Committee to study ways to recognize contributions of members, past presidents, retirees, etc...
  - C. House Bill 33H – Federal law, that if passed, will require transfer credit for any course paid for w/federal source of financial aid. AACRAO was asked to take a stand. Sue will ask Pete Ross to present overview, perhaps at the Great Lakes Conference.
  - D. It was suggested that Tom Bilger be the AACRAO Rep at the Annual Conference.
  - E. Concern was expressed over distribution of volunteers to Scholarship Committee. Marian will adjust and try to get equal distribution by Region.
  - F. Constitution needs to be reviewed for possible areas needing improvement.
  - G. Marian will ask an attorney for advice regarding legality of 50-50 drawings.
  - H. Dates of B.O.D. meetings are published. Visitors are permitted to attend meetings as long as Board operations are not disrupted.
  - I. Exhibitors at Great Lakes Discussion – decided to charge a single fee of \$350.00...and split it evenly with Indiana ACRAO (versus keeping \$100.00 for Ohio ACRAO membership, since all exhibitors participating in the Annual Conference have become corporate members. Exhibitors may also access the OACRAO mailing list.



**Minutes**  
**OACRAO Board of Directors Meeting**  
**February 20, 2004**  
**Columbus Mount Carmel College of Nursing**

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**Members Present:** Marian Hogue, Connie Goodman, Allen Cole, Stephen Midkiff,  
Kathy DeFranco, Sue Schillings, Bob Kubat, Amy Adams.

**Visitor:** Lorinda Bishop

President Marian Hogue called the meeting to order and welcomed all to the meeting.

**A. Vice-President's (Workshops) Report – Amy Adams**

1. The arrangements for the next Board of Trustees meeting at Capital have been finalized. A map and directions were distributed.
2. Plans for the following workshops were discussed:
  - a. April 15<sup>th</sup> “Support Staff” workshop at Capital. Support Staff (without supervisors) should attend. Amy proposed selling “Split the Pot” tickets for the Scholarship fund. Marian to check on legality of this fundraiser. “Art of Listening” workshop by DeAnn Gehlauf is being investigated: cost ~ \$850. Planned for April 15. If well received we may offer another “different” workshop in July. Other topics will be explored.
  - b. “Residency Officers” workshop is planned for the week of June 21. Ray Elash will facilitate the workshop.
3. Also discussed was the Pre-Conference workshop to be presented by a vendor. Concerns were expressed about possibly creating a precedent for other vendors. Sue and Mindy Starcher need to work with vendors about the presentation.

**B. Lorinda and LAC / Indianapolis - Lorinda**

1. The LAC has not met in awhile – will try to meet in March.
2. Lorinda requested an organization chart. She has heard of the existence of a “Steering Committee”. Marian says there is no need for such a committee...it was just an early pre-LAC Group.
3. Sue needs more information for a “Program Committee”. Lorinda is to contact Suzanne in Indiana. Sue is to develop and send our planned topics to *Stella*. Allen says, “We are doing 2/3 of program

and Indiana is doing 2/3 of LAC". He suggests we move "aggressively" to include our sessions. Sue needs a list of sessions from Indiana's Executive Committee. Marian expressed time frame concerns.

4. Facility – eight meeting rooms are to be utilized – we can request more if needed. There will be five sessions for each time period – a total of fifty-six sessions possible.
5. Business Meeting...Currently there is only one "business meeting" planned for the Conference at Indianapolis. Concerns were expressed about how the recognition of Committee members and others will take place. Allen suggests that Ohio meet for 45 minutes after the first 45 minutes of the Friday morning breakfast. Perhaps we could move to another room after breakfast? The current plan for Friday is...

Breakfast – 08:00 – 09:30  
Check Out – 09:30 – 10:00  
Session 7 – 10:00

> Can revise w/plenty of time

6. Sue reiterated that "Wellness and the Workplace" is the theme of the Conference. Bob asked, "Who is Indiana's membership chair"? Lorinda is to check on who is Bob's counterpart in Indiana..
7. A meeting with the Indiana group in Las Vegas was suggested. Sue, Bob, Amy, Dave Sauter, Mindy, Marian, Connie, Allen...may meet.
8. Marian asks to review the financial report (*plan*) from Indiana Lorinda will check on this.
9. Other Conference related discussions...
  - a. A meeting in Indianapolis is needed in summer to review site. Tentative Board of Directors meeting on June 24 and then meet with the Indiana-LAC possibly on June 25. Lorinda will try to make arrangements.
  - b. Hotel amenities were discussed.
  - c. Marian said that Tom Bilger is to be the AACRAO rep at the Conference. She also asked about a gift for the representative. Lorinda indicated that the LAC will handle the gift.
  - d. Presidential Suites for both Ohio and Indiana will be provided.
10. The Board discussed fun activities on Wednesday at the Hotel.

**C. Treasurer's Report – Kathy DiFranco**

*January update.*

1. Eight more institutions have paid dues.
2. \$500 donation from Script Safe to Scholarship Fund has been received.

3. CD rates may be going up. 10k in 26 months at 20%. Kathy to investigate more rates. Will decide at next meeting.

**D. Vice-President's (Membership) Report- Bob Kubat**

Inquiry from grad student at Walsh interested in being a member. Non-voting membership is available now. Associate membership – ½ (\$65.00) minimum rate to be a member. Motion by Bob to offer membership to grad student, with a fee waiver, if they qualify. Connie seconds the motion. Passed.

**E. Secretary's Report –Steve Midkiff**

1. Communication Committee update – they plan to meet to work on several projects. No timeline projected.
2. The procedure for how to get Website related issues addressed if Deb Benton is not available was discussed.
3. Also discussed use of OACRAO website for Conference registration. Must be ready for use by July.
4. Draft of minutes of the retreat meeting were distributed. Steve requested updates via email.

Marian Hogue adjourned the meeting.

**DRAFT**  
**OACRAO Board of Directors**  
**March 19, 2004**  
**Meeting Minutes**

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**Members Present:** Marian Hogue, Connie Goodman, Allen Cole, Stephen Midkiff,  
Sue Schillings, Bob Kubat, and Amy Adams  
**Guest:** Lorinda Bishop

**Meeting was called to order at 9:50 a.m. by Marian Hogue, President**

**Items of Business:**

**1. Annual Meeting LAC Report – Lorinda Bishop**

- a. Annual meeting budget will be sent to Marian by e-mail. Vendor participation is looking positive. Breaks may be sponsored – Mendy is the contact person for the Conference. There is no maximum number of vendors. We can accommodate as many that want to participate.
- b. The Indiana ACRAO Executive Committee met on March 5. A theme was established: “*A Step in the Right Direction*”. “*Footprints*” will be in the logo.
- c. Our request for a Friday Business meeting for OACRAO has been approved.
- d. A discussion ensued concerning the best date to meet with the Indiana ACRAO Executive Committee. *1<sup>st</sup> choice is 7:00 p.m. on June 21. 2<sup>nd</sup> choice is June 27<sup>th</sup> or 28<sup>th</sup>.*
- e. Also discussed meeting with the Indiana Executive on October 19 (*the day before the Conference begins*) at 8:00 p.m. Registration is open 6-8 p.m. OACRAO Board of Directors will meet at 6:00 p.m. Food arrangements will be made at the June meeting.
- f. Marian asked about the “*NCAA Reception*”. Lorinda said the contract had been signed.
- g. Bob inquired about the New Member Session. It is scheduled for Wednesday, 4:30-5:30 p.m. This is scheduled to be a joint Indiana-Ohio effort. No other sessions are scheduled at the same time.
- h. The need for a “*Town Hall*” meeting was discussed. No “*big*” issues were discussed last year. Is a session needed to meet with the AACRAO Representative? It was decided to leave the decision to the LAC.
- i. Allen asked if we needed an Ohio “*Town Hall*”? Most felt such a meeting unnecessary. It can be added if desired.

**2. Officer Reports:**

**Vice-President’s - (Programs) Report – Sue Schillings**

- a. Sue is meeting with Indiana counterparts on April 9. Session lists from both states will be combined with duplicates eliminated. The goal is to leave the meetings with a *committed* list of sessions with a few backup sessions. Ohio has proposed 34 sessions. A maximum of 56 sessions are available for scheduling.
- b. A closing session (*not one of the 56*) to meet 11:15 to noon on Friday was discussed.
- c. Session topics were reviewed. Feedback to be forwarded to the Program Chairperson.
- d. Past Presidents and Marian will discuss ways to recognize contributions to the Association.

**Secretary's Report – Steve Midkiff**

- a. Reported that the Communication Committee had not met.
- b. Minutes of prior meetings were reviewed.
- c. Minutes of the February 1-3, 2004 meeting were approved unanimously upon a motion by Bob Kubat and seconded by Connie Goodman.
- d. Minutes of the February 20, 2004 meeting were approved unanimously upon a motion by Connie Goodman and seconded by Bob Kubat.

**President Elect's Report – Connie Goodman**

- a. Presented plans for meeting of AACRAO Annual Meeting in Las Vegas.
- b. Thanked Lorinda for recruiting LAC members for the 2006 Conference in Northwest Ohio.

**Vice President's – (Workshops) Report – Amy Adams**

- a. April 15<sup>th</sup> workshop – 36 registrants to date (*deadline April 8<sup>th</sup>*). This meeting was held on site of the upcoming workshop.
- b. Perhaps another support staff oriented workshop will be held in July
- c. Residency Workshop – no presenter from Customs/Border Protection (CBP) is available to conduct the session. Such presentations are no longer a function of the CBP agency. Amy will speak with Jay Johnson or with AACRAO to see if a presenter can be located to provide update on SEVIS/VISAS, etc... Hope to have the workshop during the week of June 21<sup>st</sup>.
- d. Great Lakes Pre-Conference Workshops were discussed. Possible Workshops: Bob Kubat – *Leading Change* and Deb Daily – *Wellness and the Workplace*.

**Vice President's (Membership Development) Report – Bob Kubat**

- a. Mentoring Committee is to meet April 30<sup>th</sup> to plan for the Great Lakes Conference.
- b. The following topics were discussed.
  - 1. How to recruit new members
  - 2. How to recruit new institutions

3. How to identify “*up and coming*” members
  4. New – members handbook
  5. Membership and mentoring site on website
- c. A long discussion regarding member institutions that fail to pay dues. The Articles of Incorporation states that the institution loses that status and benefits of membership for non-payment. We need to communicate with the “*institutions*” to provide a list of “*voting members*” Deadline for payment is October 1, 2004.
  - d. The M&M Committee is directed to develop a “*Needs Assessment*” instrument for OACRAO.

**Past-President’s Report – Allen Cole**

- a. The list of Committee Members has been released.
- b. The Nominating Committee is developing a slate of official’s to be voted on at the Annual Conference.
- c. Our intent to submit all changes to the *Articles of Incorporation* to the membership was reaffirmed.

**President’s Report – Marian Hogue**

- a. Will request a copy of current *Articles of Incorporation* to be posted on the OACRAO website.
- b. Presented the Treasurer’s Report, due to the absence of Kathy DiFranco (*was e-mailed to the Board*)
- c. Financial Plan – a sample plan from Oregon was provided the Board Members.
  1. Amy was asked to draft such a plan for workshops.
  2. Marian will work with Lorinda and Amy to prepare a plan for OACRAO.
  3. The addition of a *Reimbursement Policy* and form to the *Financial Plan* was suggested.
  4. Funds on Deposit were also discussed  
A motion to deposit an additional \$10,000 in a Certificate of Deposit (*CD*) was unanimously approved upon a motion by Sue Schillings and seconded by Connie Goodman.
  5. Marian will discuss OACRAO’s financial responsibility with Attorney, including tax returns, incorporation document, liabilities, and responsibilities.

Meeting was adjourned at 2:35 p.m.

Next meeting is May 21, 2004.

**OACRAO Board of Directors  
May 21, 2004  
Meeting Minutes  
Crowne Plaza Hotel, Columbus, OH**

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**Members Present:** Marian Hogue, Connie Goodman, Allen Cole, Stephen Midkiff, Kathy DiFranco, Sue Schillings, Bob Kubat, and Amy Adams

**Guest:** Jack Miner

**President Marian Hogue called the meeting to order and welcomed all to the meeting.**

**Agenda Items:**

**1. Tour of the Crowne Plaza Hotel:**

Jack Miner led a tour of the Crowne Plaza Hotel. The hotel is being considered as the site for the 2005 Annual Conference.

**2. Vice-President's (Workshops) Report – Amy Adams:**

- a. Reported a successful “*Art of Listening*” workshop was held April 15. Seventy-two individuals attended. Evaluations were excellent.
- b. Another workshop is planned for July “*How to say no with a smile*”.
- c. “*Residency Officers Workshop*” is scheduled for June 24<sup>th</sup> at Capital University. Ray Elash will facilitate the meeting.
- d. Workshops at the Annual Conference.
  1. Bob Kubat -- “*Leading Change.*”
  2. Deb Dailey -- “*Wellness and the Workplace.*”
- e. After discussion of Reimbursement/Expenditure Policies, Amy Adams agreed to prepare a workshop plan.

**3. Treasurer's Report – Kathy DiFranco:**

- a. Distributed a copy of the Investment Plan used in Oregon and discussed the need for a plan. Marian agreed to draft a proposed policy for review via e-mail.
- b. Budget/Income/Expense reports were reviewed.
- c. Assets were reviewed.
- d. Non-payment of member institutions was discussed.
- e. Treasurer was authorized to purchase a new certificate of deposit.

- f. Scholarship Fund Income was discussed. \$1,500 will be transferred from the General Fund to the Scholarship Fund as previously agreed. No such transfer next year.

**4. Vice-President's (Membership) Report – Bob Kubat:**

- a. Membership and Mentoring (*M & M*) Committee meeting minutes were reviewed.
- b. M & M Committee requests a free registration for 2005 Conference to award a first-time attendee. Approved.
- c. New Member Orientation and possible changes in the schedule were discussed. Concern was expressed that new members would not be able to attend the Orientation and the President's Reception. A recommended change in the schedule will be forwarded to the LAC.

**5. Vice-President's (Program) Report – Sue Schillings:**

Distributed report of Planned Session at the Annual Conference.

- a. Requests, by May 30, reports from the Program Chairs.
- b. Plans to have sessions assigned to time slots by June Board meetings.

**6. Secretary's Report – Steve Midkiff:**

- a. Minutes from the March 19, 2004 were approved unanimously upon a motion by Allen Cole and seconded by Connie Goodman.
- b. A discussion of the Communications Committee and suggested topics for their next meeting were discussed.
- c. The addition of a "*Message Board*" to the OACRAO web-site was discussed.
- d. Electronic authentication and voting was discussed.

**7. Past-President's Report – Allen Cole:**

Reviewed upcoming tasks including a Nomination Committee Meeting to develop a Slate of Candidates for the officers of the OACRAO Board of Directors.

**8. President's Report – Marian Hogue:**

- a. Discussed Incorporation of OACRAO.
  - 1. New attorney contacted – Lora Caticthia.
  - 2. Must apply for 501-C3 Tax (*non-profit*) status.
  - 3. Must prepare a two-year budget.
  - 4. Must develop a statement of activity.
- b. Attorney would do preparation and filing – OACRAO Board will do the "*legwork*".

- c. OACRAO Board requested Marian to move forward with attorney regarding incorporation.

The President adjourned the meeting.

**OACRAO Board of Directors Minutes**  
**June 20, 2004**  
**Holiday Inn Express - Greenfield, Indiana**

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Members Present: Connie Goodman, Marian Hogue, Sue Schillings

Members Absent: Amy Adams, Allen Cole, Kathy DiFranco, Bob Kubat, Steve Midkiff

Guest: Lorinda Bishop

**Items of Business:**

- Report from the President – Marian Hogue
  - Our incorporation continues toward completion. We are required to have a statutory agent for ongoing contacts. Marian has volunteered to serve in that capacity so mailings will be directed to her at Case. Should we need to change this in the future, there is a \$25 charge. The initial filing fee of \$125 has already been paid. It was suggested we consider hiring an accountant as we become incorporated.
  - Amy Hammett, custodian of the OACRAO listserv received a request from an out-of-state school to be added to the listserv to obtain contact information. A decision was deferred due to lack of a quorum. It was suggested that the Bylaws Committee review Article 2, Section 4 and consider an amendment to include a policy for non-Ohio institutions.
  - The newsletter has been distributed via a pdf to the OACRAO listserv. It will also be placed on the OACRAO website.
- Treasurer's Report – Marian Hogue on behalf of Kathy DiFranco
  - A new \$10,000 CD has been opened at Huntington Bank. For future reference, we can do necessary paperwork via mail as board members change.
  - Exhibitor monies need to be forwarded to Indiana ACRAO as they are beginning to incur expenses. To date we have 8 exhibitors.
  - Membership bills will need to be mailed soon. Due to our incorporation, we will need to discuss the process at our next meeting.
- Great Lakes 2004 Conference – Lorinda Bishop
  - The theme is "A Step in the Right Direction". Wednesday evening we will have a speaker at the hotel and Thursday we will have dinner at the NCAA Hall of Fame along with a walking tour. Full conference registration is \$150.00 and parking will be \$9.00 per day. How to get more admissions staff involved continues to be an issue. A suggested topic of interest to many is the applicability of transfer courses, not just the transfer of credits via the transfer credit module. A more complete discussion of conference logistics and content will occur during the meeting at the hotel on Monday, June 21<sup>st</sup>.
- Great Lakes 2004 Program Sessions – Sue Shillings
  - Program sessions will need to be confirmed by the end of July so marketing of the conference can begin.
- There was a general discussion of the new members, how to get them involved more quickly and how to format the new member session(s) at the conference.
- The next OACRAO Board meeting will be August 11<sup>th</sup> at 10am at Capital University.

Respectfully submitted,  
Connie Goodman for Steve Midkiff

**OACRAO Board of Directors  
August 11, 2004  
Meeting Minutes  
Capital University  
Columbus, Ohio**

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**Members Present:** Marian Hogue, Connie Goodman, Allen Cole, Amy Adams, Kathy DiFranco, Sue Schillings, Bob Kubat, and Stephen Midkiff.

**Guest:** Lorinda Bishop

**President's Report:**

President Marian Hogue opened the meeting by announcing that OACRAO is now incorporated as of July 6, 2004. The EIN number was provided to the President – Elect, the Treasurer and the Secretary. Future meetings with OACRAO's attorney will discuss Federal Tax Exempt status. OACRAO will not have this status by the Annual Conference in October. The Retreat for the 2004-2005 Board of Directors is planned for February 6, 7 and 8, 2005.

**Secretary's Report – Stephen Midkiff:**

1. Minutes of the May 21, 2004 meeting were approved on a motion by Allen Cole and seconded by Amy Adams.
2. Minutes of the June 20, 2004 meeting were approved on a motion by Amy Adams and seconded by Allen Cole.
3. Reported that the OACRAO Communications Committee had not yet met. Concerns about the Communications Committee not meeting were discussed. Steve will contact the Chairperson.

**Past – President's Report – Allen Cole:**

1. Reviewed proposed slate for Board of Directors Vacancies.
2. Motion to approve the slate was passed... President–Elect — Don Foster; VP – workshops — Beth Egan; Treasurer – Not yet confirmed. Moved by Connie Goodman, seconded by Kathy DiFranco.
3. Discussed... <sup>1</sup> Making awards “*less secret*”. <sup>2</sup> Possible membership of Nominations Committee.
4. Need to develop a “bio” for candidates for Board of Directors.

4. Allen was requested to develop a “volunteer/Program Committee” sheet for use at the conference.

**Treasurer’s Report – Kathy DiFranco:**

1. Reported renewal of a \$10,000 CD and the purchase of another \$10,000 CD upon the direction of the Board.
2. Vendor’s payments (*for the Annual Conference*) were forwarded to Indiana ACARO.
3. OACRAO scholarships were distributed to the winners’ institutions.
4. Presented the new fee “*Analysis Fee*” being charged by the bank OACRAO uses. Discussed other options. Decided to remain with current bank.
5. A draft of the OACRAO membership invoice was reviewed.
6. Discussed how to best use funds on hand once the exempt status is acquired. Example... how large of a financial reserve should be maintained?

**Annual Conference Report – Lorinda Bishop:**

1. Discussed Annual Conference.
  - a. Ten vendors have paid invoice. Another three have confirmed with others in process.
  - b. Budget was reviewed – meets, costs, etc... for conference. Concern expressed as to number that will attend and “*break-even*” point.
2. A report of the recommendations of the Past Presidents’ Recognition Task Force were presented...
  - a. List all committee members in Annual Conference Booklet.
  - b. Change the way we recognize retirees and honorary members. Maybe change when they are awarded.
  - c. OACRAO should contact proprietary institutions to see if we are meeting the needs of this group.

**Vice President (*Workshops*) – Amy Adams:**

1. Reported attendance at Workshops.
  - a. April – Support Staff – 72 attended.
  - b. June 24 – Residency – 58 attended.
  - c. July 21 – Support Staff – 67 attended.
2. Pre-conference workshops discussed.
3. Retreat for 2004-05 Board planned for February 6, 7, and 8.

**Vice President (*Program*) – Sue Schillings**

1. Discussed need for Certificates for “*Ohio*” presenters at the Annual Conference. Lorinda said it is being handled by the LAC.
2. Discussed payment to “*outside*” speakers/presenters. OACRAO will pay \$150 per speaker (*if scheduled by Ohio*) if necessary. Also applies to workshop presenters.

**Vice President (*Membership*) Report – Bob Kubat:**

Further discussion on how to recognize contributions to OACRAO.

- a. Request info on retiring members – could be on invoice or elsewhere?  
It was decided to announce retiring members at the Annual Conference.
- b. Committee Membership – it was decided to recognize all committees’ members when a report is made during the Annual Conference Business Meeting. Marian is to explore how to expand recognition in the future.
- c. Discussed 2-year institution issues. How can OACRAO better serve the 2-year institution? Bob to contact Tim Borland. Should we survey the needs of 2-year institutions at the Annual Conference?
- d. Discussed sending post cards to first-time attendees.
- e. Bob requested a “*Special Table*” at Conference on Friday AM – to have more contact w/first time attendees.

Meeting adjourned.

1. Next meeting September 24, 2004.

**OACRAO Board of Directors  
September 24, 2004  
Meeting Minutes  
Columbus, Ohio**

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**Members Present:** Marian Hogue, Connie Goodman, Allen Cole, Amy Adams, Kathy DiFranco, Sue Schillings, Bob Kubat, and Stephen Midkiff.

**Guest:** Lorinda Bishop

**President's Report:**

**President Marian Hogue opened the meeting to order with a review of the August 11, 2004 meeting minutes. The minutes were approved, with amendments.**

**President's Report – Marian Hogue:**

1. Met with attorney regarding the completion of the Federal Tax Exempt Status application. There will be a \$500 filing fee. OACRAO will need to file annually in order to solicit funds.
2. The attorney suggested the removal of the following items from OACRAO website:
  - a. The By-Laws – temporary removal for updating
  - b. The W-9 Form.
3. The attorney suggested the services of an accountant be utilized. Marian will contact an accountant to discuss the annual audit, the role of the Audit Committee, risk management and whether there is a checklist of procedures that the Audit Committee could use.
4. Also discussed was the possible need for Officer's and Director's Insurance.

**Annual Conference Report – Lorinda Bishop**

1. Critical, late-breaking issues related to the Annual Conference were reviewed and discussed. Sue will discuss with her Indiana counterpart.
2. Discussed the need to enlarge the "Block" of hotel rooms needed. As of September 24, 109 individuals had registered. More registrants needed for a successful conference.
3. Pre-Conference Workshop - #3 has been cancelled.

4. Tom Bilger, AACRAO Representative, will speak briefly at the opening session of the conference. Darnell Hillman of the pacers will speak at the last session of the conference.
5. Tuesday night meeting of the Board will be at 8:00 p.m. – location to be announced.
6. Certificates were discussed – Cheryl to provide for the following:
  - a. Honorary Members
  - b. Outgoing officers
  - c. Program Committee Chairpersons (*members to be introduced by chairperson and asked to stand*)
 Certificates will be signed by Sue and Marian.
7. Session Evaluations will be distributed in Participant Packets. Sue and Indiana counterpart to discuss collection, tabulation...etc.
8. Discussed addition to schedule – A meeting of Ohio two-year institution members will be invited to a Thursday 5:00 p.m. – 6:00 p.m. meeting to discuss how OACRAO is meeting their needs and how this could be improved.

#### **Vice-President (*workshops*) Report – Amy Adams**

Reviewed Pre-Conference workshops discussing cancellation of the “SEVIS” workshop and the meeting times and duration of the other two workshops.

#### **Vice-President (*Membership*) Report – Bob Kubat**

1. M & M Committee met September 17 to plan the activities for the Conference.
  - a. Will use M&M candy logo again
  - b. Check-in table
  - c. New member orientation – BINGO
  - d. Revised new M&M booklet has been mailed to new members
  - e. Now “*How to get more out of your Conference*” flyer prepared
  - f. New Member Survey planned
  - g. Will give away a free “*registration*” for 2005 Conference to a new member/new attendee
  - h. Other projects of M&M Committee discussed – assessment. Ohio Transfer Counsel and Multicultural recruiting
2. Discussed plans for New Member Session at Conference. Reviewed activities at the session and approved the ordering of “*stress-relieve shoes*”. Will bear blue OACRAO name and web-site URL.”BINGO”on for session as well.
3. Also discussed some way of identifying New-Members and First-Time attendees at the Conference by using some addition to the Conference Name Tag.

#### **Vice President (*Program*) Report – Sue Schillings**

Reviewed the Exhibitions Day activities with 17 vendors confirmed. Discussed re-structure of Conference Sessions – Indiana has cancelled two sessions. Sue will re-organize the schedule ASAP and provide to Lorinda ASAP.

**Past-President’s Report – Allen Cole**

1. Nomination Committee’s Report – the following individuals will be the proposed state of officers at the Ohio Business Meeting:  
     President Elect – Don Foster  
     Vice-President (*workshops*) – Beth Egan  
     Treasurer – Linda Young
2. Ballots will be on tables at Business Meeting. Must collect ballots at the end of the session.

**Treasurer’s Report – Kathy DiFranco**

1. Annual Dues Statement was mailed to institutions in August.
2. Monthly Summary of Accounts was presented. Approved upon a motion by Bob Kubat and seconded by Allen Cole.

**President Elect’s Report – Connie Goodman**

1. Discussed Proposed Budget to be sent soon via e-mail to Board of Director’s Member.

**Review of “Paper-work” for Business Meeting at Annual Conference**

Item	Color Paper
Ballot & Bios of Candidates	Pink
Treasurer’s Report	Yellow
Budget	Green
Minutes	Blue
Volunteer Sign-Up Sheet	Lavender

***Additionally:***

1. Scholarship materials needed for Wednesday Dinner.
2. Winner List – and write-up needed.

**Miscellaneous Discussions**

1. Need a write-up and Bio of Brad Meyers. Also need award plaque.
2. We need to discuss how to update list of members and how to designate the voting members on the website. What do we do if an institution does not renew membership?
3. Program planning meeting – planned for February 24, 2005.
4. Board Transition Meeting planned for December 10, 2004.

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The minutes of this September Board of Directors meeting were approved at the December meeting on a motion by Bob Kubat and seconded by Amy Adams.

