

2007 OACRAO Board of Directors Retreat  
Ohio Northern University Nature Center  
Stone Creek, Ohio  
January 28 – 30, 2007

Members present: Sue Schillings, President, Linda Young, Past-President, Treva Hanseman, Vice President for Programs, Frank Yanchak, Vice President for Membership Development, Laura Ruwe, Vice President for Workshops, Jack Miner, Treasurer, Mary Southards, Secretary

Members Excused: Don Foster, Past-President

President Sue Schillings called the meeting to order at 4:00 p.m. on Sunday, January 28, 2007. The first item of business was to review the retreat agenda.

The OACRAO Newsletter was the first item on the agenda. Sue commented that she placed this item on the agenda in response to a request from the newsletter editor, Cheryl Gloege, for some specific articles for the newsletter including a report on the 2006 Annual Conference, a President's Message and if possible, an announcement of the 2007 Annual Conference theme. Treva Hanseman will work with the Toledo LAC co-chairs on a wrap-up article on the 2006 Annual Conference. Sue will write a President's Message and Jack Miner will prepare an article on reimbursement for committee expenses. If possible, Laura Ruwe will provide some information on the upcoming support staff and Ohio residency workshops planned for spring and summer of 2007.

Treva suggested that the 2007 Annual Conference theme should be featured in the next newsletter. Treva also commented that if the information on the theme is available by the February 9<sup>th</sup> planning meeting, she will announce it to the program committees. This may facilitate generating sessions that relate to the theme. Treva commented that she is also prepared to share the numeric evaluations/ averages of the 2006 sessions with the program committee chairs.

The remaining items on the agenda included the:

- 2007 Annual Conference
- 2008 Great Lakes Conference
- Annual Operations
  - Budget
  - Insurance for the Board of Directors
  - IRS fee
  - Membership dues and penalties
  - Requests for posting on the website
  - Scholarship issues
  - Role of Past Presidents

Sue suggested that we begin the discussion of the 2008 Great Lakes Conference.

Sue began the discussion by stating that one of the key issues associated with planning the Great Lakes Conference is that Indiana and Michigan have an organization calendar that is very different from OACRAO. Indiana and Michigan plan their next annual conference immediately upon the conclusion of their annual conference. Brad Myers, our representative to the planning committee for the Great Lakes Conference has requested that we meet this calendar and provide our 8 program session ideas immediately following the 2007 annual Meeting in Cincinnati, Ohio.

Jack commented that to accomplish this goal, the new Vice President for Programs would need to be announced earlier than the 2007 Annual Conference so that individuals would have time to get organized and be ready to immediately conduct a planning meeting.

Treva volunteered to stay on as Vice President for Programs or to serve as a co-chair to assist the incoming vice president. Sue responded that she had been planning to ask Treva to consider staying on for one additional year, or through the planning phase for Great Lakes 2008.

Sue explained that Michigan has 10 program committees and Indiana has 7 program committees compared to the 4 program committees in OACRAO, and that these committees begin working in November and December while the OACRAO program committees do not begin their work until February. Sue also commented that we could ask the four program committees to generate 12 session ideas so that it is done for 2008.

In the discussion that followed, Mary Southards suggested making the committee volunteer form part of the conference registration so that new committee members could be identified as prior to the conference. Treva recommended that the 2007 program committee vice chairs as well as the new program committee members stay for one additional day at the 2007 Annual Conference for one additional day for purposes of a planning meeting. Jack commented that if this proved to be successful, there would be no need to incur the additional expense of the traditional February Planning meeting. Other committees could use this model, which Treva identified as the AACRAO model, to meet and in so doing cut down on committee expenses. Jack also pointed out that this creates an opportunity for post-conference workshops.

Sue observed that there are potentially two additional expenses associated with this approach; a meeting space in Cincinnati and a meal for the committee members.

The Board continued on with a discussion of what this adjustment in the calendar could mean for the position of Vice President for Programs and how it might affect the by-laws.

In the continued discussion of the 2008 conference, Jack commented that neither Indiana nor Michigan offer pre-conference workshops. Frank Yanchak also commented that the same is true of new member sessions. The Board agreed that these are important features of the OACRAO Annual Conference and should be available at Great Lakes 2008. Jack also stated that the 2008 Great Lakes Conference will impact our operating revenue because OACRAO will not have the conference proceeds and we really need to think carefully

about cutting expenses generated by committee meetings, etc. by changing the calendar and moving the planning meeting to November 2007.

Sue stated that she would assume responsibility for talking with the Cincinnati LAC to find meeting space on the University of Cincinnati campus for the program committees to meet immediately following the 2007 Annual Conference. Treva observed that the session hosts will need to compile the evaluations at the end of the session and give them to someone from LAC who can enter the results in a spreadsheet so that this information will be available in time for the planning meeting.

The final discussion item related to the 2008 Great Lakes Conference is a request from Brad Myers for seed money totaling approximately \$1,500. When the question was raised as to why seed money had to come from Ohio when Michigan is hosting the conference, Jack made the observation that Michigan has had some small annual meetings and might not have the funds to make the necessary hotel and related deposits.

Sue adjourned the meeting at 5:00 p.m. for dinner and the evening's social activities.

The meeting resumed at 9:00 a.m. on Monday, January 28, 2007, with updates from each Board member.

### **President Elect's Update**

Linda Young reported on the State and Regional conference that she attended in Washington, C.D. Linda shared that as a national organization, AACRAO is financially solvent. Linda also commented that she participated in sessions on leadership development and in several different round-table discussions. Linda shared the observation that in other state and regional AACRAO affiliates, the president elect is responsible for programming. Linda also commented that the M& M session presented by Mindy Starcher was very impressive and that by comparison, other state do very little with new membership development.

Linda shared her observation that AACRAO contributes much to the profession and to AACRAO and that she has a better understand and appreciation of the hard work and accomplishments of the AACRAO staff.

Sue asked if Linda if there was a discussion of insurance coverage. Linda commented that there insurance coverage was not a session topic and that she had to leave the legal session in order to catch her return flight.

Continuing her update, Linda briefed the Board on the plans for the Ohio reception that will take place at the AACRAO Conference in Boston, Massachusetts. Linda has arranged for a dessert reception in conjunction with the Michigan delegation. The reception will be held at the hotel prior to the evening entertainment. Linda commented that AACRAO is encouraging state/regional meetings at the national conference and recommended using the hotel facilities.

In concluding her update, Linda commented that the primary issues for AACRAO that were discussed at the State and Regional meeting are:

- Access to higher education
- Turnover in higher education administration
- Grooming new professionals for succession.

Jack commented on Barmak Nassirian and the AACRAO legislative agenda. Jack shared the observation that the recent change in congressional power affords higher education an opportunity to influence national policy. Jack also commented that Barmak remains very concerned about the Spellings Report and what the federal government might do with the information that would be provided if a national unit record data base is created.

Sue asked Linda for recommendations on whom we should invite to be our AACRAO representative at the 2007 Annual Conference. Linda recommended Dan Garcia, from the University of Washington, who is the Vice President for Access and Equity or Nora McLaughlin, from Reed College, the Vice President form Leadership and Management.

Jack recommended that Dan Garcia should be our first choice because it would be valuable to hear his views on access and equity in higher education. The Board agreed that Dan Garcia would be our first preference as the AACRAO representative for the 2007 Annual Meeting. If Dan is not available, Nora would be our next choice. Linda will issue the invitation to Dan as soon as possible.

### **Secretary's Update**

Mary Southards distributed draft copies of the minutes from the 2006 Annual Meeting and the December 8<sup>th</sup> Board of Directors and Transition Meeting. Mary requested that comments and corrections be emailed to her prior to the February 9<sup>th</sup> Planning Meeting.

Mary's update focused on the structure and maintenance of the OACRAO database. There was a lengthy discussion of how information for the database is gathered and maintained, as well as which data fields need to be in the various data bases.

The following action items resulted from this discussion.

1. Sue, Mary and Jack will work on redesigning the data base so that it contains pertinent and updatable information.
2. Mary and Jack will coordinate on the design of the new institutional member and membership renewal forms so that the forms that are mailed and the form on the web site are consistent.
3. Jack will send membership renewal notices (bill for dues) in May 2007, with a July 15, 2007, due date. A second set of renewal notices will be generated and mailed on July 16, 2007.
4. Frank will initiate contact with new members and institutional representatives on July 31, 2007.

### **Treasurer's Update**

Jack Miner began his report by confirming that based on the preceding discussion of the data base, notices for renewal of institutional membership would go out on May 1, 2007.

Jack asked for clarification on the \$2,700 IRS fine that appeared in the final budget report. Linda explained that she had followed the standard tax filing process, but was not aware that a Schedule A also had to be filed. This change is due to OACRAO'S incorporation and not for profit status. Linda stated that the Schedule A form requests information about the organization and its structure. After consulting with the OACRAO attorney, Linda wrote a letter of appeal in which she explained that the failure to file the required Schedule A was an oversight due to OACRAO's recent change to not for profit status, and requested forgiveness of the fine. Linda indicated that based on her conversation with the attorney, she felt that the appeal would be approved and the fine would be forgiven.

Sue stated that this type of situation reinforces the need for a better transition of board members and asked if we need to rethink our board structure. For example, Sue asked if it would be prudent for the treasurer to transition after two years and if we should consider a legal affairs position on the board.

Jack commented that the Nominations and Elections Committee need to think more about the skills and experience of the individual relative to the position when making nominations for the board. Jack also shared the observation that Illinois has an assistant treasure position on the board so the individual is actually making a three year service commitment.

This comment resulted in the board asking if each board position should be a three year commitment with the first year in an assistant's role to observe and learn their responsibilities. The ensuing discussion identified advantages and disadvantages to using this approach, and reinforced Jack's observation about the pivotal role of the N&E Committee. Sue concluded the discussion by stating that she would take this matter to Don Foster so that he could work with the N&E committee and review the bylaws for any necessary changes if a decision is made to add assistants to the board.

### **Vice President for Membership Development Update**

Frank Yanchak reported that the mailing to institutional representatives and new members regarding the 2007 Conference will go out on July 31, 2007. Frank also commented that his committee will be focusing on the development of mentors so that new members will have a better experience in OACRAO and have resources as they enter the profession.

Frank also commented that he will be giving the M&M presentation at AACRAO since Mindy Starcher has left The Ohio State University and will be unable to present.

## **Vice President for Programs Update**

Treva Hanesman distributed a tabulation all of the session evaluations for the 2006 Annual Conference. Treva reminded the Board that the evaluations were based on a 5 point scale, with 5 being outstanding. Treva also distributed a compilation of the comments from each session. One of the most frequent comments was a request for handouts for the session. Another frequent comment was that session described as updates should be updates and not a repeat of last year's session.

Treva commented that after the 2006 annual Conference she recognizes the need to give more direction to session hosts and to make sure that they follow through on their responsibilities. Some hosts never picked up their session packets and evaluations were not distributed or collected on those sessions. This is important feedback for the presenter and the program committees.

Laura Ruwe suggested that extra hard copies of presentations could be made available at a central location at the conference. Even better would be to have all presentations available on the OACRAO website. Sue commented that this is something that Dick Carpenter has been advocating for some time. Jack suggested that if all presenters would submit an electronic version of their presentation in advance of the conference, a CD could be burned and given to all conference participants. Jack also suggested that this would be an opportunity for a vendor sponsorship.

In preparation for the February Planning Meeting, Treva will prepare the session evaluations for the program committee chairs as well as a list of possible session topics gleaned from past OACRAO and AACRAO conference. Treva will also talk candidly to the chairs about presenters who should not be encouraged to present.

Treva indicated that her goal was a September 1 deadline for a final program and that all program chairs would be receiving a final draft of the entire program so that they could help identify any conflicts for hosts and presenters.

Treva also shared some additional observations about the 2006 Annual Meeting, noting the need to improve the information and advertising for the exhibitors. Jack suggested that for a fee we could put extra materials in the conference bags. Treva noted that there was no composite list of all exhibitors included with the conference information. This might have been a result of some late activity on the part of the person coordinating the exhibitors.

Treva commented that she was aware that Wendy Lambing and other members of LAC were already making contact with exhibitors for next year.

OACRAO Program Planning Meeting  
Friday, February 9, 2007  
Mount Carmel College of Nursing

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President Sue Schillings called the meeting to order at 10am, welcomed all present and asked everyone to introduce themselves, giving their name, title, college or university, role in OACRAO and years in higher education. Treva Hanesman and Fran Myers from the University of Cincinnati have careers of 33 years; Karen Greene at Mount Carmel College of Nursing has been in higher education for 35 years, and Sue Schillings has the longest career in higher education with 36 years. This information was collected at the request of OACRAO Historian Dave Sauter.

Vice President for Programs Treva Hanseman reviewed the day's agenda and reminded everyone that the program committees needed to identify nine sessions, two workshops for the 2007 annual meeting, and three additional sessions for the 2008 Great Lakes program. Treva also stressed that any repeat sessions need to be very popular and have significant content updates.

Treasurer Jack Miner announced that he would accept requests for travel reimbursement and that he had parking passes available for anyone parked in the Mount Carmel College garage.

Local Arrangements Committee Co-Chair Wendy Lambing made several announcements about the 2007 annual conference scheduled for November 7-9 at the Kingsgate Mariott on the University of Cincinnati campus and asked everyone to think about possible themes for the conference. Wendy introduced David McGinnis as the LAC Vice Chair and also identified the following LAC members as sub-committee chairs:

Registration – Dave Sauter  
Exhibitors – Marian Hogue  
Logistics – Lew Rita Moore  
Meals & Entertainment - Fran Myers and Debbie Behle  
Printing – Doug Burgess  
Hospitality - Gail Fredensborg and Ned Donnelly

Vice President for Workshops, Laura Ruwe announced that she is planning two support staff workshops for the summer 2007 in addition to the annual state residency workshop. Laura requested that the program committees develop topics for two pre-conference workshops for the 2007 annual conference.

At the conclusion of Laura's workshop announcements, Treva instructed the program committees to begin their individual meetings. Treva reminded the committee chairs to be prepared to present their committee's session ideas and possible presenters when the meeting reconvened after lunch.

## Board of Directors Meeting

Members Present: Sue Schillings, President, Linda Young, President Elect, Don Foster, Past-President, Treva Hanseman, Vice President for Programs, Frank Yanchak, Vice President for Membership Development, Laura Ruwe, Vice President for Workshops, Jack Miner, Treasurer, Mary Southards, Secretary.

President Sue Schillings called the meeting to order at 10:30am and distributed the agenda. As the first order of business, Sue asked Wendy Lambing and Dave Sauter to give the Board for an update on the Cincinnati 2007 annual conference and a review of the conference agenda.

Based on discussions at the Board of Directors retreat and the expectation that the Cincinnati location will bring attendees and pre-conference registrants in on Tuesday evening, Sue asked Wendy if workshops should be three hours instead of two hours in length. This would mean a 9:00am start time. Wendy responded that the rooms would be available per the contract, but the contract did not provide for breakfast. Consequently, breakfast would need to be an “on your own” meal.

The only significant change to the Wednesday agenda is that the M&M session will be held at 2:00pm and take the place of one program session. The Board will attend and participate in this session. The new member reception will be held at 5:30pm.

Sue asked Wendy to explain the breakfast and break arrangements for Thursday. Wendy described the continental breakfast and continuous break stations that will be available on the lower level of the hotel. While this is a different concept than breaks schedule for a specific time period, Sue suggested that LAC should still look for an exhibitor to sponsor or donate toward the Thursday breaks.

There are no changes to the standard conference agenda for Thursday, November 8.

Sue called everyone’s attention to a significant change in the agenda for Friday, November 9; the addition of the program committees immediately following the conference closing session. The Board agreed to this change in order to be prepared to forward sessions to the 2008 Great Lakes program committee. This approach will also eliminate the need for, and expense of, the February program planning meeting. The Board agreed that if the Friday planning meeting proves effective, it could become the model for the future.

In order to make this model work, new program committee members must be identified prior to the conference. This will require attaching the volunteer forms to the information on conference registration. Dave Sauter indicated that he will be sure to reflect this on the conference registration site and in the next historian’s article. Treva reminded the Board and LAC that session evaluations must be returned by session hosts so the evaluations can be tallied, loaded into a spreadsheet, and available to the new program committee chairs by Friday’s planning meeting.

The next item of business was a review of full and partial conference registration fees.

Jack Miner stated that the proposed fee for Thursday only is too low, because OACRAO must pay the full day meeting package cost for each one-day registration. Jack also informed the Board that there is still a question about the charge for extra guests for Wednesday's dinner and Thursday's lunch. If OACRAO is required to pay the full day package price for extra guests at lunch, exhibitors will not be able to bring guests. Wendy commented that we need to be sure to explain the quality and amenities of Kingsgate in all conference-related materials so members will recognize what they will receive for the higher conference registration fee.

Jack reminded Dave that the registration cancellation policy must be on the registration form and confirmed that there will be no refund of conference registration fees on or after the first day of the conference.

Dave Sauter presented information that he received from Alice Mendenhall at North East Illinois regarding the registration services provided by Credentials, Inc. Alice reported that Credentials did a great job of handling all aspects of the web-based registration process and web payment and made data readily accessible for reports. NE Illinois signed a three-year contract with Credentials. The Board agreed that in return for managing conference registrations and on-line credit card payments, Credentials, Inc., would not be charged the exhibitor registration or exhibitor session fees. Jack suggested that OACRAO negotiate a contract that includes the printing name tags and neck wallets by Credentials, Inc.

The Board unanimously approved the proposal for Credentials, Inc. to manage the 2007 Conference registration website. Jack and Sue will work to develop a three-year contract for this service.

Wendy provided the following conference hotel updates:

- OACRAO, to date, is the only conference in the hotel.
- OACRAO has an assigned event manager who will coordinate exclusively with Wendy.
- OACRAO's event manager will have answers to several cost-related questions by February 14, 2007.

Wendy also distributed the list of LAC assignments. Don Foster confirmed that Laurie Mayhew will do the pocket program and Otterbein will cover the printing costs for the pocket program.

Following Wendy's update the discussion shifted to possible entertainment for Thursday evening. A number of ideas, including a casino night, excursion to Newport on the Levee, and a bus to the Kentucky casinos, were vetted. The trips to the Newport on the Levee or the Kentucky casinos were the most popular. Wendy agreed to do a straw poll of the membership to determine interest in these activities. The Board acknowledged that there needs to be an option that is acceptable to the Christian colleges and that it may be necessary to add a \$20-30 fee for transportation, specifically, a chartered bus that can run a scheduled route from and returning to the hotel. Wendy will get a price on bus transportation.

At Wendy's request, the Board agreed to use the Cincinnati Visitors Bureau logo and theme as the starting point for developing the 2007 annual conference theme. The board also asked Wendy to attend the April 20<sup>th</sup> meeting to provide another LAC update. This will be the next meeting of the Board based on the revised calendar that eliminated the March 2007 and May 2007 meetings. The other calendar revisions include changing the June meeting to the 15<sup>th</sup> and the October meeting to the 19<sup>th</sup>. The Board tabled the discussion of holding one meeting prior to the conference in Cincinnati.

Jack Miner introduced the next item on the agenda; membership dues. The Board initiated the discussion of dues at the retreat and asked Jack to develop some recommendations for the Board's consideration.

Jack provided the Board with three scenarios with revised headcount, voting member categories, and dues and enrollment to votes ratios. After careful consideration, the Board agreed that scenario number three was the most equitable in that no institution would have more than ten votes and even the larger institutions would see no more than a \$35 increase in dues. Jack recommended reviewing the dues structure every two to three years to keep it current and suggested that it might be beneficial to look at another category for those institutions with enrollments in excess of 15,000 students. This would generate more revenue and give the larger institutions a few additional voting members.

Don Foster asked Jack to finalize the information on the new dues structure so that it can be given to the Bylaws Committee to craft draft language for review by the Board and for a vote by the membership.

Jack also presented a draft Institutional Membership Renewal Invoice that pulls in pertinent data from the OACRAO membership database and IPEDS. This Board approved the new invoice and agreed that it should be used in May 2007.

Sue asked Linda Young to give an update on the plans for an Ohio activity at the AACRAO conference. Linda reported that Michigan is no longer interested in a joint event, and the hotel is not interested in working with OACRAO to modify the planned dessert reception. Linda commented that she will continue to look for a location that can accommodate a group for dinner. Frank will assist on getting an estimate of the number of OACRAO members that are going to be at AACRAO and would attend a group event.

Linda also reported that she had not received any information from the IRS on the status of OACRAO's appeal.

At the Board's request, Linda contacted Dan Garcia with an invitation to attend the 2007 conference as our AACRAO representative. Linda confirmed that he is very interested in the opportunity, but the request must be approved by AACRAO.

Sue asked Linda to update the Board on OACRAO insurance coverage. Linda responded that we have no commercial general liability or directors and officers' coverage. In short, the Board is not protected from becoming personally liable for accidents, personal injury

or OACRAO debts. Linda recommended that we let the current policy lapse and then take steps to find a provider who could write a policy including:

Directors and Officers Liability  
Commercial General Liability  
Volunteers Accident and Injury  
Convention Cancellation

Linda will contact the central Ohio representative of the Alliance of Nonprofits for Insurance and ask for assistance in finding a provider. Linda will also get some proposal and quotes for discussion at the April meeting.

The meeting adjourned at 12:45pm

Sue called the Planning Committee meeting back into session at 1:30pm and announced the changes that will take place in the program planning process for the 2008 Great Lakes conference. Sue also commented that OACRAO will see significant cost savings by eliminating the February planning meeting.

Treva followed by saying that there is an advantage to scheduling the planning meeting at a time when the conference is still fresh in our minds. Treva also asked the program committee chairs to communicate the new format for program planning to their vice chairs and committee members.

Treva called on Cindy Suter to present the program session topics for the Admissions and International Education Committee. Cindy provided the following list of session topics:

- Challenges of managing on-line applications
- Targeted recruiting for diverse populations
- Working with cultural differences
- Ohio Board of Regents transfer and articulation
- Transition issues for transfer students
- Non-traditional recruiting methods
- Targeting adult students
- The “other” population: home-schooled and on-line educated students
- PSEO – Have we lost our focus
- Residency – the basics
- Evaluation of international credentials

The Admissions Committee identified a workshop topic on international students and immigration.

Allen Cole presented the following session topic ideas generated by the Data Management and Research Committee:

- The people aspect of a Business Continuity Plan
- DARS as a tool
- Ohio Board of Regents transfer and articulation update

- Data Stewardship in a Self-Service Environment (panel)
- Registrar's role in research, assessment and decision-making
- IPEDS: Peer analysis
- Distance education administration
- Portal environment and self-service demonstration
- User group break out sessions

Allen stated that the Data Management Committee proposed a workshop on SEVIS facilitated by Ron Cushing at the University of Cincinnati.

Jennifer York, chair of the Professional Development Committee, reported that the committee chose "leadership" as their theme and identified the following as potential session topics:

- Job interviews from all sides
- Dealing with office drama (panel)
- Sexual harassment
- Leadership 101 for women and men
- Staff development
- Communication across cultures and generations
- Say "no" and mean it
- Emotional Intelligence
- Conflict Management
- Performance Evaluations – determining your own destiny

The committee also suggested the following sessions for Great Lakes 2008:

- Sexual Harassment in the Workplace
- Diversity – A to Z
- FERPA Compliance.

The Records and Registration Committee chaired by Janet Duber developed the following session topics:

- Strategic and Assessment Planning
- CBE, AP, CLEP and IB
- Transfer Issues for Private Institutions
- Hello, is Anyone at Home? – Communicating with students
- Who's in charge here?
- Managing Classroom Bottlenecks
- Managing Change in the Registrar's Office
- SSN as the identifier
- Delivery of Web Services (panel)

The committee made the following recommendations for Great Lakes 2008:

- Web Processing Best practices
- Records Retention

- Hello, is Anyone Home?

The committee suggested that the topic of Records Retention in a Paperless Environment would be a good choice for a workshop.

Following the presentation by the Records and Registration committee, Treva asked everyone to assist her in reviewing the composite list of session topics to eliminate duplicate session. The program planning committees next reviewed the list of workshop topics and possible sessions for Great Lakes 2008. The following represents the final lists of workshop and 2008 session topics.

Workshops

Performance Evaluations  
Conflict Management  
SEVIS  
Records Retention  
International Students and Immigration  
FERPA

2008 Great Lakes Sessions

OBR Articulation and Transfer  
Recruitment Boundaries  
Business Continuity Plans  
– Staff and Communications  
Data Stewardship  
Sexual Harassment  
Web Processing  
Records Retention  
Hello, is Anyone Home?

Treva thanked the committees for their hard work and great ideas and reminded the chairs that they need to send in finalized program information, including exact titles and presenters by May 30, 2007.

The meeting adjourned at 2:30pm.

**OACRAO Board of Directors Meeting**  
**April 20, 2007**  
**Columbus, Ohio**

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**Members Present:** Sue Schillings, Linda Young, Don Foster, Treva Hansemann, Laura Ruwe, and Mary Southards

**Members Excused:** Frank Yanchak and Jack Miner

President Sue Schillings called the meeting to order at 10:00 a.m. and presented an agenda structured to focus on key issues that had to be addressed at the meeting.

Membership Dues

The first item of business for the Board was to approve one of the three options for increasing membership dues developed by Treasurer Jack Miner. The Board confirmed that Scenario 3 was the most equitable option for increasing membership dues based on the ratio of cost and votes. Don Foster confirmed that the Bylaws Committee will draft the necessary language and present it to the Board at the June meeting. The proposed bylaws language will indicate that membership dues will be reviewed every two years for a cost of living increase and that the Board has the authority to raise membership dues. The changes to the bylaws will be presented to the voting membership for approval, prior to the November 2007 annual meeting. Institutions will be able to purchase additional non-voting memberships for \$15.00. If the changes are approved, the new membership dues structure will be effective in 2008.

Insurance Coverage

The Board next considered the matter of insurance for the OACRAO Board of Directors.

President-elect Linda Young reported that she had two quotes; one from Forest T. Jones (endorsed by AACRAO) and one from the Alliance of Nonprofits for Insurance Risk Retention Group.

After a careful discussion of the options available from both providers, the Board agreed that Forest T. Jones was the best policy for OACRAO. One particular advantage is that the professional liability coverage provided by Forest t. Jones includes everyone associated with OACRAO. At the Board's request, Linda will contact Forest T. Jones for a quote that also includes conference cancellation and terrorism coverage.

Website Maintenance

Debra Benton, OACRAO's volunteer webmaster, has submitted her request to resign from this position. The Board agreed that website maintenance has become too much

for a volunteer to manage and that the organization needs to find another way to manage and upgrade the OACRAO website.

The Board discussed the cost advantage of having someone at an OACRAO institution “volunteer” to host and maintain the website, but agreed that it was time to look for a vendor. Sue reported that she had an estimate from the company that maintains the PACRAO website. A quick review of the estimate showed it would be cost prohibitive for OACRAO. All Board members agreed to look for resources or a vendor to support the website.

### Cincinnati 2007 Conference Updates

Sue provided the Board with a copy of the minutes from the April 2007 LAC meeting and reviewed several important items including updates on Thursday evening entertainment and Internet charges. The minutes also reflect that LAC reached consensus to use “Cincinnati USA - All together surprising” as the theme for the 2007 conference.

Sue reported that she is finalizing the response to the proposal from Jack Weber at Credentials, Inc. to handle our annual conference registrations and on-line payments. It appears that Credentials, Inc. may also be interested in the Great Lakes 2008 conference. Sue will ask for a one-year contract with Credentials, Inc., that can be renegotiated for 2009. OACRAO does not need conference registration services for 2008 because of the Great Lakes conference that will be held in 2008.

Sue also reported that the event planner/manager at Kingsgate confirmed that we do not have to pay the full Daily Meeting Package (DMP) for extra lunch guests on Thursday, November 1. Extra lunch guests will be charged the meal rate of \$18.45.

Treva Hansemann commented that she will work with Wendy Lambing to arrange the Program Committee planning session that will be held, for the first time, on Friday afternoon immediately following the conference.

Sue advised the Board that there will be a schedule change for Thursday morning that will increase the amount of time for OACRAO members to meet with exhibitors. This will also give the conference center staff more time for breakdown and set up of the meeting space.

Marian Hogue, who is coordinating the vendors for the 2007 Cincinnati conference, made the recommendation that OACRAO increase the fee for exhibitor space to \$400. The Board endorsed this recommendation. With room for up to 33 exhibitors, this increase has the potential to increase revenue. LAC is currently budgeting based on 15 exhibitors.

The Board continued its discussion of the 2007 conference over lunch and agreed to use laptops and jump drives to aggregate the session and workshop topics generated at the Friday afternoon program planning session. This will also facilitate the transition for the new Vice President for Programs.

Sue Schillings reconvened the Board Meeting following lunch and continued a detailed review of the 2007 Cincinnati conference budget. Even with constant monitoring of expenses, and the increase in exhibitor space, fees and opportunities for exhibitor sponsorships, the conference has the potential to be over budget.

### Old Business

Past-President Don Foster updated the Board on meetings of the Nominating Committee and Bylaws Committee. Don will email the Board regarding the Parker and Ryland awards.

President Sue Schillings reported for Vice President for Membership Development Frank Yanchek on the activities of the M&M Committee. The Board turned down a request for additional funds for welcome gifts for new members.

Secretary Mary Southards reported on issues related to updating the website and efforts to update the membership database. Mary reported that approximately forty percent of member institutions responded to the request to update or verify their membership information.

Mary also asked for the Board's approval to have OACRAO's listserv manager, David Schneider, load all member names to the listserv along with an email to everyone on how to access the listserv from the OACRAO website.

Laura Ruwe asked for an update on the status of the recommendations that the Board had made to the Scholarship Committee. Sue reporting for Treasurer Jack Miner confirmed that:

- Jack had talked with Stacey Jones, the 2007 Scholarship Committee chair regarding the Board's recommendation that the scholarship be given to student employees at OACRAO member institutions
- members of the Scholarship Committee differed in their positions on the recommendation
- changes in the scholarship will require a change to Article 6 Section **2g2** of the Bylaws which specifies that the OACRAO scholarship is awarded to an Ohio high school graduating senior attending an OACRAO member institution.

Sue will email Stacey and Jack with a request that they prepare a written recommendation to the Board to award the OACRAO Scholarship to a student employee. It was noted that the change to the Bylaws must be worded so that future changes can be made upon recommendation of the Scholarship Committee and approval of the Board and do not have to be approved by the membership.

This proposed change will need to be a discussion item at the Townhall meeting on Wednesday, November 7, 2007.

President-elect, Linda Young reported that Dan Garcia, Vice President Access and Equity will be our AACRAO representative at the 2007 conference. He is planning to attend the Tuesday Board meeting and is willing to participate in other activities. Linda commented that she has given Dan a copy of the conference schedule. Linda described Dan as an engaging speaker and suggested that he could be the speaker for Wednesday evening.

### New Business

Sue Schillings confirmed the January 27-29, 2008 dates of the Board Retreat.

Vice President for Workshops Laura Ruwe reported that she was not able to partner successfully with Capitol University's human resources department to deliver an April 2007 support staff workshop. The Board discussed the need to conduct a survey of the support staff to identify their needs, preferred time of year, topics and locations. Laura will conduct the survey in the Summer 2007.

Laura confirmed that an Ohio residency workshop will be held at Franklin University. Jay Johnson from the Ohio Board of Regents and Dave Axsom from Ohio University will participate. Laura commented that she is having difficulty contacting the recommended representative from the Department of Homeland Security. Sue suggested collecting a list of residency issues facing the state assisted colleges and universities in preparation for the workshop.

Laura reported that she is considering the following pre-conference workshops:

- SEVIS with Ron Cushing from the University of Cincinnati
- Performance Evaluations
- Ohio Articulation and Transfer (TAGs, Clearinghouse, XML transcript)

At this point the Board discussed the request made by Jim Ginzer, Program Manager for Articulation and Transfer at the Ohio Board of Regents, to have his organization be part of the OACRAO annual conference. The Board determined that it would be more appropriate to provide Jim the opportunity to present a session as long as he can demonstrate that he has new/update information to present.

Other pre-conference workshops may include FERPA 101 with some focus on changes stemming from the Virginia Tech and Bluffton University tragedies, and a panel presentation on campus security.

Vice President for Programs Treva Hanseman recommended the cancellation of the program committee transition meeting scheduled for Thursday, November 8, 2007. The Board agreed that this meeting is no longer necessary since the transition will take place on Friday, November 9 at the Program Planning meeting. Treva commented that eliminating this session will give LAC more time to transport conference attendees to the entertainment planned for Thursday evening.

Treva asked if Sue could clarify what Brad Myers needs from the program committee for the 2008 Great Lakes Conference. This would enable Treva to further define the structure and goals for the November 2007 planning meeting.

Sue Schillings confirmed June 15, 2007, as the date of the next Board meeting. There were no additional items of new business.

Meeting adjourned.

*Draft*

**OACRAO Board of Directors Meeting  
July 20, 2007  
Salt Fork State Park  
Cambridge, Ohio**

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**Members Present:** Sue Schillings, Linda Young, Treva Hansemann, Laura Ruwe, Jack Miner, and Mary Southards

**Members Excused:** Frank Yanchak

President Sue Schillings called the meeting to order and presented an agenda of items for consideration and discussion by the Board of Directors.

An update on the transition of the OACRAO website was the first item for discussion. Sue Schillings confirmed that Connie Goodman has agreed to accept the responsibilities of the web master. In exchange, OACRAO will pay Connie's registration fee for the annual AACRAO conference.

Connie Goodman and Jack Miner researched several website services and have found a source that appears to be compatible with the OACRAO site for a rate of \$7.00/month. Jack Miner commented that the site also provides OACRAO with the potential to upgrade and acquire additional server space. The plans that we have for the database and scholarship application will require more space and by 2008, the resources may be available to make some significant upgrades to the website.

Sue Schillings commented that the goal of the Board is for the website to provide a range of year-round services to OACRAO members. The Board agreed that the website needs to be used for more than promoting the annual conference, posting the newsletters and minutes, and providing a membership directory.

Our next step is to pay the service fee so that Deb Benton can log onto [www.easycgi.com](http://www.easycgi.com) and begin to transfer files. Deb and Connie are working together on the transition. Laura Ruwe and Jack Miner commented that this should be a relatively simple process given Connie's experience with websites.

In the interim, Jack and Laura will work with LAC to make sure that on-line information is available regarding the 2007 annual conference. The Board also agreed that LAC should send a conference announcement with the invoice for dues that is scheduled to be mailed on August 1, 2007.

Sue asked Jack to lead the discussion of the next agenda item; conference locations for 2009 and 2010. Jack stated that his primary reason for scheduling the Board meeting at Salt Fork State Park was to give board members an opportunity to see the facility. Jack commented that if the Board is willing to enter into a two-year contract, there could be considerable cost savings. The Great Lakes conference in 2008 will result in less

income for OACRAO. This makes 2009 an ideal time to shift to less expensive state park venue.

Jack introduced Kerri Kaderly, a regional sales manager for Xanterra, the company that operates the Ohio State Park Resorts and Conference Centers. Kerri provided the Board with a very comprehensive tour of the Salt Fork facilities and discussed numerous options for pre-conference activities, exhibitor space, break-out sessions, entertainment, business meetings and dinner events.

During the tour, the Board generated a number of ideas for creative use of the resort space and outdoor facilities that would make Salt Fork a good location for the 2009 annual conference. The Board was also pleased with the guest rooms and range of menu choices for pre-conference and conference meals. The Board agreed to continue discussion with Xanterra as the site for the 2009 conference.

Following the tour and lunch, the Board reconvened for committee and officer reports.

#### LAC Report

Sue Schillings provided Wendy Lambing's LAC update. Sue reported that Jack Weber (Credentials, Inc.) is updating the conference registration site as details become available. Sue commented that she would email the URL to the Board so the member could see a preview of the registration site.

Sue also reported that four exhibitors (Credentials, Inc., Records Imaging, National Student Clearinghouse, and Script Safe) want to present at the conference. The Ohio Transfer Council also wants to present and is willing to pay for an additional session on Thursday.

The conference artwork is in development and LAC has decided to have multiple colors of the conference bags available at the registration table. Lew Rita Moore is working on the audio/visual arrangements for the presenters.

#### Vice President for Programs

Treva Hanseman reported that Session room assignments will be made at the August 17, 2007, Board of Directors meeting.

#### Treasurer's Report

Jack Miner reported that he wants to modify the budget format for 2008. This would include a separate budget for workshop income and expenses. Jack also stated that OACRAO is going to start incurring some costs for future conferences that need to be reflected in the budget.

Jack reported that because of all the Board recommended changes, the Scholarship Committee called a general meeting. The travel and food expenses associated with the

meeting were not part of the original budget. However, this cost will be offset by savings from other committees that are using email to conduct committee business.

Jack presented the idea that in the near future, the Scholarship Committee should have its own operation budget. Jack stated that this would make the Scholarship Committee completely self-supporting. Jack also commented that we are in a good position to make this change because of the changes in the scholarship and fundraising process. The Board endorsed this recommendation and will take the necessary steps to implement this recommendation.

#### Vice President for Workshops

Laura Ruwe distributed a summary report on the Residency Workshop which showed a net income of \$440.63. Jack suggested a possible increase in the price of the workshop and commented that Laura saved significantly by bringing in breakfast and refreshments.

Laura also distributed a copy of her proposed workshop survey. The Board made a few minor suggestions and endorsed the idea that the workshop survey should go out to the entire membership via the listserv. Laura will work directly with David Schneider, the listserv manager, to distribute the survey.

Laura informed the Board that she is planning two pre-conference workshops. The SEVIS workshop arrangements are final; however, the FERPA workshop remains to be finalized. The Board gave Laura some recommendations for possible presenters.

#### Vice President for Membership Development

No report.

#### Secretary's Report

Mary Southards thanked Linda Young for taking minutes at the June 15, 2007 Board meeting. Sue Schillings asked for a motion to approve the minutes. Jack Miner made the motion to approve the minutes, and it was seconded by Laura Ruwe. The minutes were approved.

#### President's Report

Sue asked everyone to review the scripts from 2006 to identify our respective roles and responsibilities. Sue also commented that we have major items for discussion at the Townhall Meeting; changes to the scholarship, the revised dues structure, the proposed budget for 2008, and the proposed conference budget for 2009.

President – Elect’s Report

No report.

Past President’s Report

No report. Sue commented that she will make sure that Don Foster has all the information regarding bylaws revisions. Sue also confirmed that Don will present the slate of officers at the conference.

New Business

Laura recommended that we communicate to all OACRAO members that the website is in transition. Mary Southards will ask David Schneider to send this message to the listserv.

Jack stated that with the Board’s endorsement, he will pursue some additional cost information related to holding the 2009 conference at Salt Fork. Jack will email the information to the Board, and Sue will ask for a vote on the location and dates.

Old Business

None

Meeting Adjourned

**OACRAO Board of Directors Meeting  
September 21, 2007  
Franklin University  
Columbus, Ohio**

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**Members Present:** Sue Schillings, President, Don Foster, Past President, Frank Yanchak, Vice President for Membership Development, , Jack Miner, Treasurer, Mary Southards, Secretary

**Members Excused:** Linda Young, President-Elect, Laura Ruwe, Vice President for Workshops, Treva Hanseman, Vice President for Programs

**Guests:** Wendy Lambing, LAC Co-Chair

President Sue Schillings called the meeting to order at 10:00am and distributed the meeting agenda to all present.

President-Elect Report

In Linda Young's absence, Sue Schillings presented the President-Elect's report, stating that the audit of OACRAO's 2006 accounts is now complete and the Audit Committee found the accounts to be in good order. There was some discussion following the report of the current practice of auditing the accounts one year in arrears. The Board concluded that a current year-end audit would be more appropriate in that the office of treasurer and the organization's fiscal year changes in January. Sue requested that President-Elect, Linda Young, and Jack Miner make this change in practice one of their goals for 2008.

Sue also reported that thanks to Linda's research, OACRAO now has appropriate insurance coverage. The Board agreed to wait until the October meeting to review and vote on the proposed 2008 budget.

Vice President for Programs Report

Sue, on behalf of Treva Hanseman, also reported that Treva is finalizing the session host instructions and a number of other loose ends for the conference. Treva reminded the Board that with the program planning luncheon now scheduled for Friday afternoon immediately following the conference, it is absolutely essential that session hosts return the session evaluations for tabulation before the beginning of the program luncheon.

LAC Co-Chairs Report

Wendy Lambing reported that the Local Arrangement Committee held their most recent meeting at the Kingsgate Marriott Conference Center, and everything is coming

together for the conference. Wendy gave the Board the following breakdown on conference registrations:

Full Conference	-	70
Thursday	-	5
First Time Attendees	-	11
New Members	-	8
Past-Presidents	-	8
SEVIS Workshop	-	5
FERPA Workshop	-	17

There are 12 confirmed exhibitors and 5 exhibitors are also giving presentations. The National Student Clearing House is sponsoring one of the morning breaks and ScriptSafe is sponsoring an evening reception. Wendy commented that Marian Hogue is working to find an exhibitor, possibly SunGuard, to sponsor the flashdrives with all of the conference programs. If Marian is not able to find a sponsor, the presentation will be posted to the OACRAO website.

Wendy reviewed the locations for registration, the new member table, the scholarship table, exhibitors and breaks/receptions. Wendy commented that the exhibitors are in a very good location relative to traffic flow. Wendy also reported that:

- LAC Co-Chair Lew Rita Moore is coordinating equipment donations for a cyber-café space.
- OBR will use the amphitheatre for their presentation and a separate bill for the room and audio-visual equipment will be sent to the Ohio Transfer Council.
- President Sue Schillings' hotel suite has adequate space for the Board of Directors meeting.
- Dave Sauter wants to provide pizza on Tuesday evening for LAC members working on final preparations.
- Kingsgate reservation staff will try assigning rooms in the same area of the hotel to Board and LAC members.
- Vernon Manor is the over-flow hotel and has shuttle service to Kingsgate
- Allen Cole will introduce the plenary speaker, Xavier University President Father Michael Graham.
- Sue will conduct the annual Town Meeting in the amphitheatre on Wednesday.
- Dan Garcia, our AACRAO representative, will speak after the Wednesday evening dinner. Linda Young will make the introduction.

- Conference participants will receive one ticket for a complimentary drink prior to dinner on Wednesday.
- Bingo, with proceeds for the Scholarship fund, will follow dinner on Wednesday. A cash bar will be open during this time.
- Meals will be buffet-style with tables reserved for the Board and LAC.
- Gail Fredensborg will send out an email to solicit some prizes for the bingo game.
- LAC is trying to arrange a shuttle to the Ludlow area for those not participating in the trip to Argosy.

Wendy commented that she needs a count of attendees for the Program Planning meeting by Friday, November 2, in order to make meal arrangements. Treva will send an invitation, and the volunteer form members will be distributed via the OACRAO listserv prior to the conference to solicit new members.

#### Vice President for Membership Development

Frank Yanchak showed the Board the new member mug that will be distributed at the conference. The board determined that the mug should be the standard new member gift. A supply of mugs will be on sale for \$3.00 at the conference. Frank will make this announcement on Wednesday. Frank also reported that he is having some difficulty getting members to volunteer as mentors. He will send another email request closer to the conference date.

#### Treasurer Report

Jack Miner reported that about 50 percent of member institution dues are paid. Jack plans to send a second notice in late September. Jack also commented that Marian Hogue is doing a great job in getting exhibitors to pay their conference fees in a timely manner.

Jack distributed the 2007 budget with projected and actual income and expenses through September 2007 and commented that the new insurance policy expense is a significant increase in board operation costs. The Scholarship Committee also had increased meeting expenses due to the significant revisions to the scholarship program that will be presented at this year's conference.

Jack presented a proposed 2008 budget. The projected income from dues is based on the new dues structure, and conference expenses are assumed to be zero because of the Great Lakes conference. The estimated expense and income for the Fall 2008 workshops are questionable, because the regional conference format may preclude offering any pre-conference workshops. Sue will talk with Brad Myers to confirm that OACRAO will be able to hold one or more pre-conference workshops, open to all

conference attendees, at the Great Lakes conference. Jack continued his review of projected 2008 expenses related to the Great Lakes conference, and asked if OACRAO should continue to pay travel expenses for our representatives working on the conference or if the Great Lakes LAC should be responsible for these expenses.

Jack recommended that the preliminary budget line for website support be increased to include the webmaster's AACRAO registration fee. The Board concurred with this recommendation. The Board also decided that operational expenses for the Scholarship Committee should continue to come from OACRAO funds. This will make it possible for all donations and funds raised in support of the scholarship program to be awarded as scholarships.

Linda and Jack will review the proposed budget and present it at the October 2007, Board meeting. The final 2008 budget will be presented at the Town Meeting on Wednesday, November 7, 2007.

Jack commented that he is receiving requests for the OACRAO tax identification number and it commented that it would simplify the payment process for institutional accounts payable departments if OACRAO had one mailing address. Sue remarked that she would delegate consideration of the matter to Linda Young as the president – elect.

#### Past President Report

Don Foster informed the Board that he created and successfully tested an email list of voting members that he can now use to distribute and receive ballots. Don stated that he will send the biographies of the slate of nominees and a ballot to all voting members with a deadline for its return. After a lengthy discussion about write-in candidates and the current practice that the nominating committee only brings forward the name of one nominee per office, the Board determined that Don's previous e-mail soliciting nominations addressed these issues. The Board decided that the wording of the ballot should reflect *approval or acceptance* of the slate of officers and *selection* for the Nominations and Elections committee, members at large and Past-Presidents. Don will announce the balloting results after the speaker at Wednesday's dinner meeting.

Don also reported that the Bylaws Committee met on the September 25, 2007. Don will present the recommended changes to the bylaws at the October Board meeting. Copies of the bylaws changes as well as the revised dues structure will be sent out in advance of the conference with instructions that members should bring any comments and concerns to the Town Hall meeting.

Don asked about career-related recognitions that should be made at the conference. The Board agreed that only those OACRAO members who are retiring should be recognized. The Board also agreed to give honorary memberships to Gail Fredensborg and Mindy Starcher and a gift of appreciation to long-time webmaster Deb Benton.

Don informed the Board that he had received 5 applications for the Past Presidents to consider for a scholarship and asked if it is equitable to ask the Past Presidents to award

a scholarship each year. The Board determined that the chair of the Scholarship committee should meet with the past presidents to discuss this practice and to determine if it is consistent with the new goals of the scholarship program.

Old Business

There were no items of old business.

New Business

There were no items of new business.

The meeting was adjourned.

Draft

**OACRAO Board of Directors Meeting  
October 19, 2007  
Columbus, Ohio**

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**Members Present:** President Sue Schillings, President-Elect Linda Young, Past-President Don Foster, Vice President for Programs Treva Hanseman, Vice President for Workshops Laura Ruwe, Treasurer Jack Miner, Secretary Mary Southards

**Members Excused:** Vice President for Membership Development Frank Yanchak

President Sue Schillings called the meeting to order at 10:00am and distributed an agenda to all present.

The first item of business was the continued discussion of establishing one PO Box, in Columbus, for OACRAO. Jack Miner raised this issue at the September 2007 Board Meeting due to the need to establish one address and one vendor identification number for OACRAO. After some discussion, the Board agreed to establish a PO Box at the main office of the US Postal Service in Columbus, Ohio. The Board also agreed that at this time the President-Elect will be responsible for coordinating the pick-up and secondary re-distribution of OACRAO's mail. The Board will recommend that 2008 President-Elect Frank Yanchak involve other OACRAO members in the Columbus area to assist, as necessary, in this process. Jack Miner concluded the discussion by commenting that the quantity of OACRAO mail will decrease when member institutions are able to pay their dues on line.

Treasurer's Report

Jack Miner presented the revised Budget Proposal for 2008 and reviewed all changes from the previous version of the budget. Jack confirmed the following:

\$350 for website support  
\$800 for insurance  
\$ 0 for 2008 conference planning.

Jack noted that effective January 2008, conference planning expenses will be charged to the Great Lakes local arrangements committee and suggested that one topic for Board consideration in 2008 is the value to OACRAO garnered through participation in regional conferences. Jack noted that OACRAO has little input or control when the conference is outside of Ohio, we provide \$1,500 in financial support and realize no income, there is typically a lower attendance from Ohio, and for the 2008 conference, the Michigan LAC selected a very expensive hotel. Linda Young commented that OACRAO's programs are traditionally stronger and questioned whether we are meeting

our obligation to promote the professional development of OACRAO members by participating in the regional conferences.

Sue stated that the decision to continue OACRAO's participation in and support of the regional conference should be made in consultation with the membership. To this end, the Board agreed to conduct a web survey to solicit input from the membership. The survey will also provide the opportunity to ask some additional questions, including conference dates and venues, of the membership.

Jack also informed the Board that he removed all estimated expenses and income from the Fall 2008 pre-conference workshops from the budget. Jack stated that he took this action after confirming that the Great Lakes LAC is considering any income realized from workshops as part of its budget.

Jack reduced the Membership and Mentor budget to \$50 for door prize expenses only, because the new member gifts for 2008 have been purchased with funds from the 2007 budget.

The Board Operation budget for 2008 has been reduced to \$5,500. Jack explained this action by stating that there are more Board members from the central-Ohio area for 2008, and this will reduce travel expenses. Jack also explained that for 2008 there will be few direct responsibilities for the Board relative to the Great Lakes conference, and this will result in fewer board meetings. Linda Young commented that she is willing to conduct some Board business by conference call. Sue cautioned that it is important to keep some funds in the budget for Board Operations so that Board members will not be forced to cover their expenses through their respective institutions.

Jack informed the Board that the estimated income of \$10,525 from membership dues is based upon the new dues structure that will be put before the voting members at the Friday, November 9 business meeting. The amount, as proposed, only reflects dues income and should increase slightly with the purchase of additional non-voting memberships by some of the larger institutions. Jack also commented that he budgeted some funds for future conference planning meetings in the event that the Board finds it necessary to go back to a February program planning meeting. Copies of the proposed budget will be available at the Friday, November 9<sup>th</sup> business meeting.

Jack reported that in the current budget, revenue from exhibitors is coming in quickly and well in advance of the conference. Sue commented that Marian Hogue is working very hard to get exhibitors for the conference and has 18 confirmed exhibitors. With regard to conference registrations, Jack reported that the funds are transferred from the registration site operator, Jack Weber, once per month, at the end of the month. Consequently, the budget total on registration income is one month in arrears. This will have some impact on cash flow, but OACRAO will be able to meet its financial obligation to Kingsgate in a timely manner.

Jack also distributed the list of institutions that will lose voting privileges if their membership dues are not paid prior to the Friday, November 9 business breakfast.

Sue asked Jack what format he plans to use to present the proposed 2008 and current budgets at the business meeting. Jack commented and Linda concurred that a detailed format along with an asset statement would work well for presentation of the current budget. It will be important to note that 2007 conference costs are not reflected in the current budget. Jack also plans to use a detailed budget format in presenting the proposed budget. The Board agreed that given the plan to increase membership dues, it is important to provide the details on expenditures.

### Secretary's Report

Mary Southards presented the minutes from the September Board meeting and asked for a motion to approve the minutes. Jack Minor's motion to approve was seconded by Linda Young, and the minutes were unanimously approved.

### Vice President for Programs Report

Treva Hanseman informed the Board that the program will be final as of 5:00pm on Monday, October 22 and any changes after that date will not be reflected in the pocket program. Change sheets will be placed in the conference bags. Laurie Mayhew at Otterbein is producing the pocket program.

Treva asked for volunteers to host the 3 sessions that will be presented by the Ohio Transfer Council. Jack Miner volunteered David Schneider and Cynthia Feidler to cover these sessions. Members of the Board volunteered to host the exhibitors sessions.

Treva also confirmed that:

- Presenters with questions about expense reimbursement will be referred to Jack Miner
- Flashdrives will not be available as conference give-aways
- Conference presentations will be housed on the OACRAO website as PDF files
- Treva will give her cell phone number to the program chairs and presenters so they can reach her in the event of a cancellation
- Host instruction will include an evaluation summary sheet that the host will complete prior to the program planning meeting
- Wendy Lambing will be responsible for the LAC evaluation
- Cindy Suter will conduct the program planning meeting on Friday, November 9
- Program committee chairs have already received the ideas generated at the February 2007 program planning meeting
- Treva will send another email regarding the program planning meeting to the program committee members, incoming Board members
- Sue will send the volunteer form to the membership to solicit new members for the program committees
- Sue will also send the volunteer form to LAC so it can be placed in the conference bags

### Vice President for Workshops Report

Laure Ruwe reported that there are 28 registrations for the FERPA workshop. Brad Myers will open with a FERPA overview and Eric Davis from Bluffton University will follow with a discussion of FERPA as it relates to privacy issues and crisis communications. Laura is also working to pull together a panel of student affairs, campus police and campus counseling representatives from the Cincinnati and southern Ohio schools to discuss crisis management plans, crisis counseling, and public relations in crisis counseling, and public relations in crisis communication. Laura also reported that Ron Cushings is confirmed as the SEVIS workshop presenter. The workshop currently has nine registrations and will be hosted by Fran Meyer. The Board confirmed that Laura should use a separate evaluation form for the workshops.

### President's Report

With an eye to reducing Board operating expenses, Sue Schillings asked if there should be a December transition meeting for new board members. After some discussion, the Board agreed that the meeting will be held at Jack Miner's home on Friday, December 7. Linda Young will coordinate a pot-luck lunch and a white elephant gift exchange.

### Past-President's Report

Don Foster reported that the vote to accept the Nominating and Elections Committees slate of new Board members is concluded and the slate was accepted. Don also announced that Lorida Bishop and Allen Cole were elected to serve as the Past-Presidents on the N&E Committee, and Patrick Beaty and Misty Singer are the new Members at Large.

Don presented the Board with the recommended changes to the Bylaws language on membership dues. There was significant discussion of using the Consumer Price Index (AACRAO model) to raise dues and the goal of not having to return to the membership each year to raise dues. The Board decided to further revise the proposed Bylaws language by removing the reference to the CPI. With this change, any increase in dues can be presented in the proposed budget and accepted or rejected annually by the voting membership.

Additional proposed changes to the Bylaws include:

- making the President-Elect responsible for annually reviewing the organizations insurance coverage
- changing "Nominating" to "Nominations" in the name of the N&E Committee
- clarifying that the immediate Past-President makes committee assignments

Don will bring hard copies of the proposed Bylaws changes to the conference for distribution at the Town Hall and business meetings.

## New Business

Sue Schillings asked the Board to assist her in finalizing the list of certificates to be awarded at the Recognition Luncheon on Thursday, November 8. The Board confirmed that certificates will be given to the following:

- all outgoing committee chairs
- all outgoing Board members

Additional recognitions will include:

- framed resolutions for 2 new honorary members
- a gift for the resigning webmaster
- gifts for the LAC Co-chairs
- cards and confirmation of a donation for the plenary and closing session speakers
- a gift for the AACRAO representative

The Board next reviewed the scripts for each day of the conference.

On Thursday, November 8, Sue confirmed that each exhibitor will be recognized for their support of the conference. Karen Green will be recognized for hosting numerous program planning meetings. Stacey Jones will announce the scholarship recipients. Don Foster will recognize the new members of the N&E Committee and announce the new members of the board. The Ryland Award will also be presented at Thursday's luncheon.

Additions to the script for the Friday business breakfast include adding an announcement about the program planning meeting that will begin at 12 noon.

Sue reviewed the handouts that need to be available on each table for the business meeting and reminded Board members to bring an adequate number of copies for distribution. Sue also confirmed that "save the date" postcards with the conference dates for the next three years will also be available at the Friday business breakfast.

There was no additional new business for Board consideration.

The meeting was adjourned.