

**OACRAO Board of Directors Retreat
Meeting Minutes
January 27 through January 29, 2008**

* Task

Present: Linda Young, Frank Yanchak, Laura Ruwe, Jacqueline Stewart, Jack Miner, Wendy Lambing, and Cindy Suter

Absent: Sue Schillings

December 14, 2007 Board of Directors Meeting minutes

Approved – Jack Miner

Seconded – Laura Ruwe

Linda suggested to stay on topic and to develop a “parking lot” of ideas to be discussed at a later time.

Scholarship Committee

*Sue will get Past-Presidents together to discuss their role in the Scholarship Committee

Treasurer’s Report – Jack Miner

Jack announced that the Cincinnati hotel bill is paid. The conference made about \$1000.00 to \$2000.00.

There are about 6 colleges that have not paid the membership fees. Some colleges may no longer exist.

*Jack will send a letter to Institutional Representatives to give new P.O. Box number along with tax ID # so Accounts Payable Departments have accurate OACRAO mailbox information.

Nominating Committee

The Board had a discussion about adding an appointment of an Assistant Treasurer. We would combine the Audit Committee and Budget Committee to create a Fiscal Committee. The Assistant Treasurer would be the Chair of the Fiscal Committee.

The Treasurer would be liaison to Scholarship Committee

Does Estate Planning

Insurance

Mentors the Assistant Treasurer

Maintain Budget

Does taxes

Board Member

The Assistant Treasurer would be Chair of Audit and Budget Committee
Liaison to Board
Mentee of Treasurer

This appointment is a two year commitment where the Board is grooming a candidate for Treasurer. No election needs to take place

*Jack will begin to mentor Sally Sikorski, who would have the unofficial role of “assistant treasurer”

*Past-President needs to inform Nominating Committee and make By-Law change.

Wendy suggested that the Past-President have more fiscal responsibility as the Scholarship Oversight person.

- Add Investment Statement to Treasurer’s responsibilities in By-Laws – *Provides recommendations to the board and membership on strategic directions for financial planning including investments and fund management.*

Future Conferences

Jack signed a standard contract for Salt Fork Lodge for 2009 and Maumee Bay Resort in 2010. We may “buy out” Salt Fork Lodge. We have that option. The food is less expensive than hotels and state parks do not charge for conference rooms.

*There will be a meeting at Maumee Bay Resort on April 11, 2008 to view facilities.

Jack volunteered to be LAC Chair for Salt Fork and Patrick Beatty Co-Chair. If Jack is unable to be LAC Chair, Patrick will become Chair and he will appoint Co-Chair.

Dearborn Conference

*It was recommended that we survey participants of Great Lakes Conference to see if participants benefit from Great Lakes Conference and would they return. Brad Myers would like to see another state included (Illinois)

There will be Workshops on Wednesday morning of Dearborn Conference.

There is a State and Regional Award Luncheon on Wednesday.

Frank is working on the Wednesday evening Ohio participant dinner.

There will be a Program Planning Committee after the Dearborn conference.

| *Linda will work out the details with Dave Sauter concerning Credentials and the conference registration issues we had in Cincinnati.

*Jack plans to develop postcards to give vendors to “save the date” for the Salt Fork conference and to request bids for sponsorship of conference registration process.

Because of the format of the combined conference, we need to consolidate the Business Breakfast and the Recognition Luncheon. The Scholarship, 2 LAC Chairs, and Audit Committee chair will sit at head table. The Chairs will recognize and do report at the same time. The Chair introduces the next speaker.

Past-President will announce Winners of Election during New Business

There will be certificates for:
Parker and Ryland Awards
Honorary Member

*There will be letter with synopsis of evaluation from VP of Programs for presenters
There will be no speaker certificate, only gift
Committee Chairs and Local Arrangements Committee and Planning Committee Chairs will get letter from Past-President
Departing Board Members will get plaque, no certificate
Hotel Staff will be recognized verbally, no certificate
Exhibitors will get “Save the date” letter from new Exhibitor Chair thanking them and inviting to next event.

There will be no door prizes at Dearborn conference

Print names of participants and have flyer on table instead of introducing each individually.

Have PowerPoint running of participants

The food in Michigan is very expensive. Jack is coordinating the Vendor breaks. The vendors have the option of giving partial payment for break. The break can cost \$4000.00.

The LAC of Dearborn conference will not pay for President of OACRAO and Brad to visit Dearborn again.

*Linda is going to ask Sue, Brad and Lorinda about how they feel about not visiting Dearborn again.

Linda will make sure Dearborn budget is monitored.

There is an Ethics Task Force looking at the ethics of exhibitors' gifts and events.

Conflict of Interest

*Jack distributed a Conflict of Interest statement to be posted on the Web and to be placed in the By-Laws.

Wendy moved to have this policy adopted
Frank 2nd the motion

*The Communication Department will place this on the website and in newsletter.

Programs – Cindy Suter

Cindy hopes to establish goals for the committee.

- She wants to keep deadlines
- Add more communication to Board and to Chairs of committee
- She plans to pull together topics at the Great Lakes Meeting on February 29, 2008 so they can make decisions on the program. She will make sure the program has a balance of themes.

* There is a need to have time set aside for OACRAO new members at conference. Possibly 2:30 to 3:30 on Wednesday during Dearborn conference. Linda will take care of this on Feb 29, 2008

At this point there are no co-presenters across states.

* Cindy needs the evaluations of last year's sessions.

*Board decided to give presenters their evaluation immediately. This needs to be added to the responsibility of the host.

*Cindy will develop template for thank you letter for presenters

Membership – Wendy Lambing

*Wendy plans to send each committee member an informal e-mail to thank the member for participating and to inform them of the expiration date and to inquire if they are still interested in participation

Wendy hopes to get more two more people involved with this committee.

* She will also make sure the Handbook is updated to state Membership Handbook

Ohio Transfer Council – Linda Young

Linda has established communication with the Ohio Transfer Council (David Axsom). They discussed combining the two conferences.

*Linda hopes to discuss this with David in June 2008.

*Wendy will also talk to David Axsom during Public School Registrar Meeting.

Jack suggested developing a Transfer specific day at the Salt Fork Retreat, specifically Friday. The retreat could provide a guest speaker, transfer sessions and possibly an Ohio Board of Regents sponsored event. Another suggestion was to have a 1-1/2 day conference.

Communications

The Board had a discussion that it was difficult to develop Newsletter because deadlines were not followed.

| This project has fallen under the direction of Cheryl Gloege of Otterbein. It was recommended that the Communication Committee take a more active role in the newsletter.

*The Board recommended that Sue Schilling appoint Mary Southards the Chair of the Communication Committee.

*Sue needs to change Bylaws to add listserv administrator as permanent member.

It was asked if we should archive members from OACRAO conferences.

There is a Board Liaison, 4 general members, and three permanent members (the webmaster, the Listserv manager and the editor of the newsletter)

The goals of this committee is to

- Get Together and list goals
- Revamp Committee
- Look at content of Newsletter
- Begin to revamp Website and Newsletter

The ultimate goal is to merge the content of the newsletter into the content of the website.

*Jackie is charged to communicate with the committee

Secretary

Jackie inquired what procedure is followed to change membership list on the web.

The Board recommended placing a notice in newsletter to send changes to the Secretary, Jackie. We could also have a *Contact us* link with an e-mail address to send changes.

Workshops – Laura Ruwe

Laura surveyed organization to inquire what types of workshops are of interest. The results showed participants want functional workshops and professional development

She recommended that we compose a list of available profession development workshops at our home institutions or other venues. We could divide them into region to keep costs down.

*Laura plans to send Programs Committee and Past Presidents a letter requesting professional development opportunities.

The Residency Session will be mid-June 2008

The Workshop for Support Staff will be in July in Columbus from 10:00AM to 3:00PM.

Looking at a February Webinar.

*Frank will look into possibility of webcast.

Frank motioned to adjourn at 11:12AM

Cindy 2nd motion

OACRAO Board of Directors Meeting
Maumee Bay Minutes
April 11th, 2008

Present: Linda Young, Frank Yanchak, Sue Schillings, Laura Ruwe, Jack Miner, Wendy Lambing and Cindy Suter

Absent: Jacqueline Stewart

Wendy opened meeting by discussing her stay the night before the meeting. Wendy stated that she had a pleasant stay; the staff went out of their way to make them feel welcomed. Only concern was bathroom that looked like mold in the shower.

Review of minutes from Jacqueline on Retreat. Many changes were made and Linda will send out revised minutes to Board.

Workshops- Laura

Jay Johnson has left Board of Regents

Laura has not heard back from Ohio Board of Regents about Residency workshop. Laura will call Brett(Xavier Grad), Karen Doty and James Ginzer to find out who to get a hold of about the Residency workshop and what is going on at this time. It was decided that we would hold both the Residency workshop and the support staff workshop on the same day, July 11th at Franklin University. With residency still up in the air from the Board of Regents, it was discussed that maybe a panel of residency experts from different campuses could do the workshop. We discussed the idea of Dr. Jan Younger from Heidelberg be the presenter for the support staff workshop. It was also discussed about making the afternoon a fun session with art projects.

Frank will see about taping of the workshop in Phillips 220.

Treasurer- Jack

Jack informed us that the 501c3 letter was mistakenly thrown away in Cincinnati from Sue's room. He has requested another one be sent to him. This form is for donations made to the organization for tax exemptions.

8 schools still have missing dues

Jack and Jacqueline are working on putting membership names into an Access database. This will be able to create different reports showing various information. We discussed the idea of a pdf of membership to the website. Also discussed putting a contact us link on the website.

Thought about someday being able to update info of members on the website like AACRAO does.

Once we decide on dates, the Parks will be asking for a deposit on the facilities for the RSVP.

Depending on the scholarship discussion we could have a free bee one year or end up paying out two different ways.

Sally Sakorski has agreed to be mentored as a Treasurer.

Taxes due on May 15th

LAC for Salt Fork– Jack

Patrick Beatty declined as he has a lot going on with his personal life right now. But Mary Southards has graciously accepted to be co chair for next year. It was also discussed to get the Registrar from Shawnee State more involved (Jonica Burke)???

GOOD NEWS if we can possibly move the Salt Fork date up they will be willing to waive wireless fees, adding AV equipment free, all guest would get a \$5.95 wireless room fee, and also we would get 1 comp room for every 35 that was booked. This would be for both Salt Fork and Maumee.

Dates for Salt Fork would be Sept 29, 30, Oct. 1 and 2 2009

Dates for Maumee would be Oct 5, 6, 7, and 8 2010

Jack moved the motion and Sue Second.

Mary and Jack will meet in the next few weeks to discuss the event.

Past President- Sue

The Past Presidents met in Orlando to discuss the Scholarship changes with Jack. The Past Presidents now have decided that the changes will be a good idea and now we must get the word out to the membership and in the by laws.

They will do an endorsement letter for the newsletter.

President Elect- Frank

OACRAO dinner in Orlando was a success; we had about 24 individuals participate.

Membership and Mentoring- Wendy

Wendy will be talking with David Axom of OTC on May 30th about joining together again.

1st time members were sent a letter thanking them for attending and etc...

Mentors were asked to come back again for this years meeting

Sara Newbery will be the new member spotlight in the next newsletter

Asked to have the new member handbook emailed as a word document

Break for Lunch and tour of facilities

Food was good and the facilities were beautiful, plenty of room and a lot of outdoor activities can be planned.

Next meetings; May 30, July 11 and August 8 on to be held at Franklin University. July 11 so we may assist Laura in the afternoon with the session.

Sept 12 and October 24—TBD

President- Linda

Working on survey to be sent to members asking about the joint conference; is it beneficial etc...

Articles to the newsletter

Mary has graciously agreed to lead the Communications Committee

New Member session at Dearborn will be after the Plenary Speaker.

Brad Report (Dearborn)- Jack Miner

Please see handouts do not want to type all that info.

Thanks

Programs- Cindy

Michigan doing a good job with their stuff, they have everything done and even the presenters.

**OACRAO Board of Director's Meeting
May 30, 2008**

Present: Linda Young, Jackie Stewart, Frank Yanchak, and Jack Miner

Absent: Cindy Suter, Laura Ruwe, Susan Schillings, Wendy Lambing

Approval of Board of Directors' Retreat Minutes

Frank motioned for approval and Jack's 2nd the motion

Approval of Board of Director's Meeting – April 11, 2008

Jack motioned for approval and Frank 2nd the motion

Treasurer's Report – Jack Miner

Jack reported that OACRAO filed federal taxes in April. He also sent tax information to Attorney General's office through a secure PDF file. He also reported a new version of the 501C-3 tax letter sent stating our tax status. He is working on invoice billing.

It has been reported that OACRAO will not pay for out of state conference speakers' expenses unless there is Board approval. This could be an issue with the Dearborn panel. The state organization will now have to pay those expenses. There was also a discussion whether OACRAO should continue paying for mileage. It was recommended that the Past-Presidents discuss this at the Dearborn Conference.

Annual Meeting – Dearborn, Michigan

The Board decided to add a Town Hall Meeting at the Annual Conference on Wednesday, November 12, 2008 from 4:45pm to 5:45 pm. There is some concern about programming for the Annual Meeting. Linda will attend the June 27, 2008 to assess progress. Jack suggested that we should survey OACRAO members who don't attend Annual Conference to help increase participation and to determine if Regional Conference is necessary.

Jack is going to try to order two vests for Board of Director members who do not have a vest. Board may pay the difference for President's Suite for meetings during the conference. Six vendors have been confirmed and there is \$6000.00 in sponsorships to date.

Scholarship Committee

Katie Perman is working on getting donations. Jack is working on getting an OSU football and developing a sport's competition among the states.

New Membership –

Linda reported that Wendy has updated the New Membership Handbook. This is being used as a guide for other states.

President-Elect – Frank Yanchak

No report

President's Report – Linda Young

Linda reported that she is working on building a relationship with Ohio Transfer Committee. Mary Southards has agreed to be the Communications Committee Chair and has been charged with goals.

There was little progress with the organization of the Ohio Residency Workshop. The Board began preliminary plans at the meeting. Three speakers were confirmed and responsibilities were assigned to complete plans for the event.

Linda was concerned about the progress of Programming and Workshops for the Regional Conference. She plans to attend the meeting in Toledo on June 28, 2008 to determine actions that need to be taken.

Meeting Adjourned at 12:00PM by Jackie Stewart and 2nd by Jack Miner

The next meeting is July 11, 2008 at Franklin University

OACRAO Board of Director's Meeting
July 11, 2008

Present: Linda Young, Frank Yanchak, Jack Miner, Wendy Lambing, and Susan Schillings, Jackie Stewart

Absent: Cindy Suter, Laura Ruwe

Approval of Board of Director's Retreat Minutes from May 30, 2008

Wendy motioned for approval and Jack 2nd the motion.

Treasure's Report- Jack Miner

Membership due statements will be going out at the end of July. It is estimated that OACRAO will make \$2000.00 on the Ohio Residency Workshop. OACRAO will continue to mirror the Federal guidelines for per mile gas rate. The Board may have to look at realigning the budget if gas prices continue to rise.

Membership and Mentoring Committee Report – Wendy Lambing

Wendy recommended that the Board become more active in nominating for State merit awards!

President-Elect – Frank Yanchak

Frank demonstrated **Franklin Live** during the Residency Workshop. It is video-conference equipment. OACRAO can use this to save on resources when planning workshops and conferences. The board needs to look at other institutions for best practices.

Past-President's Report – Susan Schilling

Sue clarified the changes that need to be made to the by-laws. She reported that nomination requests will be coming out soon on the listserv.

President's Report – Linda Young

Linda has contacted Cathy Kwapick from the University of Toledo and Kimberly Averly from Kent State to discuss collaboration with the Ohio Transfer Council. It was recommended that we invite Cathy and Kimberly to the next OACRAO meeting. There are concerns that there is no ideal timing for combining the OACRAO Conference with the OTC Conference. Linda questioned if the Board should consider having OACRAO Conference in June. There was discussion to have an Autumn Conference geared toward Registrars and a Summer Conference geared toward Admissions.

Annual Conference in Dearborn

Linda distributed the Program Sessions and the Board rectified programming issues for some sessions. There are 12 exhibitors signed up. Jack discussed some concerns with Dearborn staff about the price of food/beverages/service

The Board unanimously voted to accept Laura Ruwe's resignation from the Executive Board due to personal reasons.

The meeting scheduled for August 8, 2008 at Ohio State University was cancelled. The next meeting is at Franklin University on September 19, 2008.

Meeting adjourned at 3:00PM

OACRAO Board of Directors Meeting
September 19, 2008

Present: Linda Young, Frank Yanchak, Wendy Lambing, Susan Schillings, and Jackie Stewart

Absent: Cindy Suter, Jack Miner

Approval of Board of Director Meeting held on July 11, 2008. Sue Schillings motioned for approval, Frank 2nd the Motion

Bylaws

The first discussion item was the draft of the Bylaw changes presented by Schillings as discussed in previous Board meetings. Bylaw changes reviewed in the draft included:

- 1) Addition of Treasurer-Elect to the Board of Directors
- 2) Removed from the duties of the President the duty of serving on the Budget Committee
- 3) Updated the duties of the President-Elect to reflect serving on the “Fiscal” Committee rather than the “Budget” Committee
- 4) Added the new responsibility of chairing the Fiscal Committee to the Past President duties
- 5) Removed the handbook duties from the Secretary
- 6) Updated duties of the VP for Membership to provide information and recommendations to the Board on institutional membership status
- 7) Updated duties of the Treasurer to reflect status as a non-voting member of the “Fiscal” Committee rather than the “Budget” Committee; incorporated “Fiscal” Committee into points #7, #9, and #10
- 8) Removed references to the Audit Committee
- 9) Added new Fiscal Committee charge and membership portions
- 10) Changed language for scope of Scholarship Committee – notifying OACRAO membership as opposed to Ohio high schools of the award

Discussion continued regarding the new treasurer-elect and his/her commitment to the Association. It comes out as a 3-year term for that individual – one year as a Treasurer-Elect and two as Treasurer. This means that there isn’t always a Treasurer-Elect to serve on the Fiscal Committee. Treasurer-Elect to be confirmed in odd-years and Treasurer to be confirmed in even-years.

Sue will send changes to listserv members prior to the meeting for voting members to review. The changes will be discussed at the Town Meeting to be held at the Great Lakes meeting on Wednesday afternoon. The question of accepting these changes will be called at the Thursday luncheon in Dearborn (Annual Conference Business Meeting).

Voting - The directors approved the OACRAO 2009 Nominations and Elections Ballot-Frank motioned for approval, Wendy 2nd the motion

The Nominating Committee made a suggestion to request a one year break from being nominated for elected position while serving as President-elect

Due Statements –Due statements were sent out by September 1, 2008 and due by October 1, 2008

The Board is recommending that the dues statements go out earlier. This will be a discussion item at the Board Retreat. The recommendation is that the dues statements go out early July and sent back, early August. Changes in voting rights will be sent to Jackie to make the changes to membership database.

Communication Committee- the minutes from the Communication Meeting held on July 25th were reviewed.

These are the recommendations after reviewing the minutes

- There should be two Newsletters a year: one after the State conference and one after the National conference
- Establish 60 days as length to time for posting a job opening on website
- Encourage assigning conference program session hosts to be responsible for getting conference presentations to the webmaster
- Include the newsletter editor in the Board Meeting three months prior to the generation of the newsletter
- Target state and/or national issues of concern and interest to OACRAO
- Create a form on the website that members can use to update their information and opt out of the listserv
- Link form to an e-mail that goes to Secretary and Listserv controller so they can update the database and Listserv

These were recommendations that required Bylaw changes or needed to be discussed at the Retreat

- Establishing a specific term limit for the editor
- Clarifying which reports/updates must be in the newsletter
- Rewrite the responsibilities of the Board and committee chairs to include writing an article for the newsletter
- Creating a message board on the website
- Developing guidelines for postings by non-members and advertisers
- Consider a fee for postings by non-members and advertisers
- Creating specifications for posting conference presentations on the web
- Printing some hard copy Membership books

- Investigate cost of moving listserv to third party server

Dearborn Conference Update

Leroy Rooker from AACRAO is presenting on FERPA compliance. The Sessions are being finalized. There are four workshops. There is exhibitor support and many want to conduct sessions. There will be a Service Project of collecting canned goods. There is a special set-up for Past Presidents in the Franklin Room. The Business Meeting will be conducted in the Ball Room. The Ohio Town Meeting will be Wednesday from 4:45 – 5:45PM. Presenters will receive a thank you letter from President but will not get certificate this year. Paula Compton from Ohio Board of Regents has shown an interest in presenting.

Friday planning session still needs to be decided. We are recommending that we distribute a questionnaire after the conference to determine interest in Regional Conference. We made some changes to Conference Site Questionnaire.

The Tuesday Executive Meeting is at 5:00PM. Location yet to be determined. There will be no President's Reception.

Jack is working on the Sport-themed Silent Auction items. David Schneider is working on the biography of the scholarship winners.

Mentoring and Membership is set for a session on Wednesday at 2:15 PM. Board members are encouraged to attend this session. Wendy is asking various groups to work as mentors.

Budget

The budget was distributed. We changed Committee Operations from \$3500.00 to \$4000.00. The budget will be placed in conference folders. The budget was voted on and Wendy approved the budget and Jackie 2nd the motion. The audit was fine.

Salt Folk

The conference needs strong programming.

The meeting was adjourned by Wendy and 2nd by Frank.

Next meeting – October 24, 2008 at the Ohio State University at 9:30AM