

OACRAO Board of Director's Retreat
January 25- 27, 2009

Present: Frank Yanchak, Jackie Stewart, Cindy Suter, Wendy Lambing, Treva Hanseman, Sally Sikorski, Linda Young, Debra Benton

Local Arrangements Committee: Jack Miner, Susan Schillings

The Board of Director's Minutes from November 11, 2008 were approved by Wendy Lambing and seconded by Treva Hanseman.

The OACRAO Business and Recognition Luncheon Minutes were approved by Linda Young and seconded by Treva Hanseman.

Scholarship Committee

Katie Perman is the Chair of this committee. There are 19 members of the 2009-2010 committee. Sally Sikorski is the Board of Director's liaison. There are 3 subcommittees: Four-year Public, Four-Year Private, and Two-Year Schools/Nursing. The Scholarship Committee will resume work in the fall of 2009. The New Scholarship standards are to be formulated by the Committee so that applications can be submitted in the fall and reviewed at the Annual Meeting. The scholarship applications for Student Workers in Registrar's Office or Admission Offices will be available on the OACRAO Website. Information about this scholarship will be sent out via the listserv to OACRAO membership colleges and universities. The committee will communicate via e-mail instead of meeting as a committee until the conference.

The 2008 Scholarship Committee chaired by David Schneider had 32 committee members and 5 team leaders. There were 1048 applications sent to Ohio high schools. The committee received and reviewed 755 applications and 6 scholars were awarded.

There were 72 Silent Auction items and \$5345 was raised by the Silent Auction and \$400 was raised by Split-the-Pot.

Membership and Mentoring Committee

The Board is going to request that the Vice President of Membership Development assume responsibility for the membership database. This will require Bylaw changes to be formulated and presented to the membership at the Annual Fall Meeting. Sue Schilling has been working on updating the database in the meantime. She requested information from the membership and 57 institutional representatives responded. She did not hear from 40. She received 10 undeliverable e-mails.

Sue reported the universities who have not paid dues. We discussed that the members should not participate in OACRAO activities if the institution has not paid fees. We discussed the possibility of charging more money per person at the Annual Meeting for those who have not paid.

Wendy reported the results of the M&M evaluations and mentioned that participants wanted to know more about the structure of OACRAO during the New Member Session. Brainstorming ideas for the session in the upcoming year, the Board suggested the first time attendees be invited to the Pre-Conference Luncheon, traditionally attended by the workshop participants; further discussion regarding costs to be visited at a future board meeting. Strategically placing seasoned members at the luncheon tables with the first timers, there could be less one-on-one contact expected; allowing the mentor/mentee relationship to be more relaxed and reducing the expectations of the mentor volunteers.

Communications

The Board discussed whether presenters at the Annual Conference should be required to post their presentations on the OACRAO website. The Board had a lengthy discussion about the security of the presentations. There were concerns about the presentations being available to the public. The Board decided that it would be an option to post the presentations on the web. The Board decided to publish two newsletters a year.

Workshops

The Board planned a Support Staff Workshop for April 24, 2009. The Board discussed possible speakers including Jay Yunger. The workshop will be at Franklin University. The Residency Workshop will be in July, 2009 at Franklin University. Franklin Live, the interactive webinar will be utilized for this workshop. The Webinar will cost \$35.00 per university. The in-person registration will be \$50.00.

Salt Fork Annual Meeting

Jack distributed the proposed 2009 OACRAO Budget Scenario for Salt Fork. The budget projects that we will have 18 exhibitors and that may exceed actual participants. The Board decided to charge \$500.00 which includes the membership fee and the exhibitor presentation fee. The Board is anticipated that the Golf Outing will break even. The LAC travel expenses may increase because of the location of the Annual Meeting. The LAC committee and the Board will meet on March 27, 2009 at Salt Fork.

There was a discussion about continuing to utilize Credentials for registration, etc. The Board doesn't want to have a conflict of interest. The Board decided to send out an RFP to see if any of our other vendors would be interested in providing registration opportunities to us. We discussed sending out a notification to see if other vendors are interested in financially supporting us. We need: Registration for Workshops, Registration for Conference, and sponsorship for the golf outing.

2009 Planning Committee

The Planning Committee will meet on February 20, 2009 at Mount Carmel College of Nursing at 9:30AM. The Planning Committee is starting to plan the conference. The Board discussed the format of the meeting. This meeting will not be cancelled due to inclement weather. The Board suggested that members could send conference presentation ideas through Survey Monkey.

Potential LAC Committee Leads were discussed and Jack and Sue will approach members with special tasks in mind.

State and Regional Workshop for Presidents

Treva reported on the State and Regional Workshop for Presidents that she attended in Washington DC. She said that the Board of Education reported that 2009 was a bad economic year and they are projecting 2010 to be worse. They are expecting a low turnout for the National Conference in Chicago. They hope to do webinar simulcasts for at least 20 sessions.

Great Lakes Conference

The Great Lakes committee is working on finalizing the budget for the conference. The Board had a lengthy discussion about the possibility of having another tri-state conference. There was a concern about hotel space if the conference was to be held in Columbus. It is very expensive in Columbus and there are few hotels that can accommodate a conference as large as the regional conference. The Board concurred that a decision will be made at a later date utilizing data and research as a basis for decision.

2008 Business and Recognition Luncheon

The Board agreed that the recognition power point was effective. There were suggestions that the speakers needed to introduce themselves before speaking. It is important to recognize vendors. The Board decided to postpone making a decision about when the Business and Recognition events will take place at Salt Fork. The Board needs to arrange a plan that only voting members can vote via the web.

A possible LAC Chair has been identified for the 2010 Annual Meeting. The Board of Directors will begin to make plans for the 2012 annual meeting at the 2010 Board of Director's Retreat.

Treasurer's Report

Jack Miner reported that there is an increase in payment of membership fees. The Residency Workshop yielded a profit. The Scholarship Committee has a money market account. He distributed: OACRAO Proposed Budget for 2009, OACRAO Budget vs. Actual for 2009, and OACRAO Budget vs. Actual 2008, OACRAO Balance Sheet, and OACRAO Conference 2009 Budget Scenario.

Ohio Transfer Council

The Board of Directors decided it was too difficult to merge a conference with the Ohio Transfer Council.

Because of inclement weather, the retreat was adjourned at 9:30AM on January 27, 2009.

OACRAO Board of Director's Meeting

February 20, 2009

Present: Frank Yanchak, Cindy Suter, Linda Young, Debra Benton, Treva Hanseman, Jackie Stewart, and Sally Sikorski

Absent: Wendy Lambing

LAC Representatives: Jack Miner and Sue Schillings

The meeting was called to order at 10:25am.

Board of Director's Retreat Minutes

The Board of Director's Retreat Minutes were approved by Sally Sikorski and Treva Hanseman seconded the motion.

President's Report

Frank announced the reward for the Membership and Mentoring Committee winning the Elbert W. Ockerman State and Regional Professional Activity Award. The AACRAO will pay for Frank's registration for the National Conference in Chicago. The OACRAO will receive a check for \$500.00. Frank has been asked to submit a presentation highlighting the accomplishments of the committee. Frank and Sue Schillings luncheon at the National Conference will be free.

Great Lakes Conference

There was a \$2000.00 profit for Ohio from the Great Lakes Conference.

Vice-President for Workshops

Debra is going to complete a postcard announcing the spring and Summer Workshops. Credentials will process registration. The Board will pay the credit card processing fees. The Board discussed possible speakers for the Support Staff Workshop. Jackie, Frank and Linda will investigate perspective speakers. The payments will go to the P.O. Box.

Treasurer's Report

Sally reported that she is writing checks when needed. She reported that 10 schools have not paid their membership fees. She is going to send another reminder via e-mail to the institutional representative.

Past President's Report

No report

President Elect's Report

Treva distributed the list of the 2008-2009 AACRAO Board of Directors to begin the selection process for a keynote speaker and presenter for the Annual Meeting at Salt Fork. The Board had a lengthy discussion and decided to request Leroy Rooker from the Department of Education to present. The second choice is Samuel Conte, the AACRAO Vice President of Finance from the University of Pittsburgh.

Treva also distributed and discussed restaurant information for the Ohio Dinner at the National Meeting in Chicago. After a discussion, the Board selected Italian Village for the event.

Annual Meeting at Salt Fork

Stacy Jones from Capital has agreed to be Entertainment Chair. The Board will meet on March 27, 2009 at 10:00AM and the LAC will meet in the afternoon. The Board will begin to approach possible Chairs.

Treva motioned to adjourn the meeting at 12:00PM and Debra Benton seconded the motion.

OACRAO Board of Director's Meeting

March 27, 2009

Present: Frank Yanchak, Wendy Lambing, Sally Sikorski, Deb Benton, Treva Hanseman, Jackie Stewart, and Linda Young

Absent: Cindy Suter

LAC Representatives: Jack Miner and Sue Schillings

The meeting was called to order at 10:00am.

OACRAO 2009 Annual Meeting at Salt Fork

Jack presented print options for the logo for the vests or shirts, etc. The logo was provided by the print committee chaired by Jonica Burke. The Board made recommendations to be presented to the LAC for consideration.

The Board talked about possible workshops themes for the Conference. There will be no Business Breakfast only Recognition Lunch. Jack and Sue are trying to keep the LAC members involved with more than one committee to keep them engaged. The theme of the annual meeting is **OACRAO 2009 We Are Not Out of the Woods Yet**. LAC is still working on the speakers for the event. Eric Fingerhut is a possibility. There are 5 break-out rooms for sessions and one session may be held outside. Sue Schillings shared different clip art for the program's logo. Stacy Jones is planning the entertainment. The LAC will be working diligently with lodge staff to ensure a good experience. There will be a golf outing. Registration will open in June, 2009.

Membership and Mentoring Update

Wendy has assumed the responsibility to update and maintain the membership database. In the interim, Sue Schillings was assuming the responsibility. The updates are current except a few colleges and universities that may not exist anymore. Wendy will be investigating their status. Wendy is going to follow up with those colleges or universities who still have an outstanding balance and will be determining the non-voting vs voting status of the membership.

Workshops Update

The Board decided to postpone the April 2009 Support Staff Workshop and to combine it with the Residency Workshop on June 26, 2009. The Board discussed possible speakers and a facilitator for the Residency Workshop. It was recommended that we invite a representative from the Ohio Board of Regents. Frank is arranging to have Franklin Live for a possible webinar for universities and colleges.

The Support Staff conference theme is Customer Service and Communications. A FERPA presentation was recommended with Brad Myers as the speaker. Credentials will be providing the reservation system.

Past-Presidents Report

The Past Presidents will meet for breakfast on Wednesday, April 15, 2009 in Chicago to discuss the Past Presidents responsibility with the Scholarship Committee. Another possible agenda item is the state of the economy and how it is affecting the budget for future participants at conferences. The Board suggested sending an e-mail to those Past-Presidents who are not attending the AACRAO Conference for agenda items.

Treasurer Report

Sally reported that she does not have the bill from Ohio Northern for the Retreat. She reported that OACRAO received a check for \$1,793.96 from profits from the Great Lakes Conference in Michigan. She is ready to report taxes. The deadline is May 15, 2009.

President Elect Report

There are 22 interested participants for the Ohio dinner at the AACRAO Conference. The Board recommends that the participants purchase advanced tickets for the event. The information will be on the OACRAO Website.

The Board toured the facility and the meeting adjourned at 1:00PM

OACRAO Board of Director's Meeting

April 25, 2009

Present: Treva Hanseman, Frank Yanchak, Sally Sikorski, Deb Benton, Cindy Suter, and Jackie Stewart

Absent: Linda Young

The minutes from the March 27, 2009 meeting were approved by Wendy Lambing and Sally Sikorski seconded the motion.

LAC update

The Board is recommending that the LAC go through each room to do a spot check on each room for cleanliness. The Conference website should be available by June, 2009. The Board discussed possible speakers for the Workshops and Keynote.

The Board created a schedule for the days of the conference including the vendor display. At the next Executive Board Meeting, the board will plot the sessions into time slots.

Both dinners will be outside weather permitting. Stacy Jones is working on entertainment for the event that may include local talent.

President's Report

Frank distributed the ICS's bid for providing registration support for the conference. The Board determined that Credentials was more economical than ICS. Credentials wants recognition on the website. There was a concern about a conflict of interest. This 3-year contract will be retained with the Treasurer's records.

The Board suggested requesting a by-law change that all contracts be held by the Treasurer of OACRAO. Suggestions will be referred to Linda for vote at the fall meeting.

Katie Perman has begun work with the Scholarship Committee. Jack Miner is helping with the new scholarship application.

Treasurer's Report

Member Institutions should be receiving notice of membership renewal at the beginning of June. The incentive is to allow institutions to utilize 2008-2009 budget expenditures.

Workshops

Deb would like to utilize the Residency Registration form from last year. Participants will be able to pay through Credentials.

The Residency Workshop is scheduled for June 26, 2009 at Franklin University. Deb is planning the agenda and selecting a panel of speakers. The Workshop cost \$50.00 to attend or will be telecasted through Franklin Live for \$50.00. Because of tight budgets, the Board saw this as an opportunity for more than one staff member from an institution to participate in the workshop instead of attending the event.

Treasurer's Report

The Great Lakes Conference budget is resolved and closed. Sally is working on the 2008 taxes.

President Elect's Report

Treva reported that 4 Past-Presidents attended the breakfast at the AACRAO conference in Chicago. The presidents talked about the new implementation of the Scholarship Award program. There was a suggestion to send a survey to Past Presidents for suggestions on how to implement the Past-Presidents Scholarship Award.

Vice-President of Programs

Cindy is working with the Chairs to develop the program for the conference. The Board developed a conference schedule of events.

The meeting was adjourned at 12:00PM. The next meeting will be at Franklin University on June 19, 2009.

OACRAO Board of Director's Meeting
June 19, 2009
10:00AM

Present: Frank Yanchak, Treva Hanseman, Sally Sikorski, Cindy Suter, Jackie Stewart
Absent: Linda Young, Debra Benton

LAC Representatives: Sue Schillings, Jack Miner

Treasurer's Report

Sally Sikorski has officially resigned from OACRAO Board of Directors. The Board agreed that Jack Miner would fulfill the role as Treasurer until September 2009. Linda Young would fulfill role for a year and there would be an election for the Treasurer Elect. There was a suggestion to have a listserv message asking for nominations or interest. Wendy made a motion to approve this proposal and Treva seconded the motion.

The submission date for taxes has been extended. Sally is mailing membership due statements.

June Workshops –As of June 19, 2009 there were 20 participants signed up for the Residency Workshop. There were 3 Webinar participants. There were 11 registrations for the Support Staff Workshop.

Annual Conference Update

Annual Conference Workshops- Harry Dulick has agreed to present at the Pre-Conference Workshop.

The Board discussed other options for the second workshop. Possible options were:

Quarter to Semester Conversion

Reaching Students

FERPA

Wellness

Laughs and Tears

On Becoming a Registrar

The Board selected **FERPA** as the second Pre-Conference Workshop. Brad Myers can provide new updates along with a panel. Deb will need to determine other panelists.

There may be an optional hike at that time also.

There are 6 sessions that have not been confirmed and the vendor presenter needs to be selected. Cindy will be sending out presenter notices to request audio visual equipment in July. In August, the LAC will be doing a "walk-through" and during the conference will be confirming that rooms are prepared for presenters.

There will be session evaluations.

The Board recommended that there are back-up presentations if there are issues with current presenters. Some examples include:

Toolbox

Mentoring

Staff Appreciation

There will be an additional presentation about Nature during each session.

Jack distributed the Logo that will be used for the program, signage, bag, and water bottle. The board approved these items for the conference.

There will be door prizes and some type of charity collection. The keynote speakers are being organized by the LAC Committee. A representative from AACRAO, Eric Fingerhut and Francis Strickland have been invited to speak and the Board is waiting on confirmation. The food and menu are being confirmed.

Jack distributed the budget for the conference. The Board made some adjustments to the estimates after a discussion about attendance at the annual meeting. For every 50 rooms, the Board gets a free room. Colleges/Universities may elect to reserve a cabin to save on money and to accommodate more staff.

The minutes need to be complete one week before the conference.

The Hospitality Committee is working on the brochure for the event. The Entertainment and Hospitality Committee are working on evening events. Treva is working on the Golf Outing. The LAC wants snacks and give-aways for the golf outing. It was suggested that the Board invite Lifetime, Honorary and Past-Presidents to the golf outing.

The Membership directory is on-line for access.

Sally motioned to adjourn the meeting and Wendy seconded the motion at 1:00PM

OACRAO Board of Directors Meeting August 21, 2009

Present: Wendy Lambing, Treva Hanseman, Frank Yanchak, Deb Benton, Jackie Stewart, Linda Young

LAC: Sue Schillings and Jack Miner

Wendy approved the July 2009 minutes and Treva seconded the motion.

Residency and Support Staff Workshop Report

Deb reported that 28 guests participated in the Residency Workshop and 15 guests attended the Support Staff Workshop. The profit of the Workshops was about \$1000.00. Deb is tallying the Support Staff Evaluations.

One issue: Some universities struggled with firewall issues. We should suggest that universities check with their IT department in advance of workshop to test the service to avoid issues.

Second issue: We need to coach the presenters and audience that there are webinar participants

Annual Meeting Workshop Report

The two Workshop Agendas are:

GI Bill Update: Harry Dulick, Education Compliance Survey Specialist will be presenting the latest information from the U.S. Department of Veteran's Affairs regarding the Post -9/11 G.I. Bill (Chapter 33). As of 8/21/09 6 had signed up.

Advanced FERPA: Brad Myers, Doug Burgess and Dan Wilson will focus on updates and current issues with the emphasis toward the new 2008 regulations. As of 8/21/09 7 had signed up.

Membership Development

Wendy reported she sent an e-mail to members encouraging them to attend the New Member Luncheon at the Annual Meeting. She plans to have a more structured and educational New Member Breakout Session. She needs a facilitator for the session. She is not asking members to bring cookies so the M&M cookies are “more” special to the new members. She ended up giving away cookies by the end the conference last year.

Annual Meeting update

OACRAO will be recognizing Carol and Wayne from Ohio Northern who host the OACRAO Board of Directors Retreat. The Board discussed various items relevant to registration and set-up.

The Board suggested combining the Fiscal/Treasurer’s Report at the Annual Meeting. The membership dues statements were not mailed to institutions. Jack suggested emailing the membership list to verify enrollment in OACRAO. The bills are due on December 1, 2009. Call for membership dues will be after Annual Meeting.

The Board reviewed the schedule for the Annual Meeting and made some revisions. Jack is printing the Membership Directory to be placed in each folder.

There are 10 exhibitors signed up at this point. The exhibitors have not volunteered to sponsor events so Marian Hogue will be contacting them. Credentials has donated various items including the snack for the Golf Outing.

Golf Outing

As of August 8, 2009, 6 guests have signed up for the Golf Outing. Treva was going to call members to generate interest. We may use Silent Auction items for Golf Outing.

Budget

Jack distributed the budget. We discussed the nomination process for Treasurer.

Annual Conference Session Planning

The Board plotted the sessions by time period and subject. The goal was to distribute the sessions evenly throughout program. The Board strived to have an Admissions, Data Management, Professional Development and Records and Registration sessions during each time slot. There are also some Salt Fork nature sessions throughout the day too.

The Board was going to keep Thursday at 1:30PM open for a Vendor.

OACRAO Board of Directors Fall Retreat
Minutes
Ohio Northern Metzger Center, November 8th – 10th

Present: Treva Hanseman (President), Jack Miner (President Elect), Frank Yanchak (Past-President), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Debra Benton (Vice-President, Workshops)

Absent: Linda Young (Treasurer), Carol Jones (Treasurer-Elect)

November 8th, 4:00 PM

AGENDA:

Treva distributed a tentative meeting agenda. After reviewing the agenda, Treva asked if there were any other items that should be discussed during the retreat. Items brought forth included:

- Developing a method for handling the annual balloting process in a confidential manner.
- Updating the web-site and newsletter.
- Developing a method for handling web-payment of dues.
- Considering the conflict of interest present in the current relationship with the web-manager.

CONFERENCE BUDGET:

After completing the agenda review, the 2009 conference budget was distributed and discussed. OACRAO netted \$8500 from the conference even though enrollment fell well below anticipated levels. This was due in part to the negotiated fees for conference rooms and open areas (\$0), low meal costs (~\$24 per plate), and very low technology fees. There were areas for improvement in the way some of the expenses were handled, including:

- Some session speakers were told that they would receive mileage and/or expenses. It is important to re-iterate at every opportunity to everyone involved that OACRAO does not and will not pay such expenses for session speakers from OACRAO affiliated offices. Any expenses for unaffiliated speakers must be pre-approved by the OACRAO Board. Where possible it is preferable to use speakers from OACRAO affiliated offices.
- There was some confusion surrounding who could eat at which meals. This confusion led to leftover food in some situations, with individuals purchasing their meals directly from the lodge instead of through OACRAO.

SESSION EVALUATION REVIEW:

Session evaluations were distributed and discussed. There seemed to be a thread leading through several of the responses seeking additional depth and specificity in sessions, instead of what was sometimes seen as sessions that were either too general or else were at a very introductory level. The Board briefly discussed some options for bringing more depth to the conference, including using more dedicated “tracks” for experienced participants and/or offering something similar to what the Registrar Summer Institute at Aspen (RSIA) provided.

In order to provide relevant and focused session topics, the process for getting OACRAO sessions in place was briefly discussed. It was recommended that an early Call-For-Sessions be given. This may help draw some people into attending OACRAO who otherwise may not. Conference sessions and opportunities for the more veteran members should also be investigated. The Board discussed potential ways to make OACRAO conferences more beneficial to the more experienced members.

VENDOR/EXHIBITOR ISSUES:

Another topic related to the conference was that of vendor participation and vendor/attendee interactions. While the vendor areas were placed as strategically as possible given the space limitations at Salt-Fork, and even with the placement of snacks and drinks close by, some of the vendors expressed displeasure at the lack of interactions with attendees. Several on the Board felt that such interactions would be improved through the use of more giveaways and door-prizes. Additional issues related to the “vendor” issue were placed on the agenda for later discussion.

The meeting was adjourned for supper.

November 9th, 9:00 AM

REVIEW OF CONFERENCE EVALUATIONS:

The Board reconvened and received conference evaluations from Deb. Dave Sauter’s evaluation in particular was handed out to everyone. As the evaluations were reviewed, several ideas were discussed:

- There is a need to develop Hot-Topics related sessions/tracks.
- Members need to be encouraged to present what they’ve been through.
- Some evaluations indicated a desire for more networking opportunities.

CONFERENCE-SESSION DEVELOPMENT:

The Board spent some time discussing ways to improve both individual sessions and the conference experience as a whole. While Hot-Topic sessions are important, it was pointed out that not all topics require a full 45-50 minute session to cover them. The idea of having a “Speed-Dating” like session for hot-topics was discussed at length. The idea being that topics should be set early enough in advance of the conference to be useful to potential attendees, while close in enough to the conference that the topics are still “hot”. Preferably such topics should be elicited from the membership and posted a month or so out, and each topic should be assigned to someone with experience and/or expertise with the topic. This way the Speed-Dating rounds could actually have some meat to them, with someone having done some investigation into the topic and having something to share with the groups during the sessions.

Significant time was also spent discussing the proposal process for new sessions. The following ideas were put forward with regard to this process:

- The call for proposals should go out in early January.
- When the call for proposals is distributed, recipients should be encouraged to share the “call” with others in their offices so obtain ideas from as large a cross-section as possible.

- When people submit a topic they would like to see presented, they should also be asked to explain what they would like to get out of such a session.
- Once topics are selected, “learning outcomes” should be developed for each topic.
- Once the learning outcomes are in place, speakers can be located, and with the learning outcomes in hand they will have a better idea of how to approach the topic they are presenting.

The Board discussed the possibility of getting the OTC more involved in the conference, and while this should be pursued, the OTC will likely be more involved when the conference is held in a central Ohio location.

Since the conference will be in Maumee in 2010, “local talent” should be encouraged to become involved. Some consideration was given to determining which schools/presenters could be tapped for increased conference involvement.

MEMBERSHIP DEVELOPMENT/MENTORING:

The Board next focused on member development. Specifically, what can be done to motivate the membership to become more involved in OACRAO and AACRAO?

One idea put forward was offering sessions on topics such as:

- “What makes a good OACRAO/AACRAO member?”
- “What makes a good Committee member?”
- “What makes a good Board member?”
- “What makes a good mentor?”

One idea discussed at length was the development of a “set” of sessions dedicated to professional development. These sessions would be offered concurrently, with the intent that attendees would have to either attend a “mentoring” session of some type or skip the session slot all together. Topics may include:

- Mentoring others in your office.
- Mentoring others in OACRAO (aimed at veteran members).
- Mentoring in AACRAO (aimed at veteran members).
- Ways to get involved in OACRAO (aimed at newer or uninvolved members).

Another idea put forth was to contact people from the new-member lists of the past 3 years (who have not yet become involved in OACRAO) and ask them personally to join a specific committee. This personal one-on-one cold calling may make newer members feel more involved and wanted than otherwise.

Additionally it was suggested that the Board be involved in the M&M luncheon, with assigned seating or some other way of mixing the newer members with others more experienced in OACRAO service. Also the suggestion was made to make the M&M luncheon a little longer. There did not seem to be enough time to get everything done in time at Salt Fork.

Some consideration was given to finding ways to involve the more veteran members in ways that would actually benefit them. The RSIA idea was again discussed, with the concept of having something like a “point/counterpoint” session presented by veteran members who would be given time

to research and investigate hot-topics. Another idea was to have something like a “stump the chump” session, perhaps using clickers or other technology to make the session more fun and involving.

Dan was asked to bring his RSIA binder to the next Board meeting.

SCHOLARSHIP COMMITTEE:

Discussion next turned to the Scholarship Committee. With the change from High-School students to OACRAO Affiliated Offices’ students, there has been a delay in getting the scholarship applications out to the different offices. Due to some untimely changes in that committee, there is a need to select a chair for the 2010 term. Cindy Swope’s name was suggested for this task. Sue will contact Cindy to see if she is interested in taking this on.

The Board would like to have the candidates chosen by December 15th if at all possible. This will mean there must be a fairly short turn-time for the selection process, but that should not be much of a problem considering that the applications are to be collected on a Survey-Monkey form. The Board would like to cut checks for the scholarships in January if at all possible. For next year a detailed timeline should be created for the scholarship application, selection, and presentation process.

Assuming Cindy Swope accepts the “assignment” to be chair of the Scholarship Committee, she should be included in the January Board Meeting.

The scholarship announcements (requesting applications) should be sent to the OACRAO institutional representatives, as well as to the OACRAO list-serve.

BOARD MEETING SCHEDULE:

Next the issue of the Board meeting schedule for 2010 was discussed.

- It was decided that the Board would meet at the Maumee venue in March.
- Since the reservation deadline (for negotiation with the venue) is Sept 1st, registration should open August 1st, so the program deadline must be in July. This means that the Board will meet in June to approve sessions.
- The Board agreed to skip the May meeting, but there will be a mid-May deadline for proposing sessions.
- The January meeting, scheduled for January 22nd at Franklin University, should include both Katie Perman and Cindy Swope (pending her acceptance of the Scholarship Committee Chair position for 2010), as well as the LAC committee.

The Board briefly discussed technology that can be used for meeting planning and online voting such as Doodle, Survey-Monkey, and SNAP. Jack specifically recommended using Survey-Monkey for finding out which times work best for meetings.

CONFERENCE PROGRAM DEVELOPMENT PROCESS:

Some time was spent discussing the complexities of getting the conference program developed, proof-read, and posted in a timely manner. A suggestion was made to develop a series of small “duties” that OACRAO members could volunteer for, perhaps as a way to get members involved who might shy away from a committee assignment. One such task may be to “Proofread the Conference Program”. By developing a series of these small “finite” tasks, newer members could get more involved, while at the same time avoiding the pressure of a year-long commitment at the committee level.

This same idea could be developed for all committees and/or positions within OACRAO, so that members would have a better idea of the responsibilities, time commitment, and “qualifications” of each service opportunity.

As was stated before, registration for the conference should open July 1st. It is important to be careful about reserving the whole lodge, as OACRAO would be on the hook if registration fell short of expectations. Thus the majority of registrations should be in place by September 5th so that a determination of how many rooms to release (if any) can be made prior to the venue’s “deadline”.

VENDOR/EXHIBITOR PARTICIPATION IN 2010:

Next the Board discussed plans for vendor/exhibitor participation in the upcoming conference. Don Foster is the exhibitor chair for the 2010 conference, and all exhibitor information, session presentations, sponsorships, and fees should be handled through him.

Jack Weber from Credentials Solutions wants to be in charge of the golf registration process for the upcoming conference. He apparently has a site already designed to allow people to select golf partners and teams.

NAME BADGES:

As an aside, the font size of the names on the name badges should be evaluated and perhaps standardized. Several people felt the names were too small at Salt Fork and some people had a hard time reading them.

OACRAO GOVERNMENTAL RELATIONS LIASON:

The “OACRAO Government Relations Liaison” position is apparently not fulfilling the role for which it was designed. The current post is not working out very well for anyone involved. Brad Myers, the current liaison, did not have a clear idea of what was expected of him or how he should go about doing whatever it was that he was supposed to do.

After some discussion, the Board decided to do the following:

- Develop a task-force to run for one year. This will give us a chance to try something without changing the by-laws, and will help us fine-tune the process before making it a “committee”.
- Assign Doug Burgess as the chair (pending his acceptance).
- Meet with the task-force members and Barmak Nassirian at the AACRAO meeting in New Orleans.
- Consider developing guidelines for task-force/committee involvement to achieve a representative cross-section of the OACRAO membership.

OACRAO WEB-SITE:

The next item on the agenda was the OACRAO web-presence.

The OACRAO web-site should be developed to handle the following demands:

- Public and private parts to the site, with the private parts behind a password protected “firewall”.
- Web-Forum: Where there is some method of archiving/researching the results of questions and responses from the membership.

- Online fee payment: This could handle institutional membership fee payment, registration fees, and perhaps even a web-store. Credentials Inc. does a good job of collecting such fees, but they to take a small but not insignificant percentage cut for each transaction.
- Online Balloting: This should provide a method of voting that is more private than the current method of sending an email.
- Presentation Posting: This should allow facilitators to either post directly or indirectly any materials presented at a conference. This should be posted behind the firewall.
- Web-Stats: It was pointed out that the current site already has web-stats such as number of page loads, etc.

The Board discussed creating a task-force to investigate these issues. Dan was tapped to develop the task-force, but this is on hold until the January meeting. In the mean time, Dan and Frank will do some preliminary fact-finding on this issue.

Additionally the issue of the web-manager position was discussed. The current arrangement seems to present an apparent conflict of interest, with the web-manager being the only OACRAO position that receives compensation. Treva will contact the web-manager to let them know that OACRAO will no longer pay for AACRAO registration in exchange for services rendered.

ROLE OF FAMILIES AT OACRAO CONFERENCES:

Next the Board discussed the role of families in the annual conferences. There were some mix-ups and miscommunications that led to some family members, and even some OACRAO members, being excluded from some of the meals. This not only caused hurt feelings and confusion, but it actually cost OACRAO money because the food quantities were developed to account for families and non-pre-registered members paying for meals at the last minute. The Board needs to re-iterate to everyone involved that "Families ARE welcome at the conference". The only meal at which family participation is discouraged is the Business Lunch/Dinner. While there may be other venues and events at which families may not be appropriate, it is anticipated that people will naturally self-select out of such events due to the accompanying fees for bringing guests. While someone might pay an additional \$20-\$40 to bring a spouse to such an event, most people would not pay to bring along their children. This should help balance family participation without directly prohibiting involvement.

November 10th, 2009

WORKSHOPS

The Board began the day by discussing workshops.

Consideration was given to the idea of a PSEO Workshop? This could be a partnership with OACAC, OEA, OBR, ODE. Perhaps high-school teachers and/or college professors could also be included?

There was some question as to whether this may be more suited to a town-hall style meeting, rather than a conference workshop.

Considering the nature of this particular topic, it was decided that this might be an issue appropriate for the Legislative Task-Force to take up. Perhaps the Task-Force could do some research on the topic and present a 2 hour workshop at the end of the next conference?

Perhaps there should be more of a tie-in between the conference sessions and the workshops on this topic.

Other suggestions for workshops included:

- Quarters to semesters. There is a meeting scheduled for Thursday, November 12, 2009 on this topic. Perhaps the issues raised there could feed into a workshop session on this topic at the next conference. This might be a good time to allow people to break out by subject and/or have a speed-dating like format?
- Workshops (particularly spring workshops) could/should feed into conference sessions and roundtables.
- Someone suggested that the topic of One-Stop-Shops might make a good workshop. Someone else suggested that there are many schools moving away from one-stop shops, and perhaps this would make a good “Point-Counterpoint” session, workshop, or roundtable.
- An idea was proposed to develop a “Summer Institute”, similar to the RSIA, that would meet in early to mid summer, assign topics to the attendees, and then have their studies culminate in a session of some type at the fall conference. This might also be a good way of dealing with hot-topic issues such as PSEO, One-Stop-Shop or other items that may require some in-depth research, study, and consideration. This could provide a way of getting the more veteran members involved in a way that is beneficial to them and to the rest of the membership.
- For the Summer Support Staff Workshop, there were several topics proposed, including some technical ones involving Excel, Mail-Merges, and the like, as well as more customer service oriented topics. Dan suggested using Joy Cronin from Muskingum as a presenter for the Excel/Mail-Merge portion of the workshop.
- Some interest was expressed surrounding a more advanced workshop on using technology such as Excel, but there is some difficulty in providing this as a standard conference workshop. This difficulty is due in part to the requirement for each individual to have access to a computer during the workshop. No firm plans were settled on for this topic.
- Summer workshops suggested included:
 - Support Staff
 - Residency
 - PSEO (Possible)
 - VA Follow-up. Perhaps this could be done as a “Web-Conference” with one or two interviewers sitting down with Harry Dulick. The interviewers might be better able to keep the conference moving and keep Mr. Dulick on track better than a standard teleconference.

The Board decided that as far as summer workshops are concerned, the Support Staff and Residency topics are the most critical, with PSEO and VA to occur if possible.

If the Residency workshop is handled as a Webinar, each participant should be required to wear a microphone. Some of the panelists at the last Residency webinar were difficult to hear.

OHIO SUMMER INSTITUTE:

Further discussion was devoted to the concept of an Ohio Summer Institute (OSI). While no definite plans were made, the general plan is to have either two half-day meetings in Columbus, or perhaps a single day-and-a-half meeting at Maumee Bay. In either case, the idea would be to provide (with some flexibility) some topics of import to the membership of OACRAO that would also give room for research and consideration to the participants. The participants would choose or be assigned a topic or topics to research, and would be asked to present their findings at the Fall OACRAO Conference.

The nature of the final presentations is still open at this time. Some suggestions included:

- A Point-Counterpoint presentation with different OSI participants set to take opposing sides of the debate.
- A Roundtable with the OSI participants taking questions in either a serious format, or perhaps even a playful one such as "Stump-the-Chump".
- This could feed into a workshop with or without a following conference-long track as a follow-up. Depending on the specific topic, there could be certain sessions open to anyone, with others only open to the workshop participants.

SECRETARY UPDATE:

Following the discussion of workshops, the Board asked Dan to update the OACRAO stationary with the names and titles of the current Board members.

PAST-PRESIDENT UPDATE:

Frank reported that he would have the committee assignments sent out by the end of the week.

Frank also said that he would contact Cindy Swope to see if she would be willing to chair the Scholarship Committee.

Frank and Jack said they will work with Katie Perman to get the OACRAO Scholarship applications out to the membership as soon as possible.

TREASURER UPDATE:

Jack reported that dues requests would be sent out by the end of the week.

NEW ORLEANS PLANNING:

For the OACRAO dinner in New Orleans, the max-per-plate limit was discussed and set at \$40.

It was reported that the conference hotel would cost \$214 per night.

AACRAO AWARDS FOR 2010:

Potential 2010 AACRAO Awards were contemplated. Some of the things OACRAO is doing that may merit an award in 2010 include:

- Web-Site redesign and utilization
- The Ohio Summer Institute
- OACRAO Scholarship changes
- Government Relations Task-Force

MINUTES FROM PRIOR MEETINGS:

Next the minutes from the town hall meeting were reviewed and approved.

Dan will update the Business Meeting minutes from Salt Fork once he receives them from Treva. Once updated, Dan will send these on to Connie Goodman to be posted on the OACRAO web-site.

FUTURE CONFERENCE LOCATIONS:

The Board discussed potential future conference locations.

It was reported that there were many problems relating to the joint conference in Michigan. That joint conference was apparently agreed to without the approval of the OACRAO Board.

Since so many of the schools in Ohio are planning to make the quarters-to-semesters switch in 2012, the year that would be scheduled for the next joint conference, the Board decided to not participate in a joint conference that year. If the other regional groups want to have a joint conference in Dayton in 2013, that would be considered, but otherwise OACRAO would be content to wait until the next "normal" joint conference year.

After discussing several possibilities, the following suggestions were settled upon:

- 2010 – Already set for Maumee Bay
- 2011 – Plan to be in Columbus
- 2012 – Plan for a state park (near Akron/Canton if possible)
- 2013 – Dayton - if there is a joint conference schedule for that year, or a state park otherwise.
- 2014 – Back to Columbus.

OACRAO NEWSLETTER:

Discussion of the OACRAO Newsletter was postponed until the January Board meeting.

MEETING ADJOURNED:

Meeting was adjourned for lunch.