

OACRAO Board of Directors
Meeting Minutes
Maumee Bay State Park
October 5th, 2010

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

Absent: Linda Young (Treasurer)

President Report: Treva Hanseman

Treva called the meeting to order and welcomed everyone to Maumee Bay.

Treva walked everyone through the scripts for each day and made adjustments/corrections as necessary.

Secretary Report and Approval of Past Minutes: Dan Wilson

Dan distributed copies of the minutes from the September Board meeting. Frank made a motion to approve the minutes and Jack Miner approved them

Treasurer Report: Carol Jones

Carol asked for clarification regarding what she is to say at the Business Meeting.

LAC Co-Chairs: Connie Goodman and Rachel Schaeffer

Connie gave an update on the registration numbers for the conference, and gave a brief report on the status of the set-up for the next day.

VP Program Report: Susie Ward

Susie reported that the sessions were ready to go, and she discussed options for any sessions that may be cancelled.

VP Workshops Report: Deb Benton

Deb gave a brief update on the workshop scheduled for the next day.

VP Membership & Mentoring Report: Jeannine Shambaugh

Jeannine discussed the preparations for the M&M meeting scheduled for Wednesday morning, and reminded everyone of the M&M luncheon scheduled for 12:00 PM Wednesday.

Past President Report: Frank Yanchak

Frank thanked the board for the opportunity to serve with them, and said that with no by-law changes up for consideration, he had smooth sailing from here on out.

President-Elect Report: Jack Miner

Jack updated the board on the upcoming meeting locations for 2011 and 2012.

Website: Becky Jolly and Sue Shillings

Becky Jolly gave a brief rundown on the functionality and current status of the web-site. She reported that due to illness she would not be performing the switchover at the conference.

Meeting was adjourned.

OACRAO Board of Directors
Meeting Minutes
Franklin University
January 22, 2010

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

Absent: None

Treva Hanseman called the meeting to order at 10 AM.

Newsletter:

The first item discussed was the OACRAO Newsletter. Items to be sent to Cheryl Gloege for the newsletter include:

- AACRAO Information
- Information on LAC and Programs
- University Update (Who is new, retired, etc.)
- Scholarship Committee update
- Legislative Update (from Doug Burgess)

All items should be sent to Cheryl by Feb 1st.

Secretary Report and Approval of Past Minutes:

Next the minutes from the Business Meeting and Recognition Luncheon, the Town Hall Meeting, and Board Retreat were reviewed.

The Board Retreat minutes were approved. The Business Meeting and Recognition Luncheon as well as the Town Hall Meeting minutes will be approved at the 2010 OACRAO conference.

Dan Wilson will make the requested updates and distribute copies to board members electronically.

Treasurer Report:

Linda Young reported that the bills for the conference were all paid, but she said that several schools had not yet paid their dues. Linda will send a "Second Notice" out soon, and she expects most schools to send in their dues at that point.

Linda also reported that the Scholarship Committee brought in around \$2128 at the Salt-Fork conference.

Next Treva distributed an email from Connie Goodman detailing a draft 2010 conference budget. The board reviewed this proposed budget and recommended some minor adjustments to the budget, including removing the Water Bottle and Name-Tag fees.

A more significant change the Board made was to increase the "One-Day" registration fee from \$120 to \$150. Since Thursday is the most expensive day of the conference, this small increase should better balance the fee with the actual expense of the single day attendees.

Additionally it was suggested that sugar-free alternatives be provided anytime snack-breaks are scheduled.

Past-President Report:

Frank Yanchack reported that Mary Southards had declined the position of Communication Chair. He is going to contact Sue Shillings and ask her if she is interested in taking on the position.

President-Elect Report:

Jack Miner reported that there were 150 applicants for the OACRAO Scholarship.

Next he said that we need to meet with the Michigan and Indiana representatives at AACRAO regarding the scheduling of the next proposed Joint Meeting. The three questions that need to be answered are:

- Do we want to have a Joint Meeting?
- What year do we want to do it?
- If a joint meeting is agreed upon, where should this meeting take place.

Another item Jack brought up for discussion was the OACRAO Dinner to be held in New Orleans. At the Retreat the Board agreed to a \$40 per plate fee, with an approved \$500 from the OACRAO budget. Registration for the dinner will be handled by Credentials, with members able to pay by credit-card in advance. Jack discussed several options for the dinner location, and he indicated that there may be some dinner options that are slightly above the \$40 per plate fee. Jack plans to investigate the alternatives a bit more and report at the February meeting.

On the topic of an AACRAO representative for the next OACRAO meeting, Jack said that he was negotiating to get Nora McLaughlin.

Jack also reported that he is touring the Crown Plaza and some other locations in the Dayton area in case there is a 2013 Joint Meeting. Another option would be the Marriot, as it could handle everyone in a single venue.

VP of Programs Report:

Susie Ward reported that she sent out the Call-For-Sessions on January 21st, 2010.

She contacted the chairs of the committees that need to be at the February meeting.

Whenever a presenter is accepted, the documentation sent to them explaining the rules and procedures for presenting will include the policy stating that presenters will NOT receive payments or mileage reimbursement.

Susie mentioned that she needs a floor-plan for the Maumee Lodge. Jack said that he might have one and would try to get Susie a copy.

Susie also said that she is trying to come up with a different name for “facilitators” in order to better describe their role in the presentation process.

It was also requested that presenters be asked to develop a synopsis of their presentations for placement on the web, in a password protected location, so that members unable to attend the conference could view the content of the presentations online. This will depend in part on whether such a web-site is in place by that time.

Additionally Susie intends to ask for a proofreader for the conference programs.

VP Workshops Report:

Deb Benton began by reporting on the Spring Workshop, which is scheduled for April 9th. In the morning, the workshop will focus on Quarters to Semesters, and in the afternoon there will be a series of break-out sessions on topics such as degree-audit, space management, course numbering, time blocks, advising/requisites and associated pitfalls, Communication, transfers and technology.

There was some discussion regarding ways to encourage schools that are not part of the Q to S conversion to attend.

The Summer Workshops, scheduled for June 25th, will include sessions on Residency, FERPA, Communications and Diversity. There was some discussion regarding ways to ensure the sessions are interesting and informative without being too similar to recent summer session presentations.

The proposed Registrar Summer Institute of Ohio (RSIO) was the next topic of discussion. It was decided that offering both a Beginner and an Advanced Track would be too aggressive for this year, but there may yet be an opportunity to offer just a Beginner track. Potential topics might include: FERPA, the Registrar’s role in an institution, one-stop shops, security, and the role of internet technology in the Registrar’s Office.

It was also decided that the June Board meeting would take place on June 7th at Ohio University.

VP Membership and Mentoring Report:

Jeannine Shambaugh discussed ideas for the M&M sessions. She also said there may be an opportunity for getting second time attendees more involved in a structures way. These members were given a great deal of support as a first-time attendee, but the second year they may not know enough people to feel entirely comfortable. Jeannine recommended putting something in place to help keep such people from feeling like outsiders, thereby increasing the number of fully involved members.

Webmaster Replacement/Web Re-Design:

Carol Jones reported that she may have people at her institution that would be interested in taking a role in the development and/or maintenance of a re-designed website for OACRAO. This topic will be discussed again at the next Board Meeting.

CT2:

The Board next discussed the CT2 proposal forwarded from Hideo Tsuchida. The CT2 proposal is basically a form for schools to use to accept credits from non-accredited entities approved by the state. Following a brief discussion, a motion was made, seconded, and unanimously passed stating that “The OACRAO Board is not in a position to endorse this plan.”

The Board meeting was adjourned at 2PM. The next board meeting is scheduled for February 26th at the Mount Carmel College of Nursing in Columbus.

OACRAO Board of Directors
Meeting Minutes
Mt. Carmel College of Nursing
February 26, 2010

Board Members 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), Carol Jones (Treasurer-Elect)

Others Present: Tyron Cohill, Ann Dulany, Connie Goodman, Thomas Hoiles, Wendy Johnson, Rebecca Jolly, Rebekah Lawhorn, Katie Perman, David Sauter, David Schneider, Michael Shearer , Joanna Schofield, Cindi Swope

Board Members Absent: Linda Young (Treasurer)

Welcome and Instructions:

Treva Hanseman called the Program Planning Meeting to order at 10:00 AM.

Susie Ward then reviewed the Guidelines for Presenters with the group. Dave Sauter asked about offering meals for presenters that may be travelling some distance to present. Susie said that either the sending institution could pay for the presenter's meal(s) or else they could appeal to the board at least 1 month in advance. Without Board approval, no meals, fees, or mileage would be approved for session presenters.

Treva then asked the groups to split up and brainstorm potential session topics while the board met separately to discuss other matters.

The groups were asked to limit the "fun" sessions to evenings so that attention would not be drawn away from "serious" topics.

It was also mentioned that the Quarters to Semesters (Q2S) topics not be limited to those schools going through the change, but that sessions could also focus on the needs of others who will be interacting with Q2S schools.

For transfer-related sessions, the groups were asked to be specific regarding the target audience. In the past there has been some confusion regarding the proper audience for specific sessions.

Susie asked that if there were overlaps in such instances, that the overlap be identified and that a determination be made as to whether the overlapping session topics were indeed different, or if a single session would be adequate. Whatever the decision, the program needs to be explicit in its description so that members are given enough information to self-select the proper sessions for them.

Treva asked that each group develop 8-9 sessions. Parking lot issues could be considered for a 2011 session pool.

Board Meeting:

Treva called the Board Meeting to Order at 10:20AM.

Minutes:

The Board Meeting began by reviewing the minutes of the January meeting. There was one change made to the minutes and then they were approved unanimously.

Conference Budget:

Next the Board reviewed the 2010 conference budget. The following changes were recommended:

- Reduce the golfing from 18 to 9 holes.
- Increase the number of Wednesday new member lunches to 30.

Treva agreed to discuss the Board's questions with Connie.

Scholarship Update:

Katie Perman gave the Board an update on the Scholarship Committee. She said that there were around 250 applications received by the deadline.

Katie intended to email the recommenders by the end of the day. Once the responses were received, she planned to distribute the applications to the different groups within the Scholarship Committee. She still needed to establish a deadline for responses.

Katie indicated that while the OACRAO Rep. was originally to have vetted potential candidates, the nature of many offices is such that the OACRAO Rep. may not have any visibility to the student workers in another office, or even in the same office, in which they work.

Treasurer's Report:

Treva said that there were still 40 schools with outstanding fees.

Past President's Report:

Frank reported that he was still working on the Communication Chair replacement, and that he was waiting to get confirmation from Mary Southards before moving forward.

President Elect's Report:

Jack Miner shared information regarding the OACRAO Dinner in New Orleans. He recommended the "Court of the Two Sisters". It was decided that he will reserve the outdoor pavilion at the restaurant, with the understanding that we have to option of moving to an indoor location if we encounter inclement weather.

Dinner will cost \$51 per plate. The Board agreed to keep the fee at \$40, with OACRAO picking up the rest.

Next Jack reported the results of a visit that he and Marian Hogue made to the Dayton area to explore options for a joint conference in that area. They were not overly enthusiastic regarding the available options.

He also said that OACRAO has 2-3 bids in at Columbus Hotels for the 2011 conference, and as responses come in he will bring additional information to the Board.

Web Update:

Carol Jones has done some research into the web options available to OACRAO. She has a few people in her office that might be interested in taking part in the development and management of the OACRAO Web-site.

A question was raised as to whether we should have 2 webmasters during the transition to a new web-site. This would permit the current site to continue functioning as-is, while the new site is under development.

Another suggestion was to form a new standing committee for Web-Management. There was some question as to whether this might fit under the current Communication Committee's responsibilities, or whether a sub-committee or entirely separate committee might be needed. Either way, this would reduce the workload for any individual, and might enable better service.

The Goals for this year are to:

- Post presentations to the web, preferably behind a password protected firewall.
- Enable online secure balloting.

Carol indicated that Becky Jolly is interested in taking on the responsibility of web-master for the new web-site. This could occur via presidential appointment.

Becky was asked to join the meeting and share her thoughts on this issue.

The Board accepted Carol and Becky's recommendation that the board meet at Miami University in April to review options and discuss alternatives on the web-design project.

Programming Committee Session Selections

At this point, the Board members re-joined the members of the Programming Committees to discuss the session topics they had developed.

Professional Development Committee:

Dave Sauter presented the Professional Development Committee's session recommendations. The sessions were as follows:

1. Defining the Lighthouse

- a. -Part 1: Professional Definitions and National Issues
 - b. -Part 2: State Issues and OBOR
2. A 10 Pack of Light Bulbs: Effective elements of in-service programs.
3. Why do we light the bulb that way? Evaluating business processes. What is the better way?
4. How to Re-organize: 100 Watts out of 60 Watt Bulbs. Doing less/differently with less. How to cope? Saying No.
5. Re-Caulking the Lighthouse: Sandbox, buckets and oasis/varying roles.
6. Evaluating Bulb Strength: New ideas in performance appraisals. Dispositional Hiring.
7. Today's students – Varying intensities. One bulb doesn't fit all. Who is enrolling now?
8. Who moved the lighthouse? Using the book "The ice-burg is melting – changing and succeeding under any conditions."
9. Redesign the lighthouse: Registrar's Office of the future. Start with a blank slate.
10. Union Lighthouse. Unique stripes of a unionized institution.
11. Beyond "One Lighthouse fits all". Lessons from a one-stop shop.

Records and Registration:

Rebekah Lawhorn presented the Records and Registration Session Topics:

1. Birds of a feather: SIS Breakout
2. Q2S Panel.
 - a. Mini-terms
 - b. Summer Sessions
 - c. ½ Credits
 - d. Bridge Courses
3. FERPA Updates/REG 101 breakout on FERPA
4. Teleconferencing
5. PSEOP from the Registrar's Side
6. Transcripts: Fraud, Fake Credentials, Etc.
7. Veteran's Benefit Workshop/update session.
8. Online access to records: Who gets what, IT involvement, fine-grained vs. open.
9. When good systems go bad. Recovery after problems.
10. Conducting a Policy review. Procedures and Politics.
11. NCAA Certification.
12. Reporting/Institutional Research.
13. Commencement Best-Practices.

Data Management and Research:

Ann Dulaney presented the session topics for the Data Management and Research Committee.

1. NCAA: APR and APP Files
2. Electronic Transcripts: OBOR, NSC, Implementation

3. Q2S Data cutover, script, articulation
4. SIS Birds of a feather
5. IPEDS Ethnicity: Policy and Practice.
6. Registrar's Role in Student Success.
7. Registrar as Report Writer (Workshop?) Validation, how-to's, IT interface, SQL, LOGIC, Etc.
8. Privacy/Security and Data Sharing
9. Converting and Updating SIS's.

Admissions and International Education Committee:

Thomas Hoiles presented the session topics for the Admissions and International Education Committee.

1. Application Management Engine (AME)
2. Fraud or Fabrication – Credential Evaluation Concerns.
3. HS delivery of PSEOP Coursework
4. SEVIS Roundtable
5. VA-Admission – Outreach and Recruiting
6. The Changing Face of Community Colleges
7. Traditional Vs. Non-Traditional
8. Orientation Programs of Commuter Campuses
9. PSEOP Update
10. Admissions 101 Workshop

Session Creation Next Steps:

Each group will put together a list of their ideas and send them to Susie to be sent out to the List-Serve. Susie will then create a survey (using Survey Monkey?) with questions related to:

- Interest Level
- Suggestions on Topic
- Potential Speakers
- How Likely you are to attend
- Other Session Ideas

Susie will work with Deb Benton on this.

A request was made to put a line on the session/conference evaluations asking for ideas.

Sessions presenters will work with the technology coordinator to get electronic copies of the session presentations. This will allow members to get an electronic copy of the sessions at check-in.

The role of the facilitators is to:

- Count the number of attendees at the session.
- Collect the session evaluations.

Another session was topic recommendation was “what’s on the horizon”, an update from the Governmental Relations Liaison.

Another suggestion was to have informal discussions at breakfast with table-specific topics.

Also CTAG – OBOR Updates

The Board meeting was adjourned at 2:30PM. The next board meeting is scheduled for March 23rd at Maumee.

OACRAO Board of Directors
Meeting Minutes
Maumee Bay State Park
March 23, 2010

Present: Treva Hanseman (President), Jack Miner (President Elect), Frank Yanchak (Past-President), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Debra Benton (Vice-President, Workshops), Carol Jones (Treasurer-Elect), Linda Young (Treasurer)

Absent: Susie Ward (Vice-President, Programs)

The Board meeting convened at 10:08 AM at the Maumee Bay State Park Lodge.

The Board approved the Minutes from the February Meeting.

The Board confirmed that the second year members will be targeted as session facilitators.

Deb Benton reported that she has contacted Credentials to get the April 9th workshop registration operational. As soon as it is operational she will send out a notice to the list-serve.

The Board received the LAC report and approved the budget for the conference.

One question still outstanding is whether the cottages will be available during the conference.

The facility tour commenced at 10:30.

The recommendation was made to see if check-out time on Friday of the conference could be extended to 12:00 PM.

The meeting ended with a joint lunch between the Board and the LAC.

OACRAO Board of Directors
Meeting Minutes
The Ohio State University
May 18, 2010

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

Absent: Frank Yanchak (Past-President), Carol Jones (Treasurer-Elect)

Meeting was called to order at 10:15 AM.

Technology Coordinator for Maumee Conference:

Mike Goodman (Connie Goodman's son) will be handling the technology needs for the Fall Conference. Since Mike is not a member of OACRAO, the board approved covering the cost of Mike's meals at the conference.

Charity Recipient:

After reviewing the documentation for Toledo's Cherry Street Mission, the Cherry Street Mission was approved as the charity recipient for the Fall OACRAO Conference.

Web Site Update:

The development of the new web-site was discussed off and on throughout the meeting. Becky Jolly and Sue Shillings are being asked to set up the new site as a mirror of the current one, and then make changes as necessary to the new site.

The goal for this year is to transfer over to the new site and implement secure balloting in time for the Fall Voting process. The Board considered tasking the Communications Committee with developing a plan for the overall structure, menus, and access for the web.

The board plans to meet with the Communications Committee in July to give direction to them regarding web-site development responsibilities, with a June 2011 deadline for the assigned tasks. The Board will discuss the details of this charge at the June 2010 meeting at OU.

A suggestion was made to include web-site design as a topic at the Town Hall Meeting at the fall conference.

The Board briefly discussed the posting of open positions on the web-site. Some consideration was given to changing the way that postings expire, and some ideas were floated regarding ways to improve this process. In the end the Board recommended reducing the length of time that postings remain available to 60 days. The board realizes that this is somewhat arbitrary since the process for removing postings is entirely manual at this time.

Approval of Minutes:

Minutes for the March 23rd meeting were reviewed and approved with a correction stating that Susie was at the March Meeting.

Vice-President, Membership Development Update:

Jeannine said that she will go through the program and determine which sessions would be good for new members to attend and for 2nd year members to facilitate.

Treasurer's Update:

Linda reported that with all current bills paid, there is just under \$55,000 in the checking account. She reviewed the schools that have not yet paid annual fees, and will be contacting them again in the coming week.

Linda reported that taxes were paid on May 10th.

Vice-President, Workshops Update:

Deb reported that there were 89 paid registrants at the Spring Workshop, with revenues of approximately \$1900. The workshop evaluation responses were overwhelmingly positive.

Next she discussed some options for Fall Conference Workshops. She is planning on offering a Q2S workshop, hopefully with updates from Community Colleges if possible.

The "Book-Club" session was discussed briefly as a workshop possibility, but the decision was made to keep it as a session.

Consideration is being given to offering the "Defining the Light-House" sessions 1 and 2 as a single workshop instead of two sessions, with Dave Sauter and OBOR participation.

The meeting adjourned for lunch.

Vice-President, Programs Update:

Susie reviewed the conference sessions and put together a tentative schedule for the sessions with Board participation.

President Elect's Update:

Jack reported that Dave S. has been in touch with other Ohio Groups such as OHAA, OACAC, OBOR and OTC regarding opportunities for cross-communication.

The Board decided that this would be a good task for OACRAO's Governmental Liason.

On a related note, the OBOR requested that OACRAO pay for expenses for their presence at the Fall Conference. The Board voted unanimously against paying any of the OBOR's expenses.

President's Update:

Treva will work with the appropriate individuals to ensure that meals are handled appropriately at the conference so that there are no embarrassing mix-ups with guests as there were at Salt-Fork.

She also reported that Nora from AACRAO will be asked to come on Tuesday for golf and her presence will be requested at the workshop session with Dave Sauter.

The meeting adjourned at 2 PM.

OACRAO Board of Directors
Meeting Minutes
Ohio University
June 7, 2010

Present: Treva Hanseman (President), Jack Miner (President Elect), Jeannine Shambaugh (Vice-President, Membership Development), Debra Benton (Vice-President, Workshops), Carol Jones (Treasurer-Elect), Susie Ward (Vice-President, Programs), Dan Wilson (Secretary), Connie Goodman

Absent: Frank Yanchak (Past-President)

Meeting was called to order at 10:30 AM.

Future Meetings:

The next meeting will be held at Jack's place on July 30th. There is no meeting scheduled for August, and the September meeting is scheduled for September 9th in Columbus.

Secretary's Update:

Dan Wilson presented the minutes from the May 18th CC Meeting. The minutes were reviewed and approved unanimously.

LAC Updates:

Connie Goodman provided updates from the LAC. There was some discussion regarding when Nora from AACRAO would be coming and how her time would be allocated.

Several speaker options were presented, with no clear front-runner. The Board indicated that a Community College president would be preferable to a local news or sports personality.

A decision was made to have music, but no speaker on Wednesday, followed by bingo.

As for the VAN to transport shoppers, OACRAO will pay for the van. Connie is going to see if we must supply a driver for the van.

Due to the nature of the meals, vegetarians must pre-notify in order to ensure options are made available.

So far there are 11 exhibitors. The due date for exhibitor registration is either 7/1 or 7/15.

Connie will send a link to Board members later this week to register for their rooms.

There will be no room or ride-share on the web due to member feedback.

Lucille Ford has been selected as the closing speaker.

The golf tournament starts at 11 AM on Tuesday, with a cookout at 5.

Future Conference Locations:

Jack reported that a conference call is being set up to discuss the Great Lakes Joint Meeting options.

Susie made a motion that: "OCARAO to sit out of the joint meetings until 2016." The motion was seconded by Carol. The motion passed unanimously.

Next Jack detailed the options for the 2011 conference, one of which was Deer Creek State Park. The details include \$119 per room, 1 free room for every 60 (1/60 comp rate). Cabins are \$155. Meals would be similar to Maumee/Salt Fork. If we book 2 years with the state park system, the room rate drops to \$115 and the comp rate drop to 1/35.

A possibility for a second state park would be Shawnee, which would require use of cottages to meet the room capacity target needed by our members.

A motion was made by Carol and seconded by Jeannine to hold the 2011 OACRAO conference at Deer Creek State Park. The motion passed unanimously. The meeting will be held October 11th through the 14th.

For 2012, which is expected to be a down year, Jack proposed considering the Dayton Marriot. The room rate is \$112 with a 1/50 comp rate. If we meet 80% room reservations, the conference space is free. There is free parking and the Dayton Convention and Visitors Center will put up \$750 to \$1100 credit to be spent in Montgomery County.

Jeannine moved the approval of this site for the 2012 meeting and Treva seconded the motion. The motion passed unanimously. The meeting will occur from October 1st through the 5th.

Workshops:

Deb reported that the Residency/Support Staff workshop was on track for June 25th.

Programs:

Susie reported that nearly all of the session presenters were finalized.

The meeting adjourned at 2:20.

OACRAO Board of Directors Meeting Minutes

Jack's Bistro
July 30, 2010

Present: Treva Hanseman (President), Jack Miner (President Elect), Frank Yanchak (Past-President), Jeannine Shambaugh (Vice-President, Membership Development), Debra Benton (Vice-President, Workshops), Linda Young (Treasurer), Carol Jones (Treasurer-Elect), Susie Ward (Vice-President, Programs), Dan Wilson (Secretary), Connie Goodman, Sue Shillings, Becky Jolly

Absent: None

Meeting was called to order at 10:10 AM.

Web Development:

The first order of business was to discuss the progress, options and future of the OACRAO web-site. Becky started the discussions by passing around some sample pages from the new web-site. The new site is being developed using a program called "Intuit". This software package should make development, implementation and maintenance much easier than previous generations of web-design software.

The Board discussed the following issues related to the new web-site:

- Incorporating video/voice into the new web-site.
- Functionality to identify which members
- Forcing review of membership/voting status by primary OACRAO reps at each school each year.
- Including different types of member privileges for voting, non-voting, institutional rep, corporate, honorary, Board members, etc.
- ADA compliance.
- Web-Store options.
- Roll-out to include initial ID/passwords with packets sent to institutional reps/individual members.
- The web-mgr should be invited to Board meetings on a quarterly basis and to the board retreat when web-issues are to play a prominent role in the discussions.
- A preview of the new web-design should be set as the home-page in the cyber-café at Maumee Bay.
- Developing a session for institutional reps on the new web-site to occur during the "nature appreciation" time-block.
- Discuss the web-site roll-out at the business luncheon.

Becky will try to have front-page and membership passwords completed by the September 9th Board meeting.

Switchover to the new site is to occur at the fall conference.

Discussion of Roles

Following the comment about the web-manager and Board meetings, further discussion occurred around the role of certain key positions in relation to the Board. While the Board discussed the creation of a “Communications” board member position, the general consensus was that specific non-board roles may be invited to participate in a board meeting once-per-quarter on a rotating basis. In situations where the Board plans to discuss items at the fall retreat that may involve a specific person’s role (i.e. Web-Manager, LAC Chair, Legislative Affairs, etc.), that individual may also be invited to the retreat.

The meeting adjourned for lunch at noon.

LAC Updates:

Connie Goodman provided updates from the LAC.

In addition to discussing tech-support for the conference, she said that 16 exhibitors had signed up for the meeting.

The fee for a corporation to sponsor the Golf Outing is \$500, or \$50 to sponsor a single hole.

Secretary Update:

Dan distributed the June meeting minutes. Jack moved the approval of the minutes, Jeannine seconded, and the minutes were unanimously approved.

Membership and Mentoring Update:

Jeannine updated the Board on the set-up for the fall conference and asked about the need for facilitators. She also reported that she had updated the new member handbook.

Treasurer Update:

Linda gave a brief update, and asked about debit cards.

Nominations and Elections Update:

Frank said that N&E was looking for nominations for a VP of Workshops, and a President Elect.

He said that as nominations are considered, the long-term growth of the organization and the professional development of existing members need to be balanced. He said that we need to be looking for potential new faces, as well as evaluating existing members for more advanced roles in the organization.

Future Conference Locations:

Jack began the discussion with an evaluation of Shawnee State Park as a potential 2013 conference site. After detailing the limited room capacity and conference space, the Board voted to not use Shawnee State Park at this time. The general consensus was that we should consider cycling back through the State-Parks (Salt-Fork, Maumee, Deer-Creek), after 2014.

There was a brief discussion of potential individuals to serve as LAC Chair at Deer-Creek.

Workshops Update:

Deb reported that OACRAO broke even with 16 people at the Residency Workshop. Most people rated the workshop highly and enjoyed the smaller size and discussion format it enabled.

There was a brief discussion of bringing together a group of people to form an advisory committee on residency to help with centralized residency decisions. This should be brought up at the retreat for further discussion.

Two workshops are planned for the fall conference, Q2S and "Defining the Lighthouse".

Programs Update:

The deadline for confirming sessions is July 30th. Susie reported that Harry Dulick will be available on Friday, and she will try to get someone to facilitate who can keep the session on-track.

Next Meeting:

The next meeting is scheduled for September 9th in Philips Hall at Franklin. Topics are to include the Web-Site and LAC updates.

The meeting adjourned at 2:48.

OACRAO Board of Directors
Meeting Minutes
Franklin University
September 7, 2010

Present: Treva Hanseman (President), Jack Miner (President Elect), Frank Yanchak (Past-President), Jeannine Shambaugh (Vice-President, Membership Development), Debra Benton (Vice-President, Workshops), Linda Young (Treasurer), Carol Jones (Treasurer-Elect), Susie Ward (Vice-President, Programs), Dan Wilson (Secretary), Connie Goodman, Becky Jolly (by teleconference)

Absent: None

Meeting was called to order at 10:16 AM.

President's Report:

Treva welcomed everyone and said that Becky Jolly may join the meeting around lunch time for a web-site review. She also said that an email should go out next week regarding the new web-site.

Treva said that there are no by-law changes, and that we need to consider what else to put on the town hall meeting agenda. Nora may be a good person to give a brief presentation, particularly since the AACRAO Board is considering making some changes its make-up by moving to a more "At-Large" format.

Treva is also working on the finishing details for each day's scripts at the fall conference.

Secretary Update:

Dan distributed the July meeting minutes. After removing a reference to a fee for Golf that was incorrect, the minutes were approved.

Treasurer Update:

Linda said that she would likely not be able to attend the fall conference due to other engagements. She said that she will give all of the budgets and other things needed for the conference to Carol so she can present them at the meeting as appropriate.

A question was raised regarding adding a line-item to the budget for web management. This issue will be addressed at a later time.

Past-President Update:

Frank is working on gathering information for the biographies to go along with the nominations and awards.

LAC Update:

Connie reported on current registration numbers for the October Conference.

Next Connie asked if we would consider opening up two slots during the Nature Walk time slot for vendors, perhaps at a ½ off the normal rate. The Board approved the idea.

Connie then discussed options for getting items to fill the welcome bags and for the Bingo games.

VP Programs Update:

Susie gave a program update and said she is putting the finishing touches on the program agenda.

VP Workshops Update:

Deb said that she had received a call from Dave Sauter asking her to cancel the “Defining the Lighthouse” workshop. She was unclear as to why this change was made.

Web-Site Update:

Becky Jolly joined via telephone to give the Board an update on the progress of the web-site.

She plans to have ID’s and passwords available at the conference for the Board members.

The Board decided that any Board members who could make it to Maumee on Monday evening would have a meeting to review the web-site and determine how to best roll-out the changes. There will also be a meeting Tuesday morning and Tuesday evening to finalize the web-related details.

By the time we meet at Maumee, the final amount for budgeting for web-support will be known.

The idea was raised that we could entice people to log in and update their information by funding a drawing for people who sign-in.

President-Elect Update:

Jack reported that he had created a Survey Monkey ballot that would provide a level of anonymity and validity to the voting process. He displayed the survey for the Board and said he would be sending out emails to voting OACRAO members in the coming weeks.

Frank will generate ballots for voting members at the conference for any items that require a vote at the Business Meeting.

VP Membership Development:

Jeannine led a discussion of the mentoring process. She said that mentors will not be assigned ahead of time, but rather will be assigned in during the M&M meeting. The survey for the new members will be filled out during the M&M lunch.

Future Conferences:

Jack reported that Cindy Davis has tentatively accepted the LAC Chair position for 2011, and is looking for a Co-Chair.

Next Jack gave an update on the Dayton Conference scheduled for 2012. He said that due to a series of strange events, we have been given a much better deal on the hotel and conference space. The room rate will be 102, wireless will be free, conference space will be free, the comp rate is now 1:40, we don't need to get a minimum number of rooms to get free conference space, there is no longer a minimum on meals, and instead requiring rooms reserved 1 month in advance, it will now be 2 weeks in advance. The one downside is that the dates have changed to October 31st – November 2nd.

Scholarship Committee Update:

Jack gave a brief update on the scholarship committee and asked if Janet Duber could be selected as Scholarship Vice-Chair. He said the goal was to have the awards out by 9/17.

As for the dates/responsibilities for the Scholarship Committee, the plan is for the following to occur:

Scholarship Chair:

Responsible for recruitment (applications) and selection process.

Responsible for getting the awards sent out (in coordination with the treasurer).

Applications are to be received and reviewed in the Autumn Term, and awards are to be made in the Winter term.

Scholarship Vice-Chair:

Responsible for Soliciting Donations and running the Silent Auction.

*** The Board needs to look at the make-up of all of the Committees at the Fall Retreat***

The meeting adjourned at 2:06.

OACRAO Board of Directors Fall Retreat
Minutes
Ohio Northern Metzger Center, November 7th – 9th, 2010

Present: Jack Miner (President), Mel Severns (President Elect), Treva Hanseman (Past-President), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops)

Absent: Carol Jones (Treasurer)

Welcome and Conference Evaluations

Jack began the meeting by passing around the conference evaluations.

After some brief discussions it was pointed out that we still had a few problems with the way meals were handled at the conference. The Board decided that to order some additional meals for the first night (following the golf tournament) and lunch on the first day (following the workshops). It is more important to ensure that people feel welcome than to shave off a few dollars on these meals. At each of the other meals there is almost always extra food anyway, but these first two meals caused some problems at Maumee Bay.

Admissions Concerns

It was pointed out that we are still experiencing difficulties in attaining significant levels of involvement from our Admissions members, particularly at the administrator level. Some of the ideas that were mentioned were:

- Develop admissions related summer workshops
- Develop workshops at the conference that are targeted to admissions
- Consider changing the conference timing, perhaps even moving the conference to the spring
- Give a workshop at OACAC (and perhaps give OACAC an opportunity to present a workshop at the OACRAO conference). Possible topics may include OTC/Residency

Golf Alternatives

Next the Board briefly discussed some planning items for the Dayton conference. Since the Dayton conference will be a little later in the year, there were questions raised about options other than Golf for the preconference activities. Perhaps there are other team activities that would be better given the potential for inclement weather.

Planning for Deer Creek

Next the Board discussed options related to the Deer Creek Conference.

Someone suggested the possibility of moving the start time for the golf tournament to 9AM to give people the option to do both golf AND shopping.

Some other options for Deer Creek were:

- Offer a “progressive dinner” one of the evenings. This would involve having appetizers at one restaurant, the next course at a second restaurant, etc.
- Movie Night
- Bingo
- Karaoke
- Wii
- Games
- Improv Group
- ShadowBox Cabaret
- With our current account balance, we could spring for “big name” entertainment (within reason)
- Something from Columbus Zoo, perhaps for the Friday closing
- Jeni from Jeni’s Ice-Cream
- Cheryl from Cheryl’s Cookies
- Jack Nicklaus
- Governor Kasich
- David Harrison (President at Columbus State Community College)
- Someone from the Blue-Jackets
- Clark Kellogg
- Janet Jackson (from United Way)
- Byron Potts

For the AACRAO representative, Jack recommended Bruce Cunningham or Jeff Von Munkwitz-Smith

OACRAO 2011 Fall Conference Schedule

Next Susie initiated discussions related to changing the scheduling of sessions at the next conference. She would like to keep the majority of the sessions at 1 hour, but would like to develop some longer and some shorter time-slots to enable more flexibility for presenters.

Another suggestion was to offer a “hot-topic” or “bright-idea” session, where 2 or 3 people each give a quick presentation and take questions, and the topic that is evaluated most highly can then be presented as a session.

Another option would be to have one time-slot where exhibitors are the only ones presenting, and each presenter gives 3 15-20 minute sessions so that attendees can attend 3 different exhibitor sessions in one hour. This session would be in addition to the normal 1-hour presentations, but at this slot exhibitors would only be competing against each other.

We could then create a drawing for a prize for the people that attend 3 of these topic sessions.

Next the Board went through the session time-slots day-by-day to try to increase the number of session time-slots available. The resulting schedule is as follows:

(Uniquely Formatted Sessions are Highlighted in Magenta!)

Wednesday:

8:30	Buffet Breakfast
9:00-12:00	Workshop 1
(9 or 10)-12:00	Workshop 2
12:00-1:00	Lunch
1:00-1:45	Opening Speaker
2:00-3:00	Session 1
3:00-3:15	Small Refreshment Break
3:15-4:30*	Session 2 (Long Sessions)
4:30-5:30	New Member Orientation
5:30-6:00	Town Hall Meeting
6:00-6:45	President's Reception
6:45-8:00	Dinner

Registration: 8:00 – 4:30

Scholarship Table: 12:00 – 4:30 (Consider co-locating with the President's Reception with extended hours?)

Thursday:

7:30-8:30	Breakfast
8:30-9:30	Session 3
9:30-10:15*	Session 4 (Short Session)
10:15-10:45	Break
10:45-11:45	Session 5
11:45-1:00	Lunch
1:15-2:15	Session 6 (Exhibitor Sessions, Three - 15 minute sessions?)
2:15-3:15	Session 7
3:15-3:45	Break
3:45-4:15	Session 8 (Really Short Sessions)
4:15-5:15	Session 9
5:30-6:30	Exhibitor Reception
6:30-8:00	Dinner and Entertainment

Registration: 7:30 – 11:45 (Directions left at table for late arrivals)

Scholarship: 10:00 – 6:00 (or 6:30 depending on the location of the exhibitor reception)

Friday

7:30-8:30	Breakfast
8:30-9:15	Session 10 (Short Sessions)
9:15-10:15	Session 11
10:15-11:15	Closing Session
11:15-1:00	Checkout

Silent Auction Checkout – 7:30-10:00

Notes:

Silent Auction items can only be picked up on Friday (too much confusion and interference doing it Thursday Night)

Board/Committee-Chair Box Lunch for "Transition Meeting"

"Late" checkout should be announced at Thursday Dinner and at morning events to encourage morning event attendance.

Committee Assignments

Next the Board reviewed committee assignments and selected potential vice-chairs.

The recommendation was made that the communications schedule needs to be coordinated with the LAC in order to give timely information on conference dates and activities to the members.

The Board then discussed the current by-laws as they apply to committee involvement. After discussing the requirements for committee participation, the Board unanimously recommended that the following change to be sent to the By-Laws Committee:

Article VI Section 1:

"All members (Voting, Non-Voting , and Honorary) are eligible for committee and task force appointments. Only voting members are eligible to serve in the position of Chair or Vice-Chair of a committee."

It was recommended that an FAQ or Newsletter article be developed regarding the procedure for updating voting members on the new web-site.

The Board also approved a change to Article VI section 3 to be sent to the By-Laws committee:

"Corporate members are ineligible to participate in Program Committees."

It was also recommended that the By-Laws Committee be asked to add detail to Committee descriptions regarding the Vice-Chair position, and to add the Governmental Relations Committee to the By-Laws.

Transition Meeting:

It was recommended that there be a "transition meeting" added at the end of the conference to help ensure smooth transitions between Board Members, and Chairs/Vice-Chairs. The meeting could occur from 11:15-12:00 on Friday, with perhaps a box-lunch provided.

Web-Site Issues

There are a significant number of documents on the web-site, some with little or no value in their current state. Dan volunteered to transcribe the old lists of presenters, chairs, etc. into a single spreadsheet. This would allow a "service history" to be created for OACRAO members.

Treva distributed a list of historical Board members.

Dan was asked to develop a FaceBook page for OACRAO, and list the Board members as administrators.

OACRAO Scholarship

Jack reported that the OACRAO Scholarship process is “Back on Track”.

The Board reviewed the timeline and processes related to the OACRAO Scholarship and Scholarship Committee, and recommended that solicitation for scholarship auction items begin in January/February.

OACRAO Newsletter

The Board reviewed some of the old OACRAO newsletters and discussed the goals and benefits of the newsletters. The Board plans to invite some members of the Communications Committee to the next Board meeting in order to provide some direction to them about the newsletter and other communications related issues.

Workshops

The next topic up for discussion was that of potential workshops for the coming year.

1. Following a discussion of ways to increase the utility and participation in the support staff workshop(s), the Board decided to offer a “Free” support staff workshop on Excel and FERPA. OACRAO will pay for attendees lunch (pizza?) and there will be no fee charged to participants. While the Board does not plan to do this every year, it seems to make sense to do this in the current down economy. The tentative date for this workshop is March 4th.
2. Residency Workshop. Some consideration was given to offering this at OACAC, but the dates for that conference could not be determined at the time. This workshop could be offered in May, with a follow-up webinar in August (perhaps sponsored by an exhibitor?). Another option would be a “Chat with a Residency Expert” as a follow-up in August.

A session topic of “Semester Conversion for non-conversion schools” was proposed.

Susie mentioned that we need to take more control over the session topics, titles, and descriptions.

Another suggestion was that we could offer an encore of the top-rated presentations as November webinars.

We could also find a “hot-topic” from Admissions members and offer that as a Workshop.

Another option for a workshop/session is “What Financial Aid Officers wish Registrars knew”.

Someone questioned whether an “OBOR” workshop would be viable.

With the many options and potential expansion of the number of Workshop offerings, the VP for Workshops may need additional support.

President's Report:

Jack next brought up the topic of future meeting details. He would like to plan on the general agenda including updates from each member from 10-12, with a specific topic discussed from 12-2. This would give time in each meeting to focus on some specific topic of interest.

In December the topic to be discussed will be Communications. The meeting will be held at Jack's house, sometime the week of the 12th.

The January meeting will be at Deer Creek, and will include LAC and Scholarship Committee representatives.

The February meeting will cover Public Policy and Programs, and will be held at Mt Carmel.

The April meeting will be held in Columbus.

The May meeting will be at Muskingum University.

The June meeting will be at Columbus State Community College.

The July meeting will be at Miami.

The August meeting will be held at Deer Creek.

The September meeting will be held at Mt. Vernon Nazarene.

Past-President Report:

Treva said that she will send a confirmation email to N&E regarding new appointees.

For the Scholarship Committee she will be reaching out to past presidents who are not still in touch with OACRAO.

President-Elect Report:

Mel said he is looking forward to working with the group. He will be working to set up the OACRAO dinner at the AACRAO conference in Seattle.

Jack told Mel about the State/Regional Workshops in DC. Jack recommended that Mel get to know the leaders from Indiana, Illinois, etc. to ensure good working relationships with other state/regional organizations.

It was also pointed out that in February of 2012, SACRAO plans to hold their conference at Newport on the Levee.

VP of Programs Report:

Susie said she will send an email to vice-chairs to confirm their acceptance.

She will make a list of expectations for the chairs.

She is going to send the “guidelines for presenters” to all PC members.

She requested that Dan provide a write-up of the daily schedule as soon as possible.

VP Membership and Mentoring:

Jeannine said she wants to change the time of the orientation session.

She also said she wants to change/add a scavenger hunt to the M&M program.

VP Workshops Report:

Misty said she will contact Deb to ensure she has everything from her.

Misty will type up and distribute the evaluations.

With regards to the Support Staff Workshop, she said she is planning on a FERPA session, probably with Brad, and an Excel Tips and Tricks session. Dan said that if nobody else was found to do this, he would volunteer to present the Excel session.

The possibility of having some ice-breakers at lunch, as this will be an excellent networking activity for the Support Staff attendees.

Secretary’s Report:

Dan distributed the Business Meeting Minutes, the Town Hall Minutes, and the Board Meeting Minutes from Maumee. The Board minutes were approved, and the other two will be voted on at Deer Creek.

Expanding Membership:

Jack brought up the topic of expanding the membership base and participation. Some areas we should target include:

- Admissions Members
- Non-Member Schools. ACE lists all schools and may be a good resource for finding non-member institutions.

- Small Schools that may not know about OACRAO.
- For Profit Schools
- Career/Technical Centers

The Board believes that we should diversify our membership to account for the ways students are taking courses.

As for the targeting of admissions people, there are some admissions members on the current rosters who do not attend annual meetings. The suggestion was made to survey admissions folks from OACRAO schools. There may need to be two survey tools, one for non-attending admissions people listed as OACRAO members, and another for admissions people from OACRAO schools who are NOT on the rosters.

Another suggestion was to split out the list serve to have one for OACRAO, one for Registrars, and one for Admissions.

Meeting adjourned.

OACRAO Board of Directors
Meeting Minutes
Conference Call, December 17th, 2010

Present: Jack Miner (President), Mel Severns (President Elect), Treva Hanseman (Past-President), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops), Carol Jones (Treasurer), Cheryl Gloege (Communications Chair)

Absent: None

Welcome

Jack convened the conference call at 10:00 AM.

Communications Committee/Newsletter Discussions

Jack said that he wanted to cover three items related to the Communications Committee, the Newsletter, the Website, and the schedule of communications related to the fall conference.

Misty asked if she should go through the communications committee for workshop communications. Cheryl responded that she was open to that, or Misty could send out things on her own as well.

Jack mentioned that there could be space in the newsletter for workshops.

Cheryl asked if there was a schedule discussed for the newsletter?

Following discussion of different options, the decision was made to produce three newsletters per year, one in March, one in August, and the last in November/December.

For the November issue, we should ask two or three presenters to give a 500 word article on their topics.

Dan asked if there were any OACRAO sessions from the last conference that we might submit for AACRAO's Philadelphia meeting?

Susie responded that there may be a few we should consider.

Another ongoing feature for the newsletter should be "Membership Highlights":

To ensure depth and breadth in this category, the following types of members should be included in any given newsletter:

1. Committee Chair
2. Rising star
3. Brand-New Members
4. Support Staff Member

Lessons learned from retiring members: Use this as a chance to highlight OACRAO impact their career and/or use it as a “Last Lecture” series. Perhaps Sue Shillings would be a good person to kick this off.

The decision was made to distribute the newsletter to all OACRAO members listed in the database. If they don’t want to receive anything from OACRAO, they should remove themselves from being listed as members.

Susie thought we should highlight all members from a given institution, including Admissions, in order to improve the draw for admissions members.

Cheryl thought we should also include “adult admissions” members needs in the newsletter and in the conference.

Jack suggested giving a page of the newsletter to OACAC to fill.

Carol suggested a “tech corner”, highlighting some technology advances from a given institution.

Jack suggested a vendor article space. Eventually something to charge for, but start it out as a vendor member benefit. Lorinda Bishop is handling the Ohio Banner Users Group, so she might be a good person to start? Dan suggested that we coordinate this with Don Foster.

Rather than PDF, should we do a web-format with teasers.

Mel asked if we were ready to release password protected web-updates for institutional representatives. Jack responded that the web schedule is a little delayed and that this functionality is not ready yet.

The recommendation was made to send request to committee chairs for information for the newsletter. For the Scholarship Committee, the following schedule should be observed:

March – Who just received the scholarships.

August – Silent Auction Items

November – Reminder of application process.

Jack asked that Cheryl put together an “Agenda” for each newsletter (March, August, and November/December) with specific topics, timetable, and individual responsible for each area. That way this can be handled as a recurring schedule each year.

Website Discussions:

At the December Board meeting (conference call), the web-site was reviewed and the following action items were proposed. The goal is to get these updates done by the first week in January so we can send out surveys to admissions reps in the second week of January.

Main Page:

President's Welcome

"Enrollment Management" should bring up a link to articles, other organizations, etc.

Communications Committee can set this up to scroll through a small list of topics with short articles and link out for further information.

For section that says "new look" put a link to the Admissions survey there.

Take out the bottom section that begins: "Our organization is your #1 source..."

Clean up formatting.

On the Main Page, give a Membership Sign-in takes you automatically to the About OACRAO page.

Update personal/contact information, but cannot change voting member status.

Link to Visitor Information

Add a search or site map to enable smoother navigation of site.

Membership Page:

The links would provide more information about what each type of member meant, description, fees, process, etc.

Add link for a list of "Institutional Representatives" that defines and specifies who institutional reps are.

Add links for:

- Printable membership directory
- Searchable membership directory
- Exhibitor membership directory

Take out the Guest-Book Link on that page, replaced with "Benefits of Membership" information.

Services Page:

Change title and name of link to "Resources"

Take off photos.

Add "Upcoming Events"

Add link to Past Conferences/Presentations (should presentations be password protected?).

Link to old programs.

Link for List-Serve Archives.

Link for Newsletter Archives.

Link to AACRAO.

List of historical presenters (from Dan Wilson).

Link to new-member guide

Link to Presentation Guidelines

Link to Archived Webinars (password protected. This doesn't exist yet.)

Archived Workshops (Information from Misty).

In the highlight box, put a link to Upcoming Events.

Upcoming Events Page:

Include workshops, conferences, webinars, etc.

Include upcoming AACRAO events, conference, tech conference, SEM, etc.

OACRAO Scholarship:

List old scholarship recipients.

Use box on the right to solicit Silent Auction donations with contact information for Ann Dulaney.

Add link about the Silent Auction with description of Tax Free Donations. Site can take money, so we could put in a place to donate money to the silent auction. "Click here to make a donation".

Highlight big items and start taking bids for big-ticket items online? We could enable anyone to bid using credit-card via bid-site? Further discussion is required on this one.

About OACRAO:
History.

Benefits of membership.

By-Laws.

Reimbursement Forms.

Board Members.

Budget

Committee Listings

Awards (Description and past recipients)

Update School Information, including voting member status, with only institutional reps having access to actually make changes, but the link is viewable to everyone. Non institutional-reps get an error message with a link to the list of institutional representatives.

Board Reports

Susie is still confirming vice-chairs for committees.

Treva is ready to send out Committee Listings. She will send lists to Committee Chairs first.

Jack said that one of the states for the new members gave out a business card holder, on the front have the OACRAO LOGO. Include Board officers and Committee Chair's Business Cards in it.

Jack and Dave Sauter had a meeting with other "like" institutions. They will all meet again prior to the OBOR meeting. They want to be able to say to Paula that they do not feel that she is engaging the organizations at all, and that they want a more cooperative/collaborative effort. Then they will define what collaboration means. This might translate into little things like "can OACRAO give us 2 or 3 names for a committee". Right now, if you are at all confrontational with OBOR, you are left out of future OBOR meetings. 4 or five organizations are sending president/president-elect as a group to meet with Paula.

Misty asked who she should work with on the workshops registration. The limits on the workshop are around 110 attendees.

Carol asked about the hand-off of treasurer duties. Jack said Linda may come to Deer Creek to do this. Sometime between now and then, Carol and Jack will get together for sign-off on forms.

The next Board Meeting is scheduled for January 24th at 10AM at Deer Creek State Park.