

Minutes
Executive Committee Transitional Meeting
OACRAO
December 5, 1997

Home of Brad Myers

New Committee Members PRESENT: Brad Myers, President; Lorinda Bishop, President Elect; Dick Carpenter, Vice-President/Program; Jim Hamberg, Vice-President/Workshops; Bob Myers, Secretary; Sharon Akridge, Treasurer; Glenn Davis, Past President; Outgoing Committee Members PRESENT: Dave Sauter, Past President; Marian Hogue, Vice-President/Program; Jan Williamson, Secretary. Others PRESENT: Mindy Starcher and Martha Hicks, new LAC Co-Chairs; Roberta Sikula, Outgoing LAC Co-Chair. Others ABSENT: Gerri Hill, Outgoing LAC Co-Chair.

Brad began the meeting at approximately 10:15 AM. Some members left after a lunch prepared by Brad and a small gift exchange. New Committee members and the past VP/Programs continued meeting after lunch and ended at approximately 3:00 PM.

Outline of Issues Discussed

I. Review of the Minutes from the last Executive Committee Meeting on November 12, 1997 - Jan Williamson.

Addition of the fact that Dave Sauter is acting Historian.

Misspelling of "Treasurer" corrected.

Review of the Minutes, Annual Meeting, November 12-14, 1997 - Jan Williamson.

It was noted that Ray Wise sent a thank you card for his award.

Agreement to place these minutes on the OACRAO web site if possible.

Review of the Annual Meeting - Roberta Sikula

Discussion of need for revision of registration form in regard to packaging registration and meals.

New LAC members were given disks of Excel Database with an explanation of the printouts and the data within them.

Friday breakfast attendance under the estimated number projected.

It was noted that there was no expense incurred for Friday's Exec' lunch as it was included in the Annual Meeting package.

Discussion of what to do with extra box lunches in the future. No consensus.

Registration of the presenters needs better coordination. Suggestion of tickets for meals with nametags and to try this at the next regional meeting. It was agreed that tickets allow for better control.

A/V costs were approximately \$1800 for a contracted technician. Power Point presentations will likely increase costs in future. Contracting A/V equipment and staff for future meetings was recommended.

New vendor track was popular.

Too much extra work was reportedly involved with meals – choices should be pared-down to two choices, to include a vegetarian selection.

Partial registrations weren't charged enough. The cost of meals printed on registration forms should be deleted in the future to prevent negotiating. It was noted that Michigan doesn't have partials. A suggestion to just have guest registration fees was made.

It was reported that most of the vendors did not attend the majority of meals.

Fast Feedback form and usage was discussed. A summary was distributed.

Thursday breakfast was recognized as being, "not much for \$10", by all.

Poor attendance at the Wednesday night dance prompted a discussion of possible reasons, to include the belief that the dinner / meeting lasted too long.

IV. Review of the Annual Meeting - Marian Hogue

Vendor sessions had highest attendance figures. A

session evaluation and attendance report was distributed. Evaluation numbers higher due to new 5.0 category

2. Recommendation for future Vendor areas to be near food access.

Problem with low Friday sessions attendance discussed – suggestions included lowering the number of sessions offered to only 2 or 3 or having only one large session, ie. FERPA, or an AACRAO presenter.

V. Planning for the '98 Annual Meeting – Mindy Starcher and Martha Hicks

Long discussion of pros & cons of programmed activities vs. on-your-own nights. It was noted that AACRAO does not host night activities. No consensus. Suggestions included having Weds. Night activities be not formal – games, videos, and dinner consisting of finger-food.

Suggestion made for appointing a designated photographer.

Glenn Davis distributed a letter from a vendor, Cross Match, requesting inclusion for the next annual meeting.

Plenary session low attendance discussed. A suggestion to have a motivational speaker instead of the business meeting was made.

1998 Timetable – Brad Myers

Tentative dates set for the next Program Committee meeting and Exec' Meeting:

Program Committee – Friday, Feb. 20th
– back-up date: Feb. 27th.

Executive Committee – Jan. 30th –
back-up date: Feb. 6th.

Newsletter tentative date – Jan.19th.

Mary Jean Roach will be contacted for use of Ohio Wesleyan U. again.

Workshop dates were discussed. (See Workshops below)

1999 annual meeting location was discussed. It was reported that Bill Jones has committed OU/Athens for '99. A formal letter of acceptance was requested from OU, via Bob Myers, along with identification of a tentative week in November '99 (1st or 2nd).

Committee Assignments – Glenn Davis

Program Committee lists were distributed with the comment that more names would be added to it before the new Directory is distributed.

More admissions people are reportedly needed on the Professional Development Committee.

Directory Information – Jan Williamson

Glenn Davis to finish Program Committee updates then give to Jan to add to the new Directory. After the Directory database is updated Jan will give it to Bob Myers.

Brad requested that the Directory wording be modified to list schools in alpha order by their proper names first. For example, the College of Wooster would be listed under the W's as, "Wooster, College of", instead of under the C's, as College of Wooster.

Secretary's Report – Jan Williamson

Question of whether the OACRAO Directory web site is satisfactory, and all approved. It was noted that the annual meeting minutes, exec' meeting minutes and possibly the newsletters should be placed on the web also. There was concern that what with the growing web data that Deb Benton might need help with this. It was further recognized that web updates should go through the Secretary.

Treasurer's Report – Sharon Akridge

An up-to-date report was submitted. All bills paid but one. Treasury was reported in sound condition.

Scholarship Discussion – Brad Myers

Martha Hicks submitted, "1997 OACRAO Scholarship Fiscal Report"

A question of whether seed money is needed was answered negative, as there is a substantial carry-over amount.

Exec' was asked to make a financial commitment to the Scholarship Committee – discussion ensued. It was noted that \$1,300 has already been approved for this year: \$1000 toward the scholarships and \$300 for administrative costs. The Scholarship Committee is to strive toward being self-sufficient for administrative costs – maybe even by next year. Exec' will present to the larger body the proposal that OACRAO to contribute \$1,000 each year, assuming the budget allows this, indefinitely toward the scholarships. The committee will continue to raise additional monies with some optional goals to consider, ie. Larger scholarships, carry-over / endowment, etc. Dave Johnson indicated a desire to give more than two scholarships, but they need to set-aside enough money for administrative costs for next year.

It was reported that \$200 was carried-over from '96 and \$886 raised this year, for a total of \$1,130 to date, so they don't need any money from Exec' for next year.

Martha requested a list of donors to send thank you letters. All agreed this was a good idea.

Workshops – Jim Hamberg

Discussion of whether to keep Workshops separate from the Annual Meeting finances, or not, as Workshops always makes money. A recommendation for "the first person pays and the second one is free" was made.

First workshop was tentatively scheduled for February, concerning, "Hope Scholarships" with Daren Bakst, from AACRAO Government Relations.

The Residency Workshop will probably be held again.

Wellness or Support Staff Workshops are possibilities for late Summer or early Fall. A request for host(s) will go out on a listserv.

Odds and Ends

Outreach – Brad Myers

Deferred to next meeting a discussion of an outreach program to attract admissions, graduate, law and med' school folks.

Government Relations Liaison – Lorinda Bishop

Need for liaison roles between Exec' and other committees, ie. Membership and Mentoring Committee. It was pointed-out that the revised Constitution details the liaison responsibilities of Executive Committee officers. More discussion of these roles will take place next meeting.

2000 Conference Discussion – Lorinda reported that letters have been sent to potential sites for a 4-state conference in 2000. Expecting responses soon.

Historian Discussion – It was reported that By said Clarence had nothing but six boxes of historical records were found. Dave Sauter agreed to act as temporary Historian and has taken all the boxes. It was emphasized that a permanent Historian is needed. Sharon Akridge volunteered for this position – after ending term as Treasurer.

OACRAO Website – Concern was expressed that Deb Benton's role as web master of the OACRAO web site should be analyzed regarding time and costs and our responsibility to do this as it grows. Louise Lonamacher, Boston College, suggested we put together something to submit to the AACRAO Awards Committee, for our website. Screen prints are needed.

For the Good of the Cause – Discussion of how to show appreciation to people. The appreciation

luncheon was noted as having diminished from a hot lunch to box lunch, for expediency purposes, but now may lack in appreciation appeal. No decision was made.

Revised 12/30/1997 RCM