

**Minutes**  
**Executive Committee Meeting**  
**Concurrent With Planning Meeting**  
**OACRAO**  
**February 20, 1998**

Ohio Wesleyan University – Delaware

Members PRESENT: Brad Myers, President; Lorinda Bishop, President Elect; Dick Carpenter, Vice President Program; Jim Hamburg, Vice President Workshops; Bob Myers, Secretary; Sharon Akridge, Treasurer; Glenn Davis, Past President; Others PRESENT: Mindy Starcher and Martha Hicks, LAC Co-Chairs.

**Outline of Issues Discussed**

Discussion of Annual Meeting Theme Possibilities

*Strategies for Success, or Strategizing for Success*

Discussion of Friday Options (also see VI, 6 below)

Option #2, Fewer Sessions on Friday to Allow for Easier Checkout, was preferred, if enough programming; if not, Option #3, Major Topic and a Session with Fewer Programs.

It was determined that at least seven sessions are needed. One could be the institutional meeting session.

Secretary's Report

Submission of January 30 Minutes; accepted with two changes:

III. 3. To read, "Discussion and decision for a second planning meeting but with only the Executive Committee members and possibly at the designated hotel."

b. Change VII. 2. To VIII. 4.

Directories were reviewed, sorted and labeled by school and made available to those in attendance at the Planning Meeting. The remainder would be mailed.

Treasurer's Report

Submission of Itemized OACRAO Fiscal Report, 1/1/98 through 2/19/98.

Discussion of reducing/eliminating printing costs associated with directories, due to advent of the on-line directory. A decision was made to only print enough for

the next year by issuing a maximum of one per department head, such as, one for each registrar's office, one for each admissions office and one for each enrollment management office of each institution with this, or similar designation. Schools could also opt to not receive paper directories, in lieu of web access.

It was noted that because so many schools currently have on-line access that the demand for hard copies is already down and we could offer extras, without charge, to schools requesting them this year.

### AACRAO Regional Meeting Report

Lorinda emailed the other states regarding the \$1,000/school monies and hasn't heard from Indiana. Michigan forgot about this.

Michigan has a problem with food costs. Lorinda was working out details. All felt the food costs were normal.

### LAC Report

It was suggested that we have one outside (away from hotel) event night and one inside (at the hotel) event night, at the next annual meeting. The away night would incorporate buses and go to such places as: COSI, Franklin Park, Buckeye Hall of Fame Café, and Easton Shopping Center.

Glenn suggested the AACRAO rep' make a report (at the annual OACRAO meeting) of the Chicago AACRAO meeting, in addition to reports from our officers who attend Chicago. All agreed for this to happen either at the Wednesday dinner or Friday breakfast meetings.

Discussion of possibly spreading the business agenda from Friday to include Thursday. No decision.

Agreement that one session should be a breakout (institutional meetings) session; maybe Thursday.

Decision to plan for two sessions, plus breakfast, for Friday, and be flexible about changing to one, long or short session.

Agreement with LAC to definitely have an opening session.

Next meeting – 10am, April 3, Brad's home.

It was noted that some of the broader issue discussions on the agenda for the last two meetings would have higher priority for this meeting, so we can begin to dig into them.

We need to finalize workshop topics for the remainder of the year, and session topics for the conference so that the program committees can more definitively move forward with arrangements.

Revised 3-25-98

**Minutes  
Executive Committee Meeting  
OACRAO  
April 3, 1998**

Home of Brad Myers – Columbus

Members PRESENT: Brad Myers, President; Dick Carpenter, Vice President Program; Jim Hamburg, Vice President Workshops; Bob Myers, Secretary; Sharon Akridge, Treasurer; Glenn Davis, Past President. Members ABSENT Lorinda Bishop, President Elect. Others PRESENT: Mindy Starcher and Martha Hicks, LAC Co-Chairs.

**Outline of Issues Discussed**

Approval of Minutes

The February 20<sup>th</sup> minutes were distributed and reviewed and approved with no changes.

Approval of Annual Meeting Theme

It was discussed and agreed that the theme for the annual meeting is, "Strategizing for Success", emphasizing "Strategizing" over "strategy".

Approval of Annual Meeting Sessions

Dick distributed four handouts of the Planning Meeting Summaries and Ranking from all session chairs except Records & Registration. They were discussed and approved with the decision to make session 6 the "schools meeting" session at 3:15-4:15 PM and FERPA to be 4:15-5:00, plus have social hour 6-6:30 PM.

Friday Schedule

A motion to have three sessions, in two time-slots, on Friday with a large break for room checkout, was approved unanimously.

LAC Report

Mindy reported that 81 vendors were sent letters.

A discussion to have a social event at the Buckeye Hall of Fame Café included questions of whether to charge for dinner or hors d' oeuvres, what games were available; shuttle service, etc.

The appreciation lunch was talked about regarding whether to keep it a box lunch or not. The box lunch concept was implemented to expedite eating for those needing to drive long distances and it was decided to keep this but to look into doing more in the appreciation area, such as mugs or something.

Mindy requested LAC link to OACRAO home page. All felt it was a good idea.

### Conference Workshops

Jim reported that he was working on 6 or 7 ideas, to include, "enrollment management", by Stan Henderson or Jim Major; "government relations", by Darren Bakst. Discussion ensued of the possibility of Darren giving a session on Wednesday and having a round table discussion Thursday morning with Jim Noe.

### Other Workshops

Jim Hamburg said we would definitely have "residency" and repeat "wellness" and "support staff". "Home schooling" is a possibility. He also noted he was still planning on "Ohio articulation"; "town meeting" by the 2000 Taskforce maybe; "distance learning", maybe with best practices approach instead of generic; "changing environment of higher ed."; "web page development"; "arguing is good for you" by Akron speaker; "conflict resolution"; financial management/planning. He summarized that 3 or 4 are possible; maybe with two on Wednesday and two on Thursday.

Discussions about Jim Hotsteller being a speaker and whether to pay the \$500 fee. A free presentation was going to be pursued.

See "OACRAO Workshop Report" attached.

"I want Help with Hope" was reported to be very successful.

### Officers' Reports

Treasurer's Report – Sharon submitted "Itemized OACRAO Fiscal Report" (see attached).

Brad requested \$1,000 check for Chicago (AACRAO) reception. He reported that Lorinda said the reception was set but the hotel was confused about some details.

Secretary's Report – It was reported that the remainder of the allotted directories were mailed to respective schools, along with a few extras at no charge, as there are plenty of extras.

Brad requested that extra copies be brought to the next exec meeting.

Brad requested a set of labels for Connie Goodman to request updates.

Past President Report - Glenn reported no changes for the constitution.

AACRAO Issues - Brad asked if a letter to AACRAO is needed, or desirable from OACRAO, concerning the Executive Director and financial issues. No need to do this was expressed.

State and Regional Workshops in Chicago – Brad passed-out RSVP forms.

Executive Committee Liaison Roles / '98 Timetable – Brad encouraged exec members to pursue their roles, regarding '98 timetable, then funnel feedback to him.

Government Relation Liaison Role – Brad asked for discussion of the possibility of joining Darren's new organization, "Center for Policy and Higher Education", or "CPHE". After discussion Brad motioned to buy \$100 membership in CPHE with Jim Noe as our government relations liaison. It was seconded and unanimously approved.

IX. Newsletter and Web site – A discussion about the newsletter on the web site resulted in a favorable response, if Deb Benton can do it, but it was recognized that an e-mail notice is needed to remind people when and where to look.

**Minutes**  
**Executive Committee Meeting**  
**OACRAO**  
**May 8, 1998**

Home of Brad Myers – Columbus

Members PRESENT: Brad Myers, President; Dick Carpenter, Vice President Program; Jim Hamberg, Vice President Workshops; Bob Myers, Secretary; Sharon Akridge, Treasurer; Lorinda Bishop, President Elect. Members ABSENT: Glenn Davis, Past President. Others PRESENT: Mindy Starcher and Martha Hicks, LAC Co-Chairs.

**Outline of Issues Discussed**

Review of April 3rd Minutes

The April 3, 1998 minutes were approved with two changes: 1. Change II. 3 to read, A motion to have three sessions, *in each of two time slots* on Friday with a large break for room checkout, was approved unanimously. 2. Change IV 1 to correct spelling of "Baske", to *Bakst*.

Treasurer's Report

The fiscal report was submitted and approved. See attached.

AACRAO Financial Situation/organizational Changes

Brad noted his observations of the 1998 AACRAO annual meeting in Chicago, including:

Financial crisis – Anticipated \$130,000 deficit for FY97 & FY96. FY97 turned out to be much larger: \$425,000.

Primary excuse for deficit was an aggressive plan for member growth and program development. Also, estimates for income and costs were significantly off.

Recovery plan includes increasing membership fee to \$165, which should place AACRAO in the black about \$65,000 for FY99.

Wayne Becraft is gone and Cliff Sorgenson has been appointed interim executive director.

Proposal to change mission statement back to one before

last year's change failed.

An interim business manager has been appointed.

Officials plan to save money by using electronic media instead of print; reduce costs wherever possible, reduce size of the July Planning Meeting and reduce board travel.

Existing office lease is locked-in for 10 years.

International Education front money was a losing proposition.

Three awards presented included: 1) PACRAO for diversity program, 2) Carolinas for 25<sup>th</sup> anniversary video and 3) Middle States for their web page.

Regional reception was very expensive and food did not last long. It was suggested that future receptions include only snacks and simple cold food, e.g. vegetable trays.

State/Regional Workshop included good presentation on non-profit organization liabilities and insurance. Brad indicated that we probably didn't need additional coverage. He also reported that we might need to report monies received from vendors on our tax forms. We need to research whether or not OACRAO is completely current with federal and state tax filing requirements. We anticipate that we are not and will need to do so.

Nomination forms are available for AACRAO Board of Director positions, to include: president-elect, VP-Regional/State Associations, VP-Enrollment Management, and slots on the



Nominations & Elections  
Committee.

LAC Report

Mindy reported the LAC met in the Buckeye Hall of Fame and confirmed plans to schedule use of it in the annual meeting. Shuttle bus service scheduling was also confirmed.

Little response from vendor letters has been received to date.

One sponsor, Voice FX, has opted for the vendor track.

DataTel will provide canvas "briefcases" again.

Discussion of desire to provide a town meeting forum but LAC will need to re-shuffle schedule to fit it in. Recommendations for changes, including cutting the President's Reception time were discussed and the chairs will incorporate and report at the next Exec' meeting.

Conference Program Report

No finalized sessions yet.

May Newsletter

Brad solicited for, and received ideas for next newsletter.

'98 Workshops

Jim reported he has four topics identified for pre-conference, to include Financial Planning, Government Relations, Transfer Articulation and Arguing is Good For You; and four for the summer/fall months, including Home Schooling in July, Support Staff and Residency in August and Technology Day, including a computer lab.

Other Officer Reports

Lorinda reported that the Hilton is the best bet for accommodating the most people for Y2000 Conference, with the Holiday Inn and Ramada as another option due to being close together.

Executive Committee Liaison Roles

Bob Myers reported on a telephone conversation with Mirium Tucker, Chair of the Publicity and Publications Committee. He reported that P&P had not met this year and that it was apparent that this committee needed direction. After a lengthy discussion some recommendations to P&P included helping the V.P. Workshops, coordinating the proposed resource center on the web, assist newsletter editor, and supply photographer for annual meeting.

Government Relations Liaison Role

Brad reported on meeting with OSU's state government relations'

representative and how we might tie into support from that office.

## Outreach

Brad threw out some suggestions including recruiting law school registrars and asked for members to think of how we can deal with diversity better.

He also recommended that all of us read the Year 2000 Report and think about how some of the recommendations might apply to OACRAO.

## Other Items/New Business

Discussion about possible advantages to establishing our own browser for OACRAO web site, with no decision.

Decision to add our URL to official letterhead.

Decision to pursue an OACRAO Resource Center (probably on web site) for information and expertise on relevant subjects. Bob will talk with both Webmaster and P&P Chair.

Decision to pursue OACRAO listserv and fund student assistance for Webmaster if necessary. Bob will discuss with Deb Benton.

Brad asked for topics for mentoring.

## Next Meeting

Next meeting was set for July 31<sup>st</sup>.

**Minutes**  
**Executive Committee Meeting**  
**OACRAO**  
**July 31, 1998**

Home of Brad Myers – Columbus

Members PRESENT: Brad Myers, President; Dick Carpenter, Vice President Program; Jim Hamberg, Vice President Workshops; Bob Myers, Secretary; Sharon Akridge, Treasurer; Lorinda Bishop, President Elect; Glenn Davis, Past President. Others PRESENT: Mindy Starcher and Martha Hicks, LAC Co-Chairs.

**Outline of Issues Discussed**

Secretary's Report - The May 8, 1998 minutes were distributed and reviewed.

Approved with no changes.

VP Program Report -

Dick reported updating the on-line schedule for the annual meeting several times.

He is still working out details for Friday's sessions but things are coming together slowly.

Only two vendors committed to the vendor track, but one is pending.

LAC Report –

Mindy reported they were under-budget with \$2,000 in expenses and \$850 in revenues.

They have 12 vendors to date and three have indicated they would contribute funding for special events.

Registration packets were handed out (enclosed) with a report that they would be sent in early September.

There was discussion about partial registration fees with debate about the final price per day. No decision.

There was discussion about purchasing denim shirts for LAC and Exec' members, with debate about wording and logos on them. It was decided to have "OACRAO" sewn on the top of one of the pockets of the shirts.

It was suggested and approved to have door prizes drawn at every large gathering.

It was proposed and approved to purchase enough disposable cameras for anyone's use at every table for the dinners. The cameras would be collected and film developed for use in the newsletter and next year's meeting and archives. Bob to contact P&P Committee.

It was reported that a slide-show of previous meetings would be shown at the registration desk.

There will be a "drive-in" theme for movies in a room with video projectors.

There will a separate game room and concession area.

Friday's lunch will be pizza from the Pizza Hut restaurant located within the hotel.

#### VP Workshops Report –

Jim reported that we must try to keep fees down to \$25.

Four workshops already planned.

First two summer workshops cancelled.

The Home Schooling WS, which was cancelled for summer was chosen for pre-conference.

#### Treasurer's Report – Sharon distributed an up to date fiscal report and 1998-99 OACRAO Institutional membership dues invoice report.

The reports were approved without change.

It was reported that our bank is now Star Bank, in Cleveland. The committee agreed with Brad's suggestion to later investigate a more statewide bank.

#### Other –

Brad reminded the committee that N & E Committee needs nominations by August 31<sup>st</sup>, for: Treasurer, VP Workshops, and president-elect.

N & E Committee needs members, to include two past-president and two at-large members.

Brad indicated that we should encourage membership to apply for AACRAO openings, to include president-elect for regionals.

#### YR2000 –

Lorinda reported that we have a definite site – Ramada Inn at Maumee @ \$69/night, plus Holiday Inn @ \$69 across the street.

Awards – Brad recommended several awards:

Need to recognize Gail Warden for newsletter work.

Certificate and honorary membership for retired Gene Roller.

Certificate for Deb Benton's work as webmaster.

Nominations for the Parker and Ryland Awards were discussed.

Next meeting was set for September 11, 1998 with discussion about "Taskforce 2000" and compiling a resources listing of membership expertise, plus take a look at PACRAO's diversity program.

**DRAFT MINUTES**  
**Executive Committee Meeting**  
**OACRAO**  
**September 11, 1998**

Home of Brad Myers – Columbus

Members PRESENT: Brad Myers, President; Dick Carpenter, Vice President Program; Jim Hamberg, Vice President Workshops; Bob Myers, Secretary; Sharon Akridge, Treasurer. Members ABSENT: Lorinda Bishop, President Elect; Glenn Davis, Past President. Others PRESENT: Mindy Starcher, LAC Co-Chair.

Others ABSENT: Martha Hicks, LAC Co-Chair.

**Outline of Issues Discussed**

Secretary's Report – The July 31, 1998 minutes were reviewed and approved without change.

Annual Meeting Report – Dick reported that all was coming together fairly well, with the exception of filling recorder positions (as usual) and two session presenters.

Three vendors were committed for the vendor track.

Brad suggested moderators for the various school sessions (#6).

Local Arrangements Committee (LAC) – Mindy distributed registration packets.

Mindy took shirt sizes and received approval for black letters, spelling "AACRAO" over pocket.

She reported 15 confirmed vendors with one pending.

The LAC had begun spending money.

After discussion about last year's vendor, Hewlett Packard, being disgruntled for apparently being charged double for two rep's at a booth, Brad moved that \$250 be approved for payment to Hewlett Packard, if Connie Goodman (vendor liaison) agreed it was justified. Dick seconded and motioned approved unanimously.

Mindy reported that the movie, "Titanic" would be shown at the annual meeting. It's 3-hours in length and will have an intermission.

Brad asked if a walk-through meeting at the hotel was needed. All agreed and Oct. 23<sup>rd</sup> was set as a tentative date.

Brad asked Mindy to send brochures to other organizations, i.e. OACAC, financial aid and bursars organizations.

**Workshops Report**

The four workshops are still planned

**Memberships & Mentoring Committee**

Mary Bodnovich, Chair of the M&M Committee, attended to brainstorm with Exec' members.

It was agreed that the committee should actively pursue memberships from admissions, graduate admissions, medical, nursing and law schools.

## Officer Reports

VP Workshops – Jim said he was looking at early December for Technology Day, which was moved from summer workshops.

Treasurer – Sharon reported receiving many membership demo data updates from schools paying their memberships bills.

Approximately half of member schools have paid to date.

An up to date fiscal report was handed-out for review.

Sharon reported that Star bank hasn't given interest on account but that she was pursuing making contact with the right person.

Secretary – Bob reported that the Promotion and Publicity Committee has been somewhat usurped by the Membership & Mentoring Committee and other committees. It was agreed that maybe we have overlapping responsibilities and that possibly some committees could be phased out.

President – Brad distributed copies of constitution updates and asked the committee to review before the next meeting.

Brad also passed out the Resources List and asked the committee to review this and to respond.

Diversity – Brad lead a discussion around the question of whether OACRAO needs to be proactive regarding its diversity. No decisions were made but no significant problems were identified.

The next meeting would be a walk-through type meeting at the Holiday Inn East, near I-70 and Hamilton Road, on October 23<sup>rd</sup>.

Minutes  
Executive Committee Transitional Meeting  
OACRAO  
December 11, 1998

Home of Brad Myers – Columbus

New Committee Members PRESENT: Lorinda Bishop, President; Byron Thorsen, President Elect; Dick Carpenter, Vice-President /Program; Martha Hicks, Vice-President/Workshops; Bob Myers, Secretary; Allen Cole, Treasurer; Brad Myers, Past President. Outgoing Committee Members PRESENT: Jim Hamberg, Vice-President/Workshops; Sharon Akridge, Treasurer. Outgoing Committee Members ABSENT: Glenn Davis, Past President. Others PRESENT: Deb Benton and Janie Pidcock, new LAC Co-Chairs; Mindy Starcher and Martha Hicks; Outgoing LAC Co-Chairs.

Transition Meeting - Review of Last Annual Meeting –

Program – Dick Carpenter submitted two reports, "OACRAO 1998 Conference Feedback Form", which is a summary of the total evaluations returned, and "1998 OACRAO Conference Session Summary Information." He stated that he would encourage a shift in programming away from the traditional tracks (Admissions, Records, etc.) and more toward current needs and availability. Program references to committee sponsorship of sessions would be eliminated. He noted that there was no evaluation of the Vendor Track during the last conference. He recommended that this track, if continued, should have recorders, and as a result, have summaries written, in addition to the pre-conference workshops. It was decided that the Vendor Track would be programmed again, plus we need to provide more recorders for the summaries of vendor track plus pre-conference workshops. The pros and cons of having the school-type (2-yr, 4-yr, etc.) meetings on Friday was discussed without a decision. The "3+1" track system was preferred for next year. Dick reported that he would make the certificates earlier next year as he ended up scrambling to get them at the 11<sup>th</sup> hour this year.

Conference Timing - Dick said that he heard that there might have been a minor conflict with some 2-year school members since the Junior College Admissions people met the weekend following OACRAO. The question of why we meet in early November was raised. Brad responded that he wasn't sure but that most of the other surrounding states associations meet during this same period, within a week, so there must be some historical rationale. Dick expressed an interest in attracting professional school members and admission staff and felt that we should check to insure that we're not scheduling them out of attending. No specific conflicts were identified. It was agreed that the November schedule is probably the result of striking a balance with the April AACRAO conference and no motion to change was made. It was decided that we contact the 2-year school affiliation and investigate the possibility of holding meetings concurrently. Kathleen Higgins was to be approached by Lorinda and Sharon at the next 2-yr meeting in early February.

Transition Meeting – LAC's

Registration on the Web - Brad asked Deb Benton if we could have registration on the web. She answered that it was possible; probably not interactive, but on-line. Registration without payment was an issue. The questions of whether to pursue payment actively and/or assess late fees were discussed. It was recommended to accept registration with follow-up payment.



Deadline for Registration - The decision to move the registration deadline up to two weeks prior was made, as LAC only had one week to use the numbers before the last conference.

Registration Fee Breaks - There was a discussion about cost breaks for retired, honorary and associate members and past presidents. It was decided to give lifetime honorary and associate memberships registration fee waivers.

Upcoming Meeting – Athens - Deb reported 60 rooms reserved Tues. night, 150 rooms both Weds. & Thurs. and 20 rooms Friday night. Cost is \$89 for the OU Inn and \$69 for Amerihost Inn.

Last Meeting - Columbus - Mindy submitted the report, "1998 OACRO Annual Meeting Budget" and reported that the last annual meeting's total expenses was \$20, 801 and total income about \$27,000, with \$600 outstanding from a vendor. We spent significantly less on entertainment this time.

State Park Resorts - Dick suggested that we pursue holding some annual meetings at State Park Resorts. It was suggested that Dick contact state park rep's and see if we can get a break on costs knowing that their rates are high.

Different Door Prizes - Sharon made a suggestion that for door prizes next year that the members bring door prizes which represent their schools or parts of the state, as an interesting diversion from bookstore sweatshirts, within budget constraints.

School Banners - Janie suggested that it would be nice if members could bring banners from each school.

Fundraisers - Allen suggested that we offer split-the-pot lotteries at the next conference, plus sell OACRAO denim shirts.

III. Committee Membership Update – Brad reported that adjustments to all committee memberships are complete and submitted the report, "OACRAO Committees for 1999". He also reported that some of the Operating Committees have expressed an interest to meet during the February Planning Meeting and recommended encouraging respective committees to do so.

#### IV. Regular Meeting -

Secretary's Report – Bob submitted the minutes from both the October 23<sup>rd</sup> and November 3<sup>rd</sup> Executive Committee meetings. The Oct. 23<sup>rd</sup> minutes were approved with the correction of spellings of the names Jim Hamberg and Sharon Akridge. The Nov. 3<sup>rd</sup> minutes were approved without change.

Treasurer's Report – Sharon submitted an Itemized OACRAO Fiscal Report for 1/1/98 through 12/2/98 and a 1998 OACRAO Summary Fiscal Report, as of 12/03/1998 and a 1998-99 OACRAO Dues Listing. She noted that Karen Magness-Lewe would be the new chair of the Audit Committee. A January meeting has been tentatively set. Sharon recommended buying Quicken software. Books will be turned over in January. Sharon and Brad reported that the IRS contacted them and indicated that our non-profit tax-exempt status was in jeopardy, as we have not filed appropriate paperwork. They gave a 30-day notice. Brad will follow-up on this. Sharon also reported that Star Bank hasn't given interest on our account since June, when we became a new account. However, she was assured that the interest would be applied retroactively and would appear on our next

statement. Brad said we have \$15,000 we can put in a CD. Sharon reported that we are now registered on-line with the Fed.'s (CCR Database) as a vendor so the Air Force Inst. Of Tech. can pay their dues on-line. The Treasurer's reports were approved without change. Three schools are still not paid but two are coming. Sharon told Allen that she would do the taxes before turning over to him.

VP/ Workshops Report – Jim recommended that a small workshops committee be formed, to help the Vice President/Workshops, as it's too much for one individual. He also recommended planning the workshop cost based on 20 registrations and holding the workshop with no less than 10. Brad noted that workshops are almost always held in Columbus, due to its central location and wanted to know if this is a problem. No one felt it was a problem. He also recommended doing an admission workshop and to think about doing the residency workshops that the Board of Regents used to do, as it would be good PR. Jim recommended having more than two workshops at pre-conference. This year we had four, which worked fine.

Scholarship Donation – After a discussion of our budget and the scholarship needs Brad made a motion to donate \$100 to the AACRAO Scholarship Fund. The motion was seconded and passed unanimously.

OACRAO Membership Database Issues – Bob submitted a report entitled, "OACRAO Database Issues", which identified five issues related to the maintenance of the institution/membership database. The first two issues were discussed and numbers 3-5 tabled until the next meeting.

Honorary Lifetime Memberships Not in Database - Bob reported that Honorary members are not kept in the database as most of them are retired so they are not attached to an institution, or they have relocated; both resulting in no current addresses. It's been previously discussed that it's desirable to have the ability to mail annual meeting and workshop info to these members but we can't produce mailing labels. It was decided that the Secretary would maintain a database of honorary members and would attempt to locate the member once, such as contacting the institution or doing an Internet locator search. It was decided to also place the honorary member names on our web site, and in the newsletter, with requests for current addresses. The question of whether honorary members have full voting rights was answered to the affirmative.

The Two-Category Database Has Become Outdated – Bob reported that the current Access database, for the Directory's institutional format purposes, is broken into the long standing categories of, "Registrar" and "Admissions." However, many members have indicated that they are not associated with either office and it would be completely inappropriate to be included with them. The two-part division was implemented at the request of admission members to allow for mailings to be sent directly to their departments, as opposed to going through the registrars' offices for distribution. He reminded the committee that this issue has risen, in various forms, at both AACRAO's and OACRO'S last meetings. Various combinations of categories were discussed with a decision, i.e. 1) Admissions 2) Records / Registration / Registrar 3) Admissions and Records 4) Enrollment Management / Enrollment Services, 5) Other. Brad said that we might have come to the point where we should not try to group members at all. It was recognized that much more discussion and input from members is needed on this issue.

Other

'99 Directory Publication – It was decided that since the number of directory mailings will

be significantly reduced this year, due to the web site, that the directories could be distributed in an unbound format, such as folders. Two copies will be sent to institutions, regardless of size, with the exception of sending an additional copy to each regional campus.

Address Labels Requests – After a discussion of the rising vendor demand (and production costs) for printing/mailing address labels, it was decided that the labels would be provided only for member vendors and only on floppy discs. Any exceptions granted would require a fee of the actual costs incurred to produce and mail.

Correction to Minutes – Jane Pidcock reported that the minutes from the 1991 annual meeting may have incorrectly identified her as the recipient of honorary membership, as did the newsletter, but in fact, she only accepted the award for Past President Larry Terrell, who couldn't be present at that meeting. It was decided that the historian would pull the minutes and send them to exec' for review and any necessary action to accurately reflect that Larry is an honorary member and is to be included in the new listing to be created.

Next Meeting – The February 19<sup>th</sup> Planning Committee Meeting at Ohio Wesleyan University.

Revised 2/5/1999