

Minutes
Executive Committee
OACRAO
March 18, 1999

Home of Brad Myers – Columbus

Committee Members PRESENT: Byron Thorsen, President Elect; Dick Carpenter, Vice President/Program; Martha Hicks, Vice-President/Workshops; Bob Myers, Secretary; Allen Cole, Treasurer; Brad Myers, Past President. Committee Members ABSENT: Lorinda Bishop, President. Others PRESENT: Deb Benton and Jane Pidcock, LAC Co-Chairs.

President's Report - Brad Myers conducted the meeting in Lorinda's absence.

AACRAO AWARD - Brad reported that AACRAO would present an award to OACRAO during the AACRAO meeting in Charlotte, for our web site. We will be receiving \$500 and free registration for one at the AACRAO conference. Accepting the award will be Deb Benton and Bill Jones, of Ohio University, and Lorinda, for OACRAO. Deb will get the free registration award. Bill supported this committee's suggestion to donate the \$500 to the OACRAO scholarship fund. Deb will make a presentation of the web site at Charlotte.

'01 ANNUAL MEETING – It was decided to have the 2001 annual meeting in the Columbus region, in keeping with the tradition of having the meetings revolve from the southern part of the state, to the northern, then to the central region, etc. Possible LAC chairs was discussed.

CHARLOTTE RECEPTION – It was decided to spend no more than \$700 for the reception with the Illinois, Indiana and Michigan members during the '99 AACRAO annual meeting in Charlotte.

Y2K CONFERENCE – The question of how to fund and/or split any profits from the 2000 conference among the three states was discussed. It was recommended to split the costs/profits evenly. A planning group will meet in Charlotte.

AACRAO REP' – Brad announced that Tom Bilger, Ball State U. Registrar, will be our AACRAO Representative this year. Tom agreed to do a presentation if we wanted him to.

Vice President/Workshops Report – Martha Hicks

TECHNICAL WORKSHOP - scheduled for March 24th has 6 registrations. The presenter, from Columbus State, charges \$25/hr and plans to spend 3 hours presenting. Martha noted that it wouldn't take many participants to break even.

SUMMER / FALL WORKSHOPS - Martha distributed a handout, which included potential summer/fall conference workshops. (See attached, "Vice President of Workshops Executive Committee Meeting Report, March 18, 1999.") Subjects were discussed at length. Four fall workshop possibilities include, Affirmative Action, Government Relations (including Sunshine Law), Ohio Learning Network and Beyond Y2K. Summer workshops should be firmed up by the end of April.

INSTITUTIONAL RESEARCH / DATA MANAGEMENT

COMMITTEE – There was a lengthy discussion about a workshop for institutional research for enrollment management. Dick also reported that the Data Management committee chair indicated that his committee feels that the other committees are providing much of their same, or similar, subject material. Executive Committee discussed the purpose and direction of the data management committee, with the consensus that the DM committee is needed and that much subject matter should be available.

Vice President/Program – Dick Carpenter

PROGRAM THEME – Dick read a list of proposals for the program theme. The committee quickly ruled out themes like, "head for the hills", "swing into the millennium", and anything with "Y2K" in it. Bob and Jane suggested a modification of an old Athens Chamber of Commerce theme, "Athens, Absolutely", to "OACRAO in Athens, Absolutely." Jane also suggested that some "one-liners", incorporating the ending, "absolutely" be used throughout the brochures and other publications.

SESSION TIME CHANGES – Deb suggested starting the pre-conference workshops a little earlier than in the past, because it was assumed that most attendees would drive in the night before. This would allow for built-in time for the shuttle service. So, instead of starting at 10AM, start at 9:30AM. There was some concern about this action precluding some people from attending as it might force them to spend more on overnight lodging. It was decided to cut the FERPA update back 15 minutes, to a half-hour presentation, move the 45 minute Town Meeting from Wednesday to 5PM Thursday, which would bump the Thursday Dinner to 7PM. All this would effectively allow for needed shuttle time, and lighten a rather heavy Wednesday schedule.

HOPE SCHOLARSHIP - By asked if there was any demand for a session or workshop on the Hope Scholarship implementation. Brad noted that it really takes effect the year after this.

LAC Report – Deb Benton

KEYNOTE SPEAKER - Deb reported that Bill Jones asked Jim Grobe, Ohio University football coach, to be the plenary session speaker.

OFFICE OF PUBLIC OCCASIONS - Deb also reported that OU's Office of Public Occasions is being utilized to assist with the arrangements for OACRAO. They indicated that they would "work with us" when Deb first reported that their normal charge was prohibitive. Deb asked the committee if this was a problem. Dick noted that without knowing the percentage the committee can't really object.

SPIRIT NIGHT - Jane reported that Wednesday is being programmed as, "spirit day, or spirit night", starting off with Coach Grobe giving a motivational speech, dress will be casual with dinner at Baker Center. The evening entertainment may include the Singing Men of Ohio, doing a medley of old college songs. Afterward, people can go down to the lower level of Baker Center for bowling, billiards, Ping-Pong, etc.

EVENING OF ELEGANCE – For the second night it was hoped that we could use the historic facilities on the Ridges part of Athens Campus, to include: Lin Hall, with it's Kennedy Art Museum and the Auditorium. It was to be billed as "An Evening of Elegance", but the museum has nothing scheduled at that time and to make it even worse, would be in the process of tearing down an exhibit. So, alternatives are being reviewed.

A TASTE OF ATHENS – Events such as, "A Taste of Athens", similar to the concept of "A Taste of Columbus", with a variety of food dishes, served finger-food style and a variety of dancing exhibitions have been discussed. Providing dinner is being looked at for both nights. An organized "Court Street Shuffle", which is similar to a pub-crawl, is also being discussed as another alternative.

PING REC' CENTER – The Ping Recreation Center will be available for OACRAO participants and paid for with annual meeting funds.

Secretary's Report – Bob Myers

Bob distributed copies of the last minutes. The minutes were reviewed and approved without change.

Treasurer's Report – Allen Cole

REPORT APPROVED - Allen distributed copies of the Treasurer's Report and addressed some of the highlights. The report was approved without change.

MEMBERSHIP AND MENTORING COMMITTEE - Brad noted that

the M&M Committee will contact each of the institutions that have had their memberships dropped to encourage them to reconsider joining and try to get feedback if they don't wish to re-join.

SCHOLARSHIP FUND – There was some discussion of how the Scholarship funds and carry-over are indicated and if they are earmarked. Brad asked if Scholarship funds belong to the Scholarship Committee. Brad noted it's a sub-account, not a separate account—strictly a bookkeeping matter. It's all part of the total (OACRAO) budget.

Other Business – Brad

Brad asked anyone felt there was a need to have a meeting of Exec' during AACRAO. No one thought that it would be necessary, but if anyone changed their mind it would be easy to contact one another via e-mail.

**Minutes
Executive Committee
OACRAO
July 6, 1999**

Home of Brad Myers – Columbus

Committee Members PRESENT: Lorinda Bishop, President; Dick Carpenter, Vice President/Program; Martha Hicks, Vice-President/Workshops; Bob Myers/Secretary; Allen Cole, Treasurer; Brad Myers, Past President. Committee Members ABSENT: Byron Thorsen, President Elect. Others PRESENT: Jane Pidcock, LAC Co-Chair; Kate Carey, representing Ohio Learning Network.

I. Ohio Learning Network (OLN) Presentation – Kate Carey, Planning Director

OLN SUMMARY PRESENTED - Ms. Carey first gave a summary of OLN history, including the facts that the agency was one year old created by the Board of Regents and originally named "Tech Link" but inherited their present name from Ohio University. OLN is a central clearinghouse for distance education courses.

HANDOUTS - She distributed two handouts: "OLN Policy Issues" and a draft copy of, "Ohio Learning Network Memorandum of Understanding, May 1, 1999."

REASON FOR COMING - She explained that the BOR's Policy Planning Board (consisting primarily of university provosts) recommended that OLN go to "Registrar and financial aid folks" for feedback on the memorandum of understanding.

REQUEST - The Executive Committee was asked to review the memorandum of understanding and make recommendations.

REPRESENTATIVES NEEDED - Kate asked for representatives to attend a meeting of registrars, financial aid and admission directors, in August. She asked for "quick problem solvers".

II. Discussion of Ohio Learning Network Request

PRESIDENT'S RECOMMENDATION - Lorinda recommended that OACRAO be proactive with OLN.

REP'S TO BE PICKED - It was decided to ask certain members to represent OACRAO at the August meeting.

DICK, LORINDA & BRAD - Dick Carpenter was already involved with OLN and wished to continue. He noted that he was the only registrar. Lorinda and Brad both

expressed a desire to be involved.

ADMISSIONS REP - Martha would come up with a recommendation for an admissions rep'.

MEETING COORDINATION - Brad will arrange for rep's to be at the August meeting.

III. VP/Workshops Report – Martha Hicks

HANDOUTS - Martha submitted two handouts, "OACRAO 1999 Summer Workshop Series, "SOMETHING FOR EVERYONE" and, "OACRAO Workshops Update, Executive Meeting – July 6, 1999".

RELAXATION WORKSHOP - She was disappointed in relatively low turnout for Relaxation workshop.

WEB SITE REGISTRATION that Deb Benton created is appreciated. However, a couple of registrants received confirmation without generating a report to Martha.

TWO "BEYOND Y2K'S - She explained that the summer "Beyond Y2K" is a "think tank" type workshop, while the fall Y2K is follow-up summary.

FALL WORKSHOPS - Martha reported that for fall workshops, only possible presenters have been identified to date. Four subjects are being looked at. (see blue handout)

IV. VP/Program – Dick Carpenter

HANDOUT - Photocopies of the annual meeting program web site were distributed to the committee and are attached to these minutes.

AIE COMMITTEE NON FUNCTIONAL - Dick began by saying that the Admissions and International Education Committee is "almost non-functional". He said he had "nothing in" for this part of the program, and that the committee was down to consisting of only the chair, Carolyn Starr Stephen and the vice chair, Louise Ditchey. Brad asked the executive committee to help identify people to assist Carolyn and Louise on the committee in preparation for the fall conference, as well as any presenters/sessions for the AIE track. Bob said that he could see if Philip Henry, of The Queen's University of Belfast, was still interested in making a presentation at OACRAO. Henry made an offer to committee members during an informal meeting at the AACRAO conference in Charlotte. Lorinda reminded all that OACRAO could not afford to pay travel expenses but that maybe lodging could be provided. Bob would follow-up on this.

PROGRAM HELP - Possible AIE committee members were suggested and Exec' members instructed to pursue contacts and coordinate with Dick.

Treasurer's Report – Allen Cole

HANDOUTS - Two handouts were distributed to the committee and included as an attachment in these minutes: "1998 OACRAO Scholarship Fiscal Report" and "Itemized OACRAO Fiscal Report 1/1/99 Through 6/25/99."

INTEREST REVENUES - Allen noted the line item "interest correction/adjustment" amount was possible due to Sharon's (previous Treasurer) diligence.

WALK THRU - Allen "walked through" the reports with the committee.

CD'S - A decision to rollover the CD's was made.

NON PROFIT STATUS - A brief discussion of OACRAO's non-profit status, vs. AACRAO's new incorporation status. Brad agreed to look into this more a report back the pro's and con's of both.

TAXES FILED - Sharon filed the taxes for last year.

MILEAGE DECISION - Allen noted that current mileage reimbursement is at \$0.275 and he questioned whether this should be updated. A motion was made to change to \$0.30, effective July 7th, 1999. The motion was seconded and passed unanimously.

SHIRT SALES - The denim shirt sales were discussed and Jane Pidcock updated the members.

SCHOLARSHIP ACCOUNTING - The Scholarship carryover amount (p.2) was discussed and it was agreed that the inherited format for showing the annual scholarship donation (\$1,000 last year) needs to be improved. The \$1,000 donation was not indicated as being earmarked for two of the three scholarship awards, which incorrectly resulted in the report showing scholarship net expenses. Allen will make modifications in the future to reflect that monies are transferred from the general fund to the scholarship fund, as revenues. It was recognized that when the scholarship committee was initially formed, it only had expense accounts established and no format for scholarship revenues have been put into place, even though revenues have been coming for some time now.

LAC Report – Jane Pidcock

EXEC SHIRTS - Jane collected member shirt sizes for ordering the annual meeting shirts, which are dark green this year.

REG PACKETS - Timing of printing and mailing of registration packets was discussed, in addition to the timing of the next exec' meeting.

LAC MEMBERSHIP - Jane reported that some members of LAC have dropped out for various reasons.

LOGO - After some trademark issues were resolved they now have a logo established.

FIVE VENDORS are committed and agree to sponsor receptions.

PADFOLIOS - One of the vendors; in addition to our regular book bags, is providing "Padfolios".

SPECIAL OCCASIONS ROLE - Discussion of OU's Office of Special Occasions role in registration, check payment procedures, etc.

SCHEDULE CONTENT - Discussion of contents of large schedule booklet mailed in packet and the brochure schedule at conference.

President's Report – Lorinda Bishop

CONFERON DISAPPOINTED - Lorinda reported that a CONFERON rep' was upset that we didn't contract with them for the Y2000 Conference. Discussion of pros and cons of this type of conference assistance followed.

VIII. Secretary's Report – Bob Myers

PREVIOUS MINUTES APPROVED - Copies of the minutes from the prior (March 18th) Executive Committee meeting were distributed to committee members and attached to these minutes. Minutes were approved with one spelling correction noted.

LETTER TO HONARARY MEMBERS APPROVED - Copies of a draft letter to honorary members, along with a list of Lifetime Honorary Members and their addresses, were passed out for review and attached to these minutes. The draft letter, asking for updated addresses of recipients and other known members not listed, was approved for mailing.

HANDOUT - Bob also submitted copies of a summary of the Publications and Publicity Committee meeting, held at Ohio University May 19, 1999.

TRAVEL DONATION APPROVED - He passed along Becky McOomber's question of whether she could donate her P&P travel reimbursement monies to the Scholarship Committee. Discussion followed about the actual logistics / accounting of the monies. All approved and were pleased with the idea.

WEB SITE REVIEWED - Bob reported that the OACRAO web site was reviewed, page by page, by the P&P Committee and suggestions for improvements submitted.

LOGO - The OACRAO logo was identified as needing "cleaned-up". Becky would pursue a PMT copy with BG's staff.

MINUTES ON WEB NOT APPROVED - P&P suggested that their minutes, and all

committees' minutes, should possibly be placed on the web site, according to Bob. Exec' discussed this and decided against it, due mostly to the inequity of committee minutes or the lack of.

URL ADDED TO LETTERHEAD - The OACARO stationary was discussed, in that a recommendation for adding the URL was made by P&P Committee. Location, font size, etc. was decided upon. (Bob later made the addition and emailed copies to exec' members and all approved.)

FERPA BROCHURE - Prototype copies of a draft FERPA Brochure, put together by Connie Goodman, Newsletter Editor, were distributed to P&P members at the May meeting. They were instructed to review it and make suggestions by July 1st. Copies were also given to exec' members and a discussion of the purpose of the brochure followed.

REVISED LISTSERV APPROVED - A membership listserv was discussed. P&P suggested that the current "OhioReg" name be changed to "OACRAO-L", to emphasize that it's not just for registrars, but for admissions also. A long discussion of the pro's and con's of separate (registrar / admissions) listservs produced no consensus or decisions. Bob said that Becky contacted Amy Hammett, of Case Western U., who maintains the present listserv, and that Amy agreed to maintain the revised listserv. Membership would automatically subscribe people to the new listserv. There would be no more subscribing option, to keep it to OACRAO membership only. The old listserv participation dwindled due to a low profile and lack of promotion, it was concluded. P&P would fill this void. The Secretary would send membership updates to the listserv manager (Amy). With exec' approval, Becky would announce (by email) the revitalized listserv service. The decision was made to "go for it".

WEB MASTER ASSISTANCE APPROVED - A request for financial assistance, for student help for the Web Master, Deb Benton, was discussed at great length. It was recognized and agreed upon that assistance of some kind(s) for the web master is both necessary and encouraged by both P&P and Exec' committees. The manner and amount of assistance was difficult to qualify by both committees also. It was recognized that Deb worked on her web master responsibilities mostly after office (student help) hours. She too indicated to Bob that she wasn't sure how to keep a student worker employed on OACARO work, on a regular scheduled basis, if at all. Brad made a proposal that seemed to be the best solution for this new area of OACARO responsibility. The essence of the proposal was that OACARO would fund that portion, or those hours, of a regular student workers time, devoted to web master and related OACRAO work. The web master would track the time spent. Payment could be by an account or by reimbursements. In addition, while the generosity of Deb and Tony Benton and Bill Jones and OU were also recognized, it was suggested that a portion of the web master's time, when excessive, should be compensated also. No decision on how to qualify when time spent in a volunteered position, such as web master, becomes eligible for compensation.

**Revised Minutes
Executive Committee
OACRAO
August 2, 1999**

Home of Brad Myers – Columbus

Committee Members PRESENT: Brad Myers, Past President; Byron Thorsen, President Elect; Dick Carpenter, VP/Program; Martha Hicks, VP/Workshops; Bob Myers, Secretary; Allen Cole, Treasurer. Committee Members ABSENT: Lorinda Bishop, President. Others PRESENT: Deb Benton and Jane Pidcock, LAC Co-Chairs.

Annual Meeting Program - Brad Myers, Past President/Dick Carpenter, VP/Program

PROGRAM SCHEDULE - Brad Myers chaired this meeting and began by asking the committee to focus primarily on the upcoming annual meeting program and possibly local arrangement needs. Copies of the program schedule (web site printout) were distributed to members then reviewed. It was observed that there were still gaps in the schedule. Dick reminded everyone that the Admissions and International Education Committee was down to only Carolyn Starr Stephen and Louise Ditchey, plus session chairs were not responding well to emails sent by him.

REGISTRATION PACKET DEADLINE - Jane noted that it was getting almost too late to include detailed descriptions in the registration packets, for sessions not fine-tuned yet.

CALLS TO CHAIRS - Brad concluded the discussion with a recommendation of follow-up procedures. Dick is to make initial contacts with session chairs, with the help of Carolyn and Louise.

EXEC' ASSISTANCE WITH PROGRAM - If Dick discovers, after his initial contacts, that he needs help with phone calls/contacts he would get assistance from this committee. Brad indicated to members that they might be getting emails requesting assistance.

ROUNDTABLES – Brad encouraged members to help with formulating ideas and monitoring roundtable discussions.

President's Report – Brad Myers

The following items involved annual meeting provisions for the AACRAO board representatives. The rep's include, Tom Bilger, serving as VP for Association and Institutional Issues, and Gene Schuster, serving as VP for Finance. Normally only one AACRAO rep' is invited to the annual meeting, but since Gene is also an OACRAO member, it was decided in previous meetings to invite an additional, AACRAO officer, from outside the state organization.

AACRAO REP' SCHUSTER MOTION – After the question was raised by Martha, a motion was made, seconded and passed, to fund Gene Schuster's registration fee. Brad noted that OSU would cover Gene's regular OACRAO expenses, as usual.

AACRAO REP' BILGER MOTION – After a related discussion, it was moved, seconded and passed that Tom Bilger's registration, lodging and travel would be funded, as usual for the national representative.

AACRAO STAFF MEMBER NASSIRIAN MOTION – It was also moved, seconded and passed to fund registration, lodging and travel, excluding airfare, for Barmak Nassirian, Associate Executive Director of AACRAO.

CONSTITUTION REQUEST- Brad asked if anyone had any changes for the Constitution. By pointed out that the President Elect language was inconsistent, regarding serving as Chair of the Budget Committee in one section but not even identified as a member in another section.

NOMINATIONS REQUEST – The committee was asked for nominations for officers, honors and honorary memberships. Brad reminded all that names of all retirees should be turned in to the Secretary but in addition, some should be nominated for honorary membership. He urged that submissions should be sent to him by no later than the end of August.

Secretary's Report – Bob Myers

PREVIOUS MINUTES TO BE EMAILED – Bob reported that due to storm related power outages he was unable to print hard copies of the previous minutes. He asked if emailing them was acceptable and all agreed.

LETTER TO PHILIP HENRY – A general description of a draft letter from this committee to Philip Henry, formally inviting him to speak at the annual meeting, was given. This too would be emailed to members before mailing. All agreed.

Treasurer's Report – Allen Cole

TWO HANDOUTS - Allen distributed three handouts, "OACRAO Scholarship Fund Review/Research", "1999-2000 AACRAO Institutional Membership Dues Invoice" and Treasurer's Report for 1/1/99 through 7/25/99.

SCHOLARSHIP CARRYOVER – It was reported that the scholarship carry-over amounts have shown an increase each year of existence. Brad suggested that this was partially due to the institutions increasingly absorbing part of the administrative costs. It was resolved that the fund should not be handled as an endowment fund. It was also suggested that more of the scholarship expenses should be deducted directly from the scholarship total.

COMMITTEE TO REVIEW - Brad recommended that Exec' should review the whole concept of the scholarship fund, including CD's, carry-over monies, etc., and come to the next meeting prepared to make decisions to give to the scholarship committee.

DUES LETTERS MAILED – The annual dues letters were mailed to institutional rep's on August 1st. The deadline was set as October 1st.

VP/Workshops Report – Martha Hicks

STRESS - Martha reported a correction in her report from the previous meeting, that the Stress Workshop was actually \$1.80 in the red, not \$10.00 to the good.

RESIDENCY - For the Residency workshop was very successful. There were 30 registrations and 36 lunches. There were no honorariums, travel expenses, etc., so the net was \$252.20.

Y2K - For August 12th On-line Y2K there are 30 registrations so far. There will be 4 panelists, so four groups will split out, including, bursars, registrars, admissions directors, and financial aid directors. The registrars and admissions registrations are good but the others are low, so she recommended more time and effort go into recruiting others.

FALL - Pre-Conference Workshop presenters include, Sharon Brehm, Provost at OU; Kate Carey of OLN; Brad on Affirmative Action; Dave Sauter on Part II of Y2K; Jim Noe and Barmak on Government Relations, Hope Lifetime Learning and Grad Rate.

LAC Report – Co-Chairs Deb Benton & Jane Pidcock

The question of whether to buy a traditional gift for both AACRAO rep's (because there are two rep's this year) was answered affirmatively.

Deb offered to provide a tour of Ohio University's student services building (Chubb Hall) in addition to a campus walking tour. All agreed this was a good idea. Scheduling times were discussed with the idea of offering two tour times, on separate days, being favored.

A correction of the President's Reception starting time from 6:00 to 6:15 PM was made.

A proposal to end the entertainment at 10:00 PM instead of 11:00 PM, to allow for an unscheduled Court Street excursion.

Next Meeting – October 1, 1999 – Brad's House

Revised Minutes

Executive Committee

OACRAO

October 1, 1999

Home of Brad Myers – Columbus

Committee Members PRESENT: Lorinda Bishop, President; Byron Thorsen, President Elect; Dick Carpenter, VP/Program; Martha Hicks, VP/Workshops; Bob Myers, Secretary; Allen Cole, Treasurer; Brad Myers, Past President
Others PRESENT: Deb Benton and Jane Pidcock, LAC Co-Chairs.

LAC Report – Deb distributed a memo from LAC Co-Chairs to LAC members, Subject: OACRAO 1999, plus a summary report from the 7/30/99 LAC meeting and tentative menu report for the annual meeting and related workshops.

Deb walked through the event schedule.

Marketeers donated the ID necklace/pouches.

Brad reported that he heard OU Inn was filled, but Deb indicated that this couldn't be correct and would check into it.

Deb said there were only 19 registrations for annual meeting and 2 for workshops. She asked this was anything to be concerned about and committee members responded that they didn't believe it was.

Deb asked what the corporate membership length of time was and received the answer of 1 year.

Brad reported that Ken Bogard and Mary Jean Roach are both retiring next summer and were asked to say a few words at Thursday Business Lunch.

Deb suggested that we encourage a "sharing table" of institutional products, such as student grade report forms and whatever members wish to share. All felt this was a good idea and Deb said she would plan for it.

Head table seating and other set-ups were discussed. 13 at head tables.

Vice President/Program – Dick reported that he recently sent out another email message for more volunteers. More people are needed for breakfast round table discussions and session recorders. This prompted a discussion of why we were having more problems with a lack of people this year and how to get more volunteerism. Consensus was that the February planning meeting's low turnout was probably a large part of the problem.

It was decided that the new VP/Program would get together with the 4 program chairs at the annual meeting's Friday breakfast to coordinate plans and to set the date for the annual Planning Meeting in February so as to get on people's calendars early.

Past President's Report

Brad reported on up-coming retirements and who were to get honorary memberships awarded.

Nominations and Elections Committee nominations were reported as Stu Terrass, Jim Hamberg, Mindy Starcher and Sharon Purvis.

Past president nominations included himself (Brad Myers, Wendy Fahrnbach-Lambing, Gene Schuster and Glenn Davis.

The Linus Ryland and Garland Parker Awards nominations were reported and a motion made for the Ryland award; seconded; passed.

A motion was made to have Becky McOmber slated for Secretary; seconded and passed.

A motion was made to have Bob Myers slated for Vice President / Program; seconded; passed.

Brad reported that the nomination was offered for President Elect but the nominee wanted some time before accepting.

It was decided to keep the 3 categories for membership as "Registrar", "Admissions" and "Enrollment Management".

Brad said that he was finalizing the constitution updates. Copies will be forwarded to Exec' for review in a few days.

Discussion of the pros and cons of using email for exec' voting.

President's Report

Discussion of private/public, etc. schools session for annual meeting. Moderators are being assigned to each group.

Lorinda encouraged exec' committee members to attend the New Members Reception, on Wednesday, at 5:15PM.

Lorinda reported that the company, Credentials L.L.C. (CLLC) approached her with a proposal. She explained that CLLC is degree verification outsource. The proposal is a request for OACRAO to assist them in promoting their product to Ohio institutions. They indicated this was not an incentive, not an endorsement, and for every Ohio school signing up with CLLC, they would give the OACRAO Scholarship Fund an agreed to percentage. After a discussion it was agreed that this was, in fact, an endorsement of a private company and that, if agreed to, could be setting an undesirable precedent.

Treasurer's Report – Allen indicated that he had two key items to discuss, i.e. "where we stand" and the membership drive. He distributed two handouts, "Itemized OACRAO Fiscal Report 1/1/99 Through 9/27/99" and "OACRAO Membership Dues 1999-2000".

Allen walked through the reports with the committee. Allen questioned a 2000 Conference payment check from IACRAO as to whether it was IN or IL. Brad said they both were. Discussions about what payments were made already from the participating associations. It was concluded that we were one-third of the total shy, as one of the state associations has not paid.

Discussion about AACRAO included a proposal to go with the other states to rent a riverboat, as SACRAO has done. However, Brad said this wouldn't for us and that they were looking into other options.

Allen passed around a copy of the congratulation letter he sent out with the \$500 scholarship checks, 9-1-99.

Allen inquired about \$430 deposit for shirts; asking, "Whose paying for these?" Jane answered that he'll get a bill from Performance Printing for that. Jane added that 30 shirts were ordered to sell at the conference.

Discussion of how to put together Treasurer's Report for the Annual Conference. Allen will deliver to LAC before Oct. 28th to be copied and inserted into registration packets.

Allen reported that 72 institutions have paid dues to date, for a total deposit of \$5680. He pointed to the page listing schools that have not responded to his dues letter sent August 1st, with a deadline of October 1st.

By suggested that Allen might mail a reminder letter to non-responsive schools, two weeks before the annual meeting.

Allen gave Bob all the updates for the member database, generated from his dues letter.

Vice President for Workshops Report – Martha distributed a handout, "OACRAO Executive Committee October 1, 1999 Meeting VP For Workshops Report.

Martha walked through the report with the committee.

Questions and answers about individual fees, honorariums.

Two presenters paid fees so they were reimbursed.

Martha said she didn't have much on the four fall workshops yet but that the one with Barmak Nassirian would be the most costly, due to paying for most his expenses, except airfare. She is coordinating a visit for Barmak with OSU officials, over dinner.

Discussion about how to introduce presenters at the four simultaneous fall workshops resulted in Brad volunteering Jim Noe, Dave Sauter and himself can start the sessions out for three of them.

A decision to recorders in each workshop was made.

Allen gladly reported that Martha's figures matched his exactly.

Martha reported a net balance of \$723.55 for the three. By questioned the fact that we didn't simply break even. Martha said that this overage would help to cover Barmak's expenses in the fall workshop and that the balance will probably be closer to breaking even at that time, for the year.

Secretary's Report – Bob distributed copies of the minutes from the August 2 meeting.

Bob apologized for not getting the minutes emailed, as usual. Lorinda suggested that members take these copies back with them and email any modifications to me later.

Bob reported that the new (exclusive to members) OACRAO-L listserv is up and operating, as of September 27th, due to the efforts of Becky McOmer (P&P Chair) and Amy Hammett, of Case Western Reserve. He said that only one member asked to be removed from the listserv, and that was due to her leaving. Discussion ensued. By asked what we would do if an individual requested inclusion but their institution was not a member institution. Consensus was that inclusion would be reserved for those in member institutions only.

Pros and cons of splitting into admissions and registration/records listservs with the conclusion to change only when the demand shows itself, if it does.

Bob recommended that the secretary maintain/update the listserv, along with the member database and that the listserv be promoted on the web site. All agreed.

Discussions of recognizing all whom were responsible for the success of the new listserv.

Bob read a letter from Philip Henry, the scheduled presenter for the international admissions track. Philip wished to thank Executive Committee and everyone responsible for helping him to come to OACRAO and how he looked forward to it.

He reported that the question of Larry Terrell's honorary membership was cleared up and already in the database.

Bob followed up on Martha's earlier suggestion to have OACRAO note cards printed and made available soon.

**Draft Minutes
Executive Committee
OACRAO
November 2, 1999
Ohio University Inn - Athens**

Committee Members PRESENT: Lorinda Bishop, President; Byron Thorsen, President Elect; Dick Carpenter, VP/Program; Martha Hicks, VP/Workshops; Bob Myers, Secretary; Allen Cole, Treasurer; Brad Myers, Past President
Others PRESENT: Deb Benton and Jane Pidcock, LAC Co-Chairs.

This is a pre-conference Executive Committee meeting and therefore does not have the structured officer reports as usual. It is held primarily to fine-tune the annual meeting schedule and logistics.

Introductions, seating arrangements, and the order of committee and officer reports were finalized. Arrangements to provide more structure to the private/public school sessions and breakfast roundtable discussions were implemented. It was recognized that getting moderators assigned to the round tables is always difficult.

Minutes
OACRAO Executive Committee
December 7, 1999 10:00 A.M. - 2:30 P.M.

Location: Home of Brad Myers

Committee Members Present: Byron Thorsen, President; Brad Myers, Outgoing PastPresident and Host Extraordinaire; Dick Carpenter, President-Elect; Martha Hicks, VP/Workshops; Bob Myers, VP/Program; Allen Cole, Treasurer; Becky McOomber, Secretary

Honored Guests Present: Deb Benton and Jane Pidcock, LAC Co-Chairs

Minutes:

Items of Business

1. Minutes:

- Outgoing Secretary Bob distributed draft copies of minutes from the Executive Committee meeting held November 2, 1999. Updates were shared. Bob will finalize and distribute the minutes at a later date.
- Bob distributed draft copies of minutes from the annual meeting held November 3 - 5, 1999. Bob will finalize and distribute at the annual meeting next November.

2. Reports or announcements:

- Brad, Bob, Lorinda, and By will travel to South Bend on 12/9/99 to meet with officers from Indiana, Michigan, and Illinois ACRAO. Purposes of this meeting include planning for the joint meeting this fall, a review of program suggestions, determination of timetables for meetings and workshops, deciding on types of entertainment for evening events, setting parameters for the meeting and determining plans for its financing. Discussion followed regarding whether or not the Executive Committee should recommend an approach regarding splitting vendor fees. It was decided not to restrict the abilities of the group to make recommendations at the meeting.

3. Advice or old business from outgoing officers:

- Past-President - Brad

- shared how helpful it is for early contact of committee members of the many groups this position chairs.
- shared his biggest concerns: getting members active and involved and recruitment of new members from different groups.
- pointed out the helpfulness of a large regional support base for getting elected to national positions.

Discussion regarding including civil service staff in OACRAO activities and at annual meetings followed Brad's comments. This led to a suggestion by Martha to initiate follow-up correspondence with new members who attended the annual meeting. It was noted that the M&M Committee could become more active in this area. A possible project for the committee would be sharing a one-page summary on ways to contact other members, including the web site and member directory. It was agreed that Martha would draft a follow-up letter from the Executive Committee and circulate the letter to the committee for approval. It was agreed to include the M&M Committee in the planning meeting in February so they can begin to develop strategic activities early.

- Secretary - Bob

- asked whether or not the printed member directory should be continued. It was agreed to continue printing hard copy directories in the amount of 2 per institution with a few extras.
- turned the diskette file of members, including report formats, to Becky.
- summarized the major duties of the secretary .
- noted a logistical problem of e-mail from the new listproc that is rejected by some receiving institutions.
- recommended the new secretary set up an account within the home office institution for expenses related to secretarial duties.

- Treasurer - Allen

- shared a handout of institutional members.
- noted that \$7,180.00 was generated from the last member drive.
- reminded the Secretary to remove the unpaid members from the directory prior to its printing.

- gave a year-to-date report that included reporting a checking balance of \$15,557.47, a CD balance of \$15,300.99, and an expense summary of \$16,384.18.

- noted that expenses and incomes from the annual meeting will be finalized when all information has been received.

- presented old business related to the Ohio Learning Network. It was shared that OACRAO had agreed to help OLN with technical advice. It was agreed that Brad will coordinate an ad hoc support group for OLN consisting of Lorinda, Dick, Bob, and Marie Terrass.

- noted that the Audit Committee usually meets at the end of January to review the Treasurer's reports for the prior calendar year. Allen will coordinate the process and the meeting.

- VP/Workshops - Martha

- distributed a summary of income and expense data for the fall pre-conference workshops.

- discussed expenses remaining to be received.

- shared recommendations for the next set of workshops.

- VP/Program - Dick

- distributed a summary of evaluations of program from the annual meeting.

- noted that data from 3 sessions were still to be received.

- LAC - Deb and Jane

- presented a summary of the annual meeting in Athens.

- noted that the meeting costs stayed within the budget but that the budget was built on an anticipated higher number that actually attended.

- gave a projection that the final budget balance should be approximately - \$1,200.00. It was agreed that the meeting was well worth the costs.

- noted outstanding expenses of approximately \$4,179.99 that are not included in the Treasurer's report as of yet.

- shared a listing of individuals who attended and the conference fees for each.

- shared the following advice/information for next year's LAC:

1. Most registrations were submitted via the web.
2. Have a smaller, more manageable LAC.
3. Make the registration form clearer re: associate member reduced costs.
4. Hold LAC meetings at the campus of each different school represented on the LAC.
5. Having two nights of entertainment was received well.
6. Don't have the formal program at the first night's dinner be too long.
7. Ask for fewer door prizes from each institution.

4. Activities/events through November 2000:

- Lorinda to send out committee appointments.
- Audit Committee to meet in January to review the past year's Treasurer's reports.
- Letter of invitation to February planning meeting from Lorinda.
- February planning meeting in Delaware.
- Ad hoc executive committee meetings (probably every other month).

Items of pleasure and camaraderie

Thanks to Brad for hosting a wonderful pre-holiday meeting! Lunch was great, dessert was too tempting to resist, and his choice of wall paint colors was admired. All enjoyed a gift exchange with the Treasurer receiving at random the gift with the theme of \$\$\$\$. Thanks also to By for sharing gifts of a taped holiday sentiment.

Respectfully submitted,

Rebecca K. McOmber, Secretary

December 8, 1999

Updated December 10, 1999