

Minutes
OACRAO Executive Committee

Concurrent with Program Planning Meeting
February 16, 2001 10:45 A.M. - 12:15 P.M.
Location: Mount Carmel School of Nursing, Columbus

Committee Members Present: Richard Carpenter, President; Byron Thorsen, Past President and Chair of LAC; Martha Hicks, President-Elect; Mindy Starcher, VP/Workshops; Bob Myers, VP/Program; Sharon Purvis, Treasurer; Becky McOmber, Secretary

Guests Present: Connie Goodman and Cheryl Gloege, Co-Chairs, LAC; Michael George, Chair, Scholarship Committee

President Richard Carpenter opened the meeting.

Items of Business

1. Report of the Secretary:
 - Becky distributed copies of minutes from the Executive Committee meeting on 12/15/00 and thanked Bob Myers for taking and preparing the minutes.
 - The minutes were reviewed.
 - The minutes were approved as submitted.
 - Printed OACRAO directories were distributed to those in attendance. The remainder will be mailed.

2. LAC Committee
 - Connie reported that the LAC had met twice already and that the group had made good progress on next year's annual meeting.
 - Connie and Cheryl shared two handouts; one with the proposed budget for the annual meeting and one with proposed web site information.
 - A discussion ensued regarding issues related to the proposed budget. In developing the budget, LAC had assumed that vendors would be invited for one day (Thursday) only. This met with agreement. It also was discussed whether corporate membership would be offered to vendors or whether vendors would be allowed to become corporate members with one price of \$350.00. It was agreed that LAC would advertise to vendors a \$350.00 corporate membership for one year that would include attendance at the annual conference and a \$100.00 corporate membership that would not include attendance at the annual conference.
 - Positive comments were received about the proposed web site. LAC shared that most communication to the membership of OACRAO about the conference would be electronic. LAC proposed making the registration booklet smaller. This proposal met with agreement.
 - LAC requested that the cost of the conference remain at \$160.00, which is the same as the cost for the Great Lakes 2000 meeting. It was reinforced to LAC that there was not a need to make money from the annual meeting. LAC noted that the cost of single-day registration was raised in order to discourage single day attendance.
 - A discussion about the entertainment and its scheduled times followed. It was decided that, at a minimum, an informal gathering with food was needed for Wednesday evening.
 - Ideas for the kinds of mentoring that could take place at the meeting were discussed. It was agreed that Wednesday evening was a good time for new members to be met and welcomed.

3. Newsletter
 - A discussion about the many recent requests for removal from the listproc were discussed, particularly in light of the fact that LAC had planned to use electronic means as the vehicle for communications about the annual meeting.
 - It was decided that the Secretary would send an e-mail to the list indicating that database members would receive an electronic copy of the newsletter and initial conference information, but that those deleted from the listproc would not receive any e-mail updates.

4. Treasurer's Report
 - Sharon shared three fiscal reports: an Itemized OACRAO Fiscal Report for the Scholarship Fund, the 2000 OACRAO Fiscal Report Summary, and the Itemized OACRAO Fiscal Report for 1/1/2000 through 12/31/2000.
 - Sharon reported that the Audit Committee met on 2/2/01 and had approved all fiscal reports that were presented during

the audit meeting.

- Sharon asked what to do with the CD that is maturing in April. By moved to increase the CD by an amount determined by the Treasurer that would provide for sufficient cash flow for operating expenses each month, an amount of at least \$20,000.00 or to have an additional CD that would mature at a different time. Discussion followed, and it was agreed that Sharon would work with the bank and bring information to the March meeting. The motion was not seconded.

- Sharon reported that she had discussed the issue of incorporating with Brad Myers. Brad is checking with legal advisors at OSU and will return information to Sharon.

- Sharon shared the current balance of the OACRAO account, and a motion was made to approve the fiscal reports. The motion was seconded and passed unanimously.

- A discussion about the timing of the annual membership drive was discussed. It was decided that the membership information would be mailed earlier in the fall this year, with a goal of having the membership information updated and returned earlier. This would help in identifying new members sooner before the annual meeting. It was decided that an identification of new members would be solicited two times each year: when the printed directories are distributed and during the collection of dues and members lists. It was agreed that the dues letters would be sent in July rather than later in the year. The Secretary will provide the Treasurer with the membership lists the first week in July.

- An issue was raised about whether the Financial Aid Office of each scholarship recipient needed to be notified of the scholarship award.

- Several related issues of the Scholarship Committee were discussed. Michael George shared that one of the goals of the Scholarship Committee was to award a scholarship to a student from each of the five regions of the state. A discussion continued from the last meeting related to accepting donation to the Scholarship Fund from vendors. It was agree to continue to wait to make the decision until this issue is discussed with a financial expert. Mindy volunteered to ask Gene Schuster about the issue.

5. President Elect Report

- No report.

6. Vice President for Program Report

- The Vice President presented the issue of the timing of the annual meeting. He asked whether the first week of December might be a better time. It was decided that he would compile information from the committees and report later.

- Bob asked about the format of the annual meeting and if it should be the same as prior years. He discussed a concern about the attendance at Friday morning meetings. A suggestion was made to offer one popular session by itself on Friday morning. No motion was made.

7. Vice President for Workshops

- Mindy shared information about a possible Registrar 101 workshop to be presented by Brad Myers, Dave Sauter, Jim Noe, Roberta Sikula, and Gene Schuster as a two-day workshop for a regional area. It was shared that AACRAO is designing a scheduling module for Registrar 101 and the suggestion was made that they consider developing other modules, as well.

- Mindy shared two other workshop ideas: one for support staff that could cover stress relief and other personal issues and one for residency officers.

- Mindy made suggestions related to other topics. She suggested developing a schedule with the locations of future annual meetings determined further in advance. She also suggested reviewing the committee structure with emphasis on the length of service for members of the Executive Committee, on the role of the Publications and Publicity Committee and whether the committee could serve as editor(s) of the Newsletter, and on the Membership and Mentoring Committee and whether the committee should be a program committee.

8. Past President

- By noted that the Publicity and Publications Committee needs a chair.

- He asked that anyone needing to have a resolution prepared should let him know.

- He mentioned that it is not too early to be thinking of nominations for officers.

9. Other items

- The retreat is scheduled for March 11, 12, and 13. A list of suggestions for items to bring was distributed.

- A suggestion was made to consider soliciting committee members earlier. Discussion included sending committee membership requests with the annual dues solicitation. No motion was made.

The committee adjourned to lunch and to a follow-up meeting with members of the program planning committees.

Respectfully submitted,
Rebecca K. McOmber, Secretary
03/05/2001

Approved 03/11/2001

Executive Committee – Retreat

OACRAO

March 11, 2001

Ohio Northern University Nature Center

Committee Members PRESENT: President, Dick Carpenter; President Elect Martha Hicks; Vice-President/Program, Bob Myers; Vice President/Workshops, Mindy Starcher; Treasurer, Sharon Purvis. Committee Members ABSENT: Past President, Byron Thorsen and Becky McOmber, Secretary. Others PRESENT: Cheryl Gloege and Connie Goodman, LAC Co-Chairs.

Secretary's Report – Bob Myers, Acting Secretary, asked those present if they had reviewed the e-mailed minutes from the February 16th meeting at Mount Carmel Nursing College. All had and there was a motion, second and passage of those minutes.

Treasurer's Report – Sharon gave out three handouts (see attached). She indicated that her format was a little different from Allen Cole's and asked for comments. All liked the format. She reported that the CD expires in April. There ensued a lengthy discussion of the various alternatives for keeping the surplus funds. It was decided to place \$20,000 in a 12 month CD. The budget reports were reviewed and a motion to approve was passed.

LAC Report – Connie gave out colored copies of the proposed logo for the upcoming annual meeting in Columbus. All approved the logo. She noted that we could not use "In the heart of it all" as a theme as State officials have adopted a new logo and do not want this old logo to be used anywhere anymore. Dinners and various social activities were discussed.

VP Program Report – Bob gave everyone a copy of the proposed sessions, by the four tracks, for this fall's conference. There was a discussion on whether to change the name of the "Professional Development" track to something more specific. Dick felt that the term "professional" could be applied to all tracks. However, no decision was made.

Some other program ideas discussed were:

- Weds. afternoon hold OACRAO Town Meeting concurrent with New Member Meeting. It was also felt that the Town Meeting would be a good forum for continuing our strategic planning, begun at this retreat.
- Schedule AACRAO Town Meeting for right after the OACRAO Town Meeting.
- Friday morning (8:30-9:00) gather both the current LAC and program committee members (chairs & vice chairs) and the new committee members for a transition meeting with buffet breakfast. This could also be done at the Appreciation Luncheon.
- Ask Tami Longaberger, Pres. & CEO of The Longaberger Company to be keynote speaker. Apparently Jack Minor has a connection with her and can pursue this.

VP Workshops Report – Mindy went over the proposed summer and pre-conference workshops. She coordinated with Bob on the suggested topics coming from the February 16th program planning meeting.

President's Report – After a discussion of Dick's trip to Washington D.C. for the State and Regional Officers Meeting, Dick recommended that OACRAO fund the President Elect to attend this meeting every year. All agreed.

There was also a long discussion about the possible need for incorporation, what to do with the Scholarship Fund. It was agreed that future scholarship checks be made out to both the school, as well as the student, for better income distribution and tracking of student financial aid monies. Sharon passed out copies of an IRS document and

noted that this was not any indication of possible incorporation, as some questioned in previous meeting. It is for tax purposes only.

Future Agendas - It was agreed that for future exec' meetings the following topics need addressed:

- Bylaws Update – Results of Executive Committee Retreat
- Incorporation / accounting – Devote full meeting to getting advice from an expert
- Parliamentary Procedures – Are we remiss by our relaxed decision making?
- Communication – Review

The next meeting will be held at Martha's home on May 7th.

Respectfully submitted,
Bob Myers, Acting Secretary
Approved May 7, 2001

Minutes
OACRAO Executive Committee

May 7, 2001 10:00 A.M. - 3:30 P.M.
Location: Home of Martha Hicks, Columbus

Committee Members Present: Richard Carpenter, Martha Hicks, Becky McOmber, Bob Myers, Sharon Purvis, Mindy Starcher, Byron Thorsen

Guests Present: Connie Goodman and Cheryl Gloege, Co-Chairs, LAC

President Richard Carpenter opened the meeting after the members of the committee shared a delicious breakfast prepared by Martha. A break during the meeting provided time for a wonderful lunch, again prepared by Martha, and a delicious dessert that Mindy made from a family recipe. Thanks to Martha for her hospitality and to Mindy and Martha for their excellent cooking.

Items of Business

1. Secretary

- Becky distributed copies of minutes from the Executive Committee meeting on 003/11/01 and thanked Bob Myers for taking and preparing the minutes.
- Becky asked if all had reviewed the draft copy that was distributed electronically. All had; there was a motion, second, and unanimous approval of the minutes.
- Becky distributed updated committee lists and asked for other corrections.
- Becky announced that the OACRAO database had been updated with changes solicited when the new directories were distributed and that the web directory had either been, or would be soon, updated with the changes.

2. LAC

- Connie shared the logo that had been developed for the fall annual meeting.
- Connie asked if vendors need to pay for a booth in order to present a session. The issue was discussed at length. During the discussion, it was shared that all paying vendors are to become corporate members this year and that the vendor fee is \$350.00. The discussion resulted in Mindy moving that vendors be able to present a session without charge by invitation only. Becky seconded the motion, and it passed.
- Connie announced that the opening speaker will be Dennis Hicks from Indiana University/ East Richmond. The topic will be "The Evolving Role of the Profession," and there will be no charge for the presentation.
- It was announced that a contract has been arranged for a Mystery Dinner for Thursday evening, and plans are being made with the president of Longaberger Baskets for the closing session. Connie and Cheryl announced that they are open to suggestions for the closing speaker, due to this person's schedule not being confirmed and being subject to last-minute changes.
- There was discussion about whether a commuter room was needed. Connie shared information about the physical arrangements of the hotel and that an extra meeting room was being held. It was decided the extra room should be used for a commuter room.
- Connie announced that the current LAC would work with next year's LAC and serve as a resource for advice on such things as contracts with the hotel.
- It was shared that the hotel manager has changed and that agreements that were made with the former manager, but not put in the contract, are not being honored. An example is the pricing of meals.
- It was announced that space for the Executive Committee dinner meeting has been reserved. It was agreed that OACRAO will fund the meal and that it would be held in the hotel.

3. Treasurer

- Sharon announced that the CD had matured and had been renewed.
- Sharon presented three reports: a month-by-month summary of OACRAO assets for 2001, an operating account summary for March 2001, and an operating account summary for April 2001.
- Sharon announced that \$500.00 had been moved to the Scholarship Fund and that, overall, the organization is in very good shape.

- Richard submitted to Sharon copies of additional bills from GL2000 totaling approximately \$450.00. The bills represented additional costs submitted late by Michigan.

- It was announced that the cost for the retreat was \$770.91 which included \$82.83 for planning, \$436.08 for travel, and \$252.00 for food and lodging.

4. President-Elect

- Martha shared proposed changes to the Constitution related to responsibilities of the Executive Committee.

- Mindy shared proposed changes to the Constitution related to responsibilities of the Operational Committees.

- Each change was described and the reasons for its proposal were discussed. During the discussion, additional changes were made to the proposals

- It was agreed that committee lists should include the names of the Executive Committee liaisons. Becky will update the current committee listing.

- It was decided that the membership of the organization should be made aware of the proposed changes prior to their attendance at the annual meeting and that ways to communicate the suggested changes would be determined at the next Executive Committee meeting.

5. Past President

- By shared the issue of identifying resolutions and received several suggestions from the committee; including the names of those who would be retiring soon, Dave Sauter for coordinating conference registrations, and departing officers.

- Mindy indicated that she has ordered plaques in the past and will provide information about ordering them to By.

- By led a discussion about nominations for officers. Information will be shared with the Nominations Committee during the summer. A call for nominations will go out in the next newsletter. Richard read an announcement that he had prepared for the newsletter and will add a call for names of those who are retiring.

6. Vice-President for Workshops

- Mindy presented a handout of information about upcoming workshops that will be included in the newsletter.

- She shared information about the upcoming workshops including: Residency Officer Update to be held in June, Support Staff Day to be held in August and that is intended for those who don't attend annual meetings of OACRAO, and REG 101 to be held in June.

-Mindy shared her experiences working with AACRAO officers in setting up the REG 101 workshop.

- Mindy shared potential pre-conference workshop topics, including: a presentation by Chris Munoz and Liquid Matrix Co. regarding admissions web sites; customer service at a distance with the Ohio Learning Network; and OBR audits and records retention.

- Mindy shared ideas for the future, including: REG 201 and Dave Sauter presenting the history of OACRAO.

7. Vice President for Programs

- Bob led a discussion about vendor presentations to be held at the annual meeting. There are three vendors that want to present, and Bob asked if the approval of the Executive Committee was needed in order to finalize the presentations. It was agreed that Bob should continue to make arrangements without approval for each session.

- It was shared that the sessions will be one hour in length.

- Bob shared literature about the Corporate Comic, Bob Ross. He shared the cost for a presentation, which was determined to be too expensive.

- The schedule for the conference was reviewed and slightly updated.

8. President

- Richard led a discussion about the incorporation of the organization and its non-profit status. - Martha shared a summary of her conversation with Brad Myers, information from Kansas ACRAO, and information from the AACRAO Articles of Incorporation.

- It was shared that Brad will talk with the tax experts at OSU and that he suggested a meeting to develop a plan for OACRAO's incorporation. The plan would be presented to the membership at this fall's meeting. Sharon, Dick, and Martha agreed that they would meet with Brad this summer.

- Martha shared that it is ok for OACRAO to accept charitable donations to the Scholarship Fund from businesses provided the business gets no financial benefit from OACRAO. It was determined that the next step related to accepting donations toward the Scholarship Fund from ScripSafe is for the Scholarship Committee to contact the company.

- Richard shared that the LAC members had been appointed for the Cleveland and Dayton meetings.

- He announced it was likely that there would be another tri-state meeting in 2004.

- He announced the dates for the next retreat, which are January 20 – 22, 2002.

- He led a discussion regarding timing of meetings of committee chairs and vice-chairs. A timeline for meetings was determined:

Friday morning breakfast meeting for Executive Committee members and

new

committee chairs and vice-chairs to be held at the annual meeting;
December transition meeting for outgoing and incoming officers;
January retreat;
February program planning meeting; and
April/May follow-up meeting for committee chairs, vice-chairs, and those involved in program planning.

9. Other issues

- Becky raised a question about members of organizations from other states becoming members of OACRAO. It was determined that the constitution does not allow this to happen currently. The committee agreed this is an issue that would warrant further thought, given the increase in distance education and related issues.
- It was agreed that Brad would be invited to the next meeting so that discussions could be held about the use of parliamentary procedure at Executive Committee meetings.

10. Next meeting

- It was agreed that the next meeting would be either July 9 or 16.

11. Adjournment

- The meeting adjourned at 3:30.

Respectfully submitted,
Rebecca K. McOmber, Secretary
05/10/2001
Approved 07/16/01

Minutes
OACRAO Executive Committee

July 16, 2001 10:00 A.M. - 3:30 P.M.
Location: Pontifical College Josephinum, Columbus

Committee Members Present: Dick Carpenter, Martha Hicks, Becky McOmber, Bob Myers, Sharon Purvis, Mindy Starcher, Byron Thorsen

Guests Present: Dave Sauter, Historian; Connie Goodman and Cheryl Gloege, Co-Chairs, LAC

Items of Business

President Dick Carpenter opened the meeting with an announcement of a change in the agenda.

1. Historian

- Dave presented a background on the role of the OACRAO Historian, which was filled in the past by Fr. Clarence DeRuntz. Dave shared that he had received 13 boxes of information from Sharon Ackridge and that he has gone through the materials. The boxes contain newsletters, memoranda, directories, etc. Dave sought advice on what to do with the materials. A discussion regarding imaging vs. microfilming followed.

- A discussion about the possibility of having a "home" location and address for the organization ensued. All agreed that OSU would be an obvious location, provided the OSU Registrar's Office would be willing to allow space for storage and use of their equipment to image. Mindy will check on the cost of imaging. Dave will check with the librarian at WSU for information regarding the Ohio Historical Society and whether that organization would be able to assist with filming and/or keeping records.

- Dave asked if a session related to OACRAO history should be presented at this fall's annual meeting. Mindy shared her ideas about a session: that it could be part of the new member track, that the chair of the Membership and Mentoring Committee is interested in having a session like this included, and that it would be a good wrap-up session for Friday. Bob commented that we are losing the institutional memory of the organization and the need for the history to be shared. Bob noted, however, that there is no track where it would fit as a session and that the new member session is too short. He announced that currently there are no slots open but that one might open up.

- Mindy suggested an article in the next newsletter might include the history of the Membership and Mentoring Committee.

- Dave suggested purchasing binders for the storage of the documents. He is willing to organize the documents and put them into binders. Dave asked that any documents or records that other have be sent to him for storage. He agreed to create a display for the annual conference. The Executive Committee agreed to reimburse Dave for the cost of binders and storage materials.

- Dave shared comments on the 2003 conference and his work with the Dayton Convention Center.

2. Secretary

- Becky distributed copies of minutes from the Executive Committee meeting on 05/07/01 which had been distributed and reviewed previously via e-mail. There were no corrections. A motion to accept the minutes was followed by a second and a successful vote to approve.

- Becky distributed updated committee lists and asked for other corrections. There were three corrections and a continuing vacant chair position. By agreed to recruit a chair for the Publicity and Publications Committee.

- There was discussion about the results of a call for nominations for officer positions. Dick agreed to prepare and send an e-mail request for additional nominations.

- It was decided that Brad would be invited to a later meeting to review parliamentary procedures.

3. LAC

- Connie presented an updated regarding the vendors. She shared that there are not as many this year, that Jostens is donating mugs, that Credentials, Inc. is donating name tag holders, and that Performance Printing is provided discounted prices.

- Cheryl shared the logo and showed a sample of the member gift of a calculator.

- Connie shared a technology needs form and that there will be a technology room available with a photocopier and an expert who will provide assistance. The expert will be provided a paid registration.

- Connie and Cheryl gave the following updates: Dennis Hicks, from IU East, will be the opening speaker and will present

on the evolution of our profession. The price for meals has been renegotiated. There will be a form requesting the need for signage. Dave and his staff are ready to handle the registration forms.

- Bob announced that he is working on finding a closing speaker.
- There was discussion about whether or not information about the proposed changes to the constitution should be sent in the registration packets in mid-September. The Constitution Committee still needs to meet and send the final recommendations to the Executive Committee for approval. It was suggested and agreed that the proposed changes be shared with the membership in the registration materials and in the next newsletter.
- Connie and Cheryl asked about having a "no-meals" type of registration at a different cost. It was agreed not to offer this type of registration.

4. Treasurer

- Sharon provided copies of a monthly summary of OACRAO assets and announced that she was ready to send the combined mailing regarding dues and updates to directory information. There was discussion about the length of time of non-payment before an institution would be eliminated from the database and directory. The discussion did not result in a decision.
- A motion to reimburse the Scholarship Committee \$69.96 for easels and storage containers for use at annual conferences was seconded and passed.
- Discussion followed about the vendor membership dues. Becky noted that the Secretary would need a list of vendor members for the new directory.
- A motion to accept the treasurer's report was seconded and passed.

5. President-Elect

- Martha shared that she, Sharon, Brad, and Dick will meet this Thursday to review documents related to incorporation and that the goal was to have this done by the annual meeting. Presentation of the incorporation materials at the annual meeting was discussed.

6. Vice President - Programs

- Bob shared an update on the program which is coming together well. The Records track is a bit behind, but that area should catch up soon. Individual session issues were discussed, including the Thursday vendor session. After checking with Stamats Communications, Inc. to see if they charge for presentations, Mindy and Martha will decide which presentation will be given and if it should be a pre-conference workshop.
- Bob shared that the next step in is to assign meeting rooms.
- Mindy requested that information for the pocket program be ready by a couple of weeks prior to the conference.
- Bob will prepare evaluation forms and will provide them to LAC.
- Connie will e-mail an updated copy of the conference timetable to the Executive Committee.

7. Vice President – Workshops

- Mindy shared information about the summer workshops. She turned in money for the residency workshop; announced that the first summer workshop on 06/27 at the Younkin Center of OSU was very successful; distributed copies of the results of evaluations; and announced that 52 were registered for the next workshop which is intended for Support Staff.
- Mindy updated the committee about the recent REG 101, which was co-sponsored by OACRAO. She shared that we don't get money for the workshop although we had 8 presenters in attendance. The workshop went very well, according to Mindy.
- Mindy presented information on the fall workshops:
 - Distance Education – topic is Ohio Learning Network and help for institutions setting up distance learning courses;
 - OBR Audit and Reporting – a panel from institutions that have gone through an audit;
 - Jeff Allen's FISH Presentation – the "FISH" philosophy of customer service;
 - STAMATS – vendor presentation to replace Chris Munoz's presentation.

8. Past President

- By distributed updated copies of the constitution revisions.
- Mindy summarized each change, and the committee discussed each.

9. President

- Dick shared information from Helms Briscoe, a company that organizes conferences. The committee agreed that we were not interested.
- Dick announced that Stu Terass resigned from LAC 2002. Mindy agreed to call Sue Lindsay to see if she would replace Stu as Chair.

10. Other Issues
 - There were no new issues, but By reminded everyone to send nominations for officers to him.
11. Next meeting
 - It was agreed that a meeting would be held in September. Mindy will check with Brad to see when he can attend.
12. Adjournment
 - The meeting adjourned at 3:00.

Respectfully submitted,
Rebecca K. McOmber, Secretary
09/12/2001
Approved 09/17/01

Minutes
OACRAO Executive Committee

September 17, 2001 10:00 A.M. - 12:10 P.M.
Location: Pontifical College Josephinum, Columbus

Committee Members Present: Dick Carpenter, Martha Hicks, Becky McOmber, Bob Myers, Sharon Purvis, Mindy Starcher, Byron Thorsen

Guests Present: Connie Goodman and Cheryl Gloege, Co-Chairs, LAC

Items of Business

1. Secretary

- Becky distributed copies of minutes from the Executive Committee meeting on 07/16/01 which had been distributed previously via e-mail. There were no corrections. A motion to accept the minutes was followed by a second and a successful vote to approve.

- Becky announced that minutes from recent Executive Committee minutes were sent to Deb Benton who put them on the OACRAO web site.

- Discussion about the lack of a chair for the Publicity and Publications Committee followed. Since Connie Goodman and Deb Benton have been sharing responsibility for this committee's actions, it was agreed that they would cover the position for the remainder of the year.

2. LAC

- Connie distributed copies of the registration booklet for the upcoming annual meeting.

- She announced that the web site was up-to-date with the registration information and asked that committee members inform her of anything that might be missing.

- Connie requested that handouts or flyers that are to be inserted into the registration packets for distribution at the registration table of the annual meeting be ready by October 26 and that the date for "stuffing" the packets is November 2. Connie read a list of the items that LAC was expecting to be inserted into the packets.

- There was a short discussion about the descriptions of sessions for the web. Mindy will get the information to Deb Benton.

- Cheryl announced that LAC has 46 gift/door prizes to date and that they are on target for having a door prize for all who attend. OSU is donating mouse pads that will advertise the 2002 conference in Cleveland.

- Cheryl announced that 13 vendors have confirmed that they will be in attendance.

- Cheryl asked whose budget pays for the closing speaker, which is new to this conference. It was agreed that this fee was to be paid out of the conference budget.

- Martha asked about the timing of the fall newsletter and if it could go out earlier than 2 weeks prior to the annual meeting. It was decided that the newsletter would go out the next week.

3. Treasurer

- Sharon shared a report that showed a balance of \$5142.23 in the regular account as of the end of August.

- She announced that all scholarships that were awarded had been sent out and that they had been made co-payable to the student and the institution where the student was attending.

- She announced that an additional \$1200.00 in dues had been received so far in September and that there had been very few expenses so far in the month.

- There was a motion to approve the Treasurer's report. It was seconded, and the report was approved on a voice vote.

- A short discussion about last year's interpretation of the constitution to not allow members of other state organizations to join the Ohio association followed. There was discussion about whether the constitution was written to intentionally exclude other state members from our organization and whether we should allow those from other states to become associate members. The discussion continued about the different types of membership status and who should be considered as voting members. It was decided that the definitions of the types of membership and the related issue of conference fees for associate members should be an agenda item for next year's Executive Committee. It was also decided that interested members of other state organizations could attend our fall conference at the regular member rate.

4. President Elect

- Martha shared that she had contacted Margaret Hawkins to ask for an update from the Audit Committee and if there is a report for the annual meeting. Martha will follow up about this with Margaret.

- Martha asked if the Budget Committee would meet at the annual meeting. Instead, Sharon will prepare a written budget for next year for presentation at the annual meeting.

5. Vice President for Programs

- Bob announced that the program plans are coming together well, that the February and August meetings helped to get the chairs organized earlier. Bob plans to have the program chairs attend the retreat.

- Mindy agreed to get the room assignments for the pocket program.

- Bob shared the following handouts: an updated program, a draft of the session evaluation form, a list of round table topics, a list of session chair responsibilities, and a session chair summary form.

- Bob asked two questions:

Which committees would be represented at the committee breakfasts? All committees except those whose membership is predetermined by appointment.

Should there be certificates of appreciation for all committees? Certificates for all committee chairs will be prepared and awarded by the Vice President for Programs.

6. Vice President for Workshops

- Mindy announced that attendance was high at the Support Staff Day; 60 had attended. She shared that it was very successful and that she had seen many new faces.

- Mindy distributed a summary of comments, which included a recommendation that FERPA be discussed during the first part of the day.

- Mindy distributed an income/expense report for the 2001 workshops and announced that she received suggestions for a winter support staff workshop.

- She shared an updated on scanning and imaging and commented that a more accurate estimate of cost needs to be developed before final decisions can be made on the approach that will be used to record old OACRAO documents. Dick agreed to contact Dave to ask that he prepare a request for documents for the newsletter.

7. Past President

- By shared the slate of candidates for officers and lists of resolutions and honorary members that will be presented at the annual meeting.

- By shared a concern of the Nominations Committee that there aren't many past presidents remaining in the organization. The Committee suggested considering the nomination of candidates for President earlier in their careers.

- By asked that the list of retirees, subject to verification of their eligibility, be accepted as honorary members. It was moved, seconded, and approved.

- By shared that he would send an e-mail request for additional resolutions.

- He announced that the proposed changes to the constitution would appear in the newsletter and that recent additions included the removal of officers, the voting membership, and dues.

- There was discussion about whether to include the recent additions with the other proposed changes to be voted on at the annual meeting. It was decided to defer the late-added proposals, as they need further discussion and refinement by next year's Executive Committee. A handout of the proposed constitution was reviewed to identify those late-added items to be eliminated.

- There was a motion to accept the recommendations for changes to the constitution without the late-added items. It was seconded and approved.

8. President

- Dick announced that he is recruiting vice chairs of committees for next year.

- He announced that an agenda item for the October meeting would be to decide who would be invited to the retreat.

- Dick will prepare a letter for Connie to include in the newsletter.

9. Other issues

- There were no other issues.

10. Next meeting

- All agreed there was a need for a meeting in October. The date was set at October 15 with the meeting after that being the night before the annual meeting.

11. Adjournment

- The meeting adjourned at 12:10 and was followed by lunch. Brad Myers joined the group following the meeting. He shared an update on the organization's incorporation status and a review of Robert's Rules of Order.

Respectfully submitted,
Rebecca K. McOmber, Secretary
10/11/2001
Approved 10/15/2001

Minutes
OACRAO Executive Committee

October 15, 2001 10:10 A.M. - 12:10 P.M.
Location: Pontifical College Josephinum, Columbus

Committee Members Present: Dick Carpenter, Martha Hicks, Becky McOmber, Bob Myers, Sharon Purvis, Mindy Starcher, Byron Thorsen

Guests Present: Connie Goodman and Cheryl Gloege, Co-Chairs, LAC

Items of Business

1. Secretary

- Becky distributed copies of minutes from the Executive Committee meeting on 09/17/01. There were two corrections. A motion to accept the minutes, as amended, was followed by a second and a successful vote to approve.
- Becky announced that many updates were made to the database recently and that the database was sent to Deb Benton who updated the web version of the directory.

2. LAC

- Cheryl shared the current status of registrations for the annual meeting. There are 61 registrations for the three-day meeting, eleven registrations for the one-day option, fourteen registrations for workshop 1, ten registrations for workshop 2, two registrations for workshop 3, and eleven registrations for workshop 4.
- Cheryl asked if Dick would send an e-mail reminder to the list to sign up by the deadline.
- She distributed the LAC shirts to Executive Committee members and passed around samples of gifts that would be in the registration packets: mugs, canvas bags, calculators, and name tag holders.
- Cheryl distributed copies of the inserts that will go into the registration packets.
- Connie announced that she and Cheryl were getting gifts for the speakers at the plenary and opening sessions and for the AACRAO representative.
- Dick asked that Executive Committee members respond to Connie and Cheryl about attendance at the appreciation luncheon.
- Connie shared the conference evaluation form, which was patterned after the form used at the OU conference.
- Cheryl routed the menu for Tuesday evening's dinner meeting which will be held at 6:30. Connie shared that she would send a dessert menu via e-mail.
- The next LAC meeting is scheduled for November 2 from 10 – 5. Registration packets will be prepared.

3. Treasurer

- Sharon distributed an income and expense sheet for September and a monthly summary of assets for 2001.
- She announced that 37 institutions have not turned in their annual dues as of yet.
- She shared a budget that she proposed for 2002 and made two adjustments to it.
- There was a motion to accept the treasurer's report, a second, and it was approved.

4. President Elect

- Martha distributed copies of a report from the Audit Committee that was prepared by Margaret Hawkins and that will be presented at the annual meeting.
- The report included three recommendations:
 1. To increase the scholarship amount to \$750.00 per recipient
The Executive Committee agreed that this was a topic for the next year.
 2. To approach vendors to sponsor scholarship awards
The issue was discussed, and it was decided to ask the Scholarship Committee to develop a 3 –5 year plan as part of their charge for the next year. It was decided not to solicit businesses for scholarship donations (monetary as opposed to goods or services) at least until after the incorporation issues are resolved. The issue would be revisited after the organization's incorporation, and it would be decided at that time whether or not to solicit for donations.
 3. To consider spending surplus monies for the professional development of the organization's membership
It was agreed that this has been accomplished already and is ongoing. The costs of summer workshops have been subsidized by the organization and, therefore, have been kept low for members. The annual conference also has been supported by the organization resulting in low conference fees.
- It was noted the Audit Committee report agreed with last year's Treasurer's report.

5. Vice President for Programs
 - Bob noted that the latest version of the conference program was updated on the web.
 - Final details related to the conference speaker were reviewed for the pocket program.
 - Bob indicated that there might be slight changes to individual sessions, such as a few cancellations, and that he would prepare an update sheet for inclusion in the registration packet.
 - He announced that the session evaluation forms were done and that the packets for committee chairs are ready. The chairs will be instructed to return session evaluations to the registration desk.
 - He noted that Don Foster will be invited to Friday's meeting of program chairs, vice chairs, and Executive Committee members.
 - He announced that David Axsom is ready to print certificates.
6. Vice President for Workshops
 - Mindy announced that the number of registrations for workshops looks good except for the admissions workshop. This workshop might be cancelled.
 - Mindy shared that she will encourage more attendance at the admissions workshop.
 - The additional efforts that took place this year to encourage attendance by admissions members were discussed.
 - It was suggested that the admissions workshop could be offered as a summer workshop if it is cancelled for low enrollment at the fall meeting. It might be possible for it to be jointly sponsored by OACRAO and OACAC.
7. Past President
 - By distributed an "index" of awards and resolutions which was discussed and updated.
 - By recommended that the current president present the awards.
 - Further discussion took place about the details of printing and distributing certificates.
8. Other issues
 - The attendance of the retreat scheduled for 1/20 – 1/22 was discussed and determined to be the Executive Committee membership.
 - Program chair meetings will be held in November, February, and August with a transition meeting for officers in December.
 - Dick distributed a draft document related to the creation of an Incorporation Task Force. The membership of the Task Force will be decided Tuesday evening of the conference. Members will be invited to a special Executive Committee meeting next year. Their charge will be determined at the retreat. The creation of the Task Force will be announced at the annual meeting.
 - By announced that the constitution, with recommendations for changes, is in the newsletter. He thanked Connie for her efforts in getting this done.
9. Next meeting
 - The next meeting will be Tuesday, 11/06/01. It will be following a 6:30 dinner at the conference.
10. Adjournment
 - The meeting adjourned at 12:10 and was followed by lunch. It was followed by a detailed review of the conference agenda.

Respectfully submitted,
Rebecca K. McOmber, Secretary
10/22/2001
Approved 11/06/2001

Minutes
OACRAO Executive Committee

December 13, 2001 10:00 A.M. – 3:00 P.M.
Location: Pontifical College Josephinum

Committee Members Present: Dick Carpenter, Allen Cole, Ray Elash (note taker), Don Foster, Martha Hicks, Becky McOmber, Bob Myers, Sharon Purvis, Mindy Starcher, Byron Thorsen

Guests Present: Connie Goodman and Cheryl Gloege, Co-Chairs , 2001 LAC

Items of Business

1. President

-Martha Hicks opened the meeting by thanking By Thorsen for hosting the meeting; then proceeded to have an introduction of all members present. She reported that she would be in Belleville, Ohio next week to meet with LAC in order to plan the 2002 conference.

2. Outgoing Officer Reports

Secretary – Becky McOmber passed out the minutes of the 11/6 Business Meeting as well as the Annual Meeting held 11/7 to 11/9. She indicated that corrections/revisions should be reported to Ray Elash. Directory updates were also distributed. A motion to accept the business minutes of 11/6 was made by Byron Thorsen and seconded by Dick Carpenter—motion passed.

V.P. of Programs – Bob Myers handed out a summary of the Annual Meeting and sessions ranked by popularity and explained the rating method. Allen complimented Bob on compiling the rankings, which will provide useful feedback. Discussion followed as to the pros and cons of the evaluation process. The 60-minute sessions seemed to be the most popular length of time. The Plenary session ran 45 minutes and it was suggested that it go back to being 60 minutes. The session was too rushed and the extra 15 minutes would allow more time for introductions and housekeeping items. The 60-minute closing session was new with feedback being favorable. Presenter was great and the session served to keep attendees there on Friday. The “Dual Town Meetings” were good, giving the opportunity for both State and National information and to explain the new constitution changes. Better emphasis of Membership & Mentoring Committee, as 25/30% of attendees are new. Suggested that we need to work at getting names with faces (Sharon suggested the “Penny Game”).

Discussion related to AACRAO Representatives attendance and the need to utilize them more. Allen indicated that compared to other state organizations, Ohio does this pretty well. Suggested that if Reps attend have them do a presentation and give them a set period of time at the Town Meeting. Suggestion was made to request in advance that AACRAO send a specific person and to give them time at the luncheon meetings as well. Other items discussed were: New Program Chairperson meeting with Executive was productive since it helped to put names with faces, etc. Bob then reported on the sessions by tracks. Feedback from Vendors was that they would like to have more opportunities to present (add time slots) and that they would like to be known as Exhibitors rather than Vendors. The only negative comments related to the program sessions related to the physical set up (HVAC, noise, smell from furniture refinishing, etc.).

2001 LAC Chairs – Connie Goodman and Cheryl Gloege (LAC Co-Chairs) presented three reports—Budget, Conference Evaluation, Conference Summary, and Program sessions. Bar charts of all attendee responses gave a good visual of attendee satisfaction levels of all areas. Discussion followed and both co-chairs indicated that the hotel staff “really worked with us to correct problems”. A report of the balance sheet showed an operating loss overall of less than \$500, but not all of the expenses and revenues were accounted for yet. We need to be flexible in budgeting to account for price increases. President Reception—need to do more or to change the name to “Opening/Welcome session”. General feedback from attendees indicated that the Technology Room got great reviews; we need to continue it. Special events were well received especially the Dinner Mystery. Door prizes and Raffle were well received by attendees both in quality and quantity. Connie/Cheryl put together a book and CD for next year’s committee, which should help in planning. The Executive Committee complimented Cheryl/Connie and the LAC on doing “such a great job”.

Past President – By Thorsen reported that most of the work for this position is done just prior to the State Conference, with work being done on constitution changes and on Nomination Committee. Another primary responsibility is to handle resolutions and suggested that Dick needs to be aware of this next year. By wished the new officers well and commented that he enjoyed his tenure and enjoyed working with everyone.

Dick Carpenter – Reported that a taskforce is working on an Incorporation document. Brad Myers will send it to Dick. He also indicated that the Scholarship committee needed to look at the geographical representation of its membership—at least five from each region.

Treasurer – Sharon Purvis reported that “all bills have been paid for the year. Thirteen schools still haven’t paid annual dues so she has sent out second notices. Discussion followed that schools not current on dues cannot be considered as members for registration fees at State Conference. Income/Expenses report showed a balance of +\$8543.82 dues that arrived in December aren’t reflected in this report.

Allen commented on the Monthly Summary report; stating that assets hover around \$30,000 until 11/1 when revenue jumps way up which helps with expenses for the State Conference. Also noted that our cash flow is steady which is good. Marsha commented that expenses continue to increase while dues and fees have remained stable. At some point, we will see our balance dwindle. Based on this, the conference needs to maintain quality but keep spending under control. The philosophy is to make the state conference self-sufficient even though we have sufficient assets to cover overspending. We need to let our membership know that only a small portion is used to subsidize the conference.

Executive Committee members than postponed the meeting for lunch and holiday gift exchange. After lunch, outgoing members left the meeting and remaining officers continued with the afternoon session.

President – Martha Hicks reported that Mary Southards, Scholarship Chair, asked the Executive Committee to support five \$500 scholarships for this year. Executive needs to decide how corporate donations are to be distributed among multiple scholarships. Discussion on how dues and income from various sources should be distributed and how tax laws relate to this. There is some level of concern about this at the national level. Executive needs to design a structure as to how all funds are to be distributed. Dick will contact Mary for her report prior to the February retreat. Suggestion was made that a separate form be included in the Conference registration to make it easier to donate.

Martha shared a letter from Choices shelter director, Gail Heller, expressing gratitude to OACRAO for its generous contributions to their organization and stated that they were put to “good use”.

Vice President for Workshops – Mindy Starcher reported that the workshops were well received; all evaluations were either excellent or very good. Topics for the future: Admissions, a Support Staff Workshop planned for winter (Dealing with Difficult Students) possibly March 19/20 with Paul Taylor (morning session). An afternoon session with Tom Steffan (Managing Your Supervisor) is also a possibility. Summer workshops being planned include Joe Orndorf on Academic Misrepresentation and Janet Sauter on Giving Powerful Presentations. There was agreement that Support Staff Workshops have great potential and needs to be promoted as it helps to improve decision-making skills and improves their professional development through contacts with others. Mindy indicated that she hopes to expand on the Registrar 101 theme (REG 201?). Stu Terass has volunteered to assist. Also is considering Registrar Self-Audit as a topic.

President Elect – Allen Cole indicated that he was looking forward to “watching and learning” in order to assume the President position. He indicated that he would coordinate Ohio’s “Night Out” at the AACRAO Conference. Executive suggested that President Elect would assume some responsibilities for planning the February retreat.

Vice-President/Programs – Don Foster reported that he was organizing the Planning meeting to be held on 2/22. Discussion followed as to the proper committee representation to attend and the functions of each committee.

Vice President Membership Development – Bob Myers submitted a list of proposed duties with objectives and goals. He discussed plans for increasing membership, one of which was expanding membership to non-North Central Accredited schools. He requested that Executive send an e-mail of all organizations with potential for alignment to OACRAO and a name of a contact.

3. Other Issues

- Martha reported that the updated Committee membership/appointments have been completed and sent out to new members and to Executive on 12/11/01. The contract with the Cleveland Sheraton still has not been signed with LAC. Details need to be firmed up. She hopes to complete this at the meeting week of 12/16. Issue related to OACRAO Insurance Policy will be discussed at the next Board Meeting. Also, need to discuss State and Regional recommendation that outside auditors review our books.

4. Next Meeting

- Will be the retreat 2/3 – 2/5. Mindy will send the agenda via e-mail.

5. Adjournment

- The meeting adjourned at 3:15 p.m.

Respectfully submitted,
Ray Elash, Secretary
December 13, 2001