



2013-2014 OACRAO Board Meeting
Friday, January 23, 2015, 10:00 a.m.
The Ohio State University

Participants: Deb Benton, Jeannine Shambaugh, Carol Jones, Beth DaLonzo, Chris Dorsten, Patrick Beatty, and Cindy Davis were present. Molly McDermott participated via phone. Cheryl Gloege, Steven Mentz and Angela Ford attended as guests.

Deb called the meeting to order at 10:00
There were no additions to the agenda

President Report - Deb

- Paul Kyle from Johnson County Community College will serve as our AACRAO representative at the annual meeting. He is currently the AACRAO Vice President for Leadership and Management Development.
- Angela Ford will serve as webmaster.
- A Local Arrangements Committee update was provided by Steven and Cheryl. Among the topics discussed was:
 - A visit to Maumee Bay found the facility to be upgraded and very suitable to our needs.
 - The Chairs plan to increase outreach to institutional representatives as well as to non-attendees.
 - Since the location is in the corner of the state, it would also make sense to contact people in Michigan and Indiana to invite them to attend as well.
 - Clarification was provided that the LAC should provide a short list of possible opening/closing speakers to the Board for review prior to extending invitations to speak.
 - The sub-committee structure will change this year. The committee itself is very large.
 - The decision was made not to have a theme for the conference.
 - Exhibitor sessions will be spread out across the day on Thursday with over flow options available on Wednesday. Communication with exhibitors needs to be clear as far as options and deadlines. Options for vendors to use social media including Vine were discussed.
 - The By-Laws committee will consider making the exhibitor liaison position a permanent appointment.
 - Changing session two to 60 minutes (instead of 45-minutes).
- A Scholarship Committee update was provided by Steven and Angela. Among the topics discussed was:
 - The number of scholarships moving forward shall be three.
 - Committee participation was poor this year with one group of applicants only having been reviewed by two members of the sub-committee group.
 - The application will be changed to allow candidates to better demonstrate their qualifications. This will be shared with the Board when complete.

- The Silent Auction will be held on Thursday only and will feature a preview time and “Buy It Now” option.
- The Board approved the establishment of a Go Fund Me webpage to allow non-attendees an option to donate.
- We talked about the possibility of an affiliation with Amazon Smile to assist with raising funds as well.

President-Elect Report - Carol

- Carol has finalized arrangements with Chiapparelli’s restaurant in Baltimore for the Ohio dinner gathering during AACRAO.
- The Board discussed the idea of having the Treasurer bonded. It was determined that we did not want to pursue that option at this time. The need for formalized, sound audit practices was discussed.

Treasurer Report - Patrick

- Patrick will be our contact for 123 SignUp.
- Patrick now has full rights to our Huntington accounts.
- Current account balances were shared.

Secretary Report – Cindy

- Jeannine moved to approve the minutes from the December meeting. Beth seconded the motion.
- The Board approved the December minutes.
- The February newsletter is being put together. We will try to create a “bank” of stories that can be used for months when we don’t have as much news.
- Cindy will work to schedule a meeting with the Communication Committee to discuss the layout of the website. An in-person meeting is preferred in order to take advantage of members bouncing thoughts off of each other.

VP Membership Report - Molly

- Molly has been working to update the member directory. She will send it to the webmaster.
- A committee meeting will be scheduled once Molly is able to set a date.

VP Workshops Report – Beth

- Beth was planning to work with the Ohio Board of Regents to host workshops regarding military credit/veteran’s services, however OBOR is now doing this themselves.
- There is an upcoming Private College Admission Directors meeting. Beth is going to encourage them to send their staff to the Support Staff Workshop.
- With the veterans’-based workshops off of OACRAO’s plate, Beth will explore the possibility of a one-day Enrollment Management-based workshop.

VP Programs Report - Chris

- A discussion was held about the number of sessions to offer during each time slot at the conference. Four on Wednesday, Four on Thursday plus an additional exhibitor session, and 3 or 4 on Friday was the decision.
- Chris will send out the survey soliciting session ideas for the conference.

- The committees have been finalized. Chris has contacted the chairs to set things up for the Planning Meeting on February 20th.

Past President Report - Jeannine

- Some ideas have come up for the By-laws Committee to consider including the role or potential role of the Historian, Photographer and Exhibitor Liaison.
- The Fiscal Committee will meet in February at the Planning Meeting.

Old Business

- Chris Dorsten moved that the Board approve the Social Media Policy that Molly shared at the last meeting. Jeannine seconded the motion.
- The Board approved the Social Media Policy and will discuss who has access rights to the different social media accounts at the next board meeting.
- The retention schedule was tabled until the next meeting

New Business

- None.

The Board adjourned at 2:38 pm.

Next meeting: Friday, February 20 at Mount Carmel College of Nursing.