



**2014-2015 OACRAO Board Meeting**  
Friday, February 20, 2015; 10:00 a.m.  
**Mount Carmel College of Nursing**

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, and Steven Mentz attended as guests.

Deb called the meeting to order at 10:15  
There were no additions to the agenda

**President Report - Deb**

- Deb gave a tutorial on how to use the Google drive. She has also set up accounts for the LAC Chairs.
- The next meeting is scheduled at Maumee Bay in March. The Board agreed to an 11:00am start time. Not everyone needs to attend in person if travel time is a concern.
- A Local Arrangements Committee update was provided by Cheryl and Steven. Among the topics discussed was:
  - The committee meeting scheduled earlier this week was cancelled due to weather. The committee will meet next month in conjunction with the Board meeting at Maumee Bay.
  - A budget has been developed and shared. The budget includes an increase in fees (\$20 for full conference; \$10 for one-day registration; \$5 for pre-conference workshop). Fees have not been raised since at least 2010.
  - Beth moved to approve the conference budget. Carol seconded the motion.
  - The Board voted to approve the conference budget.
  - The committee will come up with a proposal to have exhibitor sponsorship at different levels.

**President-Elect Report - Carol**

- Patrick and Carol have a 123Signup event “live” to accept reservations for the AACRAO dinner in in Baltimore. There are 16 people registered so far.

**Treasurer Report - Patrick**

- The Fiscal committee met today before the Board meeting. There were several items that came out of their discussion:
  - 123Signup fees for collecting payments are higher than other alternatives such as Square. 123Signup is good for registration types of transactions. Square might be better for payments such as at the silent auction. Patrick will investigate.
  - The version of QuickBooks we have is no longer being supported. Patrick is looking into upgrading to a current version.
  - The committee affirmed the need to keep the post office box in Columbus to ensure that we receive all mail sent to the organization.

- The Certificate of Deposit (CD) still has Linda Young's name on it. Patrick will work with her to transition this entirely to the organization. That was not an option when the CD was opened, but can be done now.
- Current account balances were shared.

#### Secretary Report – Cindy

- Jeannine moved to approve the minutes from the January meeting. Carol seconded the motion.
- The Board approved the January minutes.
- The March newsletter is being put together.
- The Communication Committee met this morning to discuss the layout of the website. Goals for the committee are:
  - To make all .pdfs into webpages. This will improve access via mobile devices.
  - To make a dynamic directory that is searchable and might also serve to pull real time committee lists.
  - Quick links on the right hand side of the page
  - A landing page for each topic to ease navigation
  - The committee wasn't sure about job postings. The Board agreed we should keep posting job openings on our site.

#### VP Membership Report - Molly

- Molly sent an updated member directory to Angela for the website.
- A committee meeting will be scheduled this summer.

#### VP Workshops Report – Beth

- No report.

#### Past President Report - Jeannine

- The Nominations and Elections committee may start working on next year's slate in April.
- The Fiscal Committee met before the board meeting.
- Bylaws committee meeting will wait until later, when a group of any proposed changes can be reviewed.

#### VP Programs Report - Chris

- Chris asked about the timing of the planning meeting. It seems we always have concerns about bad weather in February. Different dates in March or April after AACRAO were discussed. After the board meeting, Patrick affirmed that Mount Carmel has no issue with a change in the planning meeting. OACRAO simply needs to propose a couple of dates to ensure meeting room availability.
- Chris will send out the results of today's planning meeting to program chairs. The Board will work at the March meeting to help finalize the conference sessions.

#### Old Business

- The record retention schedule was tabled until the next meeting

#### New Business

- None.

The Board adjourned at 12:05 pm.

Next meeting: Friday, March 13 at Maumee Bay State Park.