



## **Ohio Association of Collegiate Registrars and Admissions Officers**

### **Board of Directors Meeting**

**June 19, 2015 – 10:00 AM  
The Ohio State University  
Student Academic Services Building, Room 385  
281 W. Lane Ave.  
Columbus, OH 43210**

Participants: Deb Benton, Carol Jones, Molly McDermott, Beth DaLonzo, and Cindy Davis were present. Cheryl Gloege, Sue Shepherd and Angela Ford attended as guests.

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

#### **Local Arrangements Committee Update—Cheryl Gloege & Sue Shepherd**

- The 123 Signup page has been created and registration should open on Monday.
- Postcards will be sent to members as part of a targeted marketing effort that will also look at people who no longer attend and schools with no one registered.
- Entertainment for Tuesday will include pontoon boating and a beer and wine tasting. A casino night is also being planned.
- Exhibitor fee structure is remaining the same as last year. We have six confirmed exhibitors so far.
- The new member event will be at the beginning of the President's reception. Mentors need to receive clear information about what they should share with their mentees so we can be sure all new members get the same information about the organization.

#### **President Report – Deb Benton**

- Deb attended the Ohio Articulation and Transfer Network Advisory Council meeting and gave an update. OACRAO has a seat on this committee.
- A discussion of having conference presentations on the website was held and the decision was made to discontinue putting presentations online. Rather, the name and description of the session, along with contact information for presenters should be available.
- Someone from Purdue has contacted us about hosting a Great Lakes conference perhaps in 2017. We will tell her we are already in contract for our conference that year and that we will defer any decision about 2018 until after our meeting this fall so that new Board members can be part of the decision.

#### **President Elect Report – Carol Jones**

- The AACRAO Ohio dinner went well.

- Carol has some online resources she would like to work with Jack Miner to make part of the newsletter.

#### Treasurer Report – Deb Benton on behalf of Patrick Beatty

- The taxes have been filed
- The bank accounts are in good shape

#### Secretary Report – Cindy Davis

- Beth moved to approve the minutes from the March meeting. Molly seconded the motion.
- The Board approved the March minutes
- The July newsletter will be distributed on July 10 due to the holiday on July 3.
- Angela provided a look at the new website focusing on the registration pages. There was some discussion of other pages and what information to add. The Board decided to roll out the new webpage as part of the conference registration announcement on Monday. Cindy will work with the rest of the communication committee to review each page for necessary updates.

#### VP of Membership Report – Molly McDermott

- The Membership and Mentoring Committee will meet in July.
- Molly will work with Patrick on dues assessments and membership updates.
- An updated membership list is now available.
- Molly will look at new member resources online to determine what needs to be updated.

#### VP of Workshops Report – Beth DaLonzo

- The Residency workshop is next Friday. There are 46 registered so far.
- The Support Staff workshop is set for July. The first mailing will go out next week encouraging people to send their staff. The workshop will consist of sessions about social media, higher education initiatives in Ohio, FERPA and either dealing with difficult people or a wellness topic. Beth is going to target information to admission colleagues in particular since their support staff event has been discontinued.

#### VP of Program Report – Deb Benton on behalf of Chris Dorsten

- Chris has a list of sessions. Deb has confirmed the sessions we'd like AACRAO rep Paul Kyle to present.

#### Past President Report – Deb Benton on behalf of Jeannine Shambaugh

- The Board reviewed the changes being proposed by the Bylaws Committee.

#### Old Business

- Cindy moved to approve the proposed Records Retention Policy. Carol seconded the motion.
- The Board approved the Records Retention Policy
- The System/Account Access Policy was discussed briefly, but not voted on.

### New Business

- There was no new business.

### Adjournment

- Beth moved to adjourn the meeting. Carol seconded the motion.
- The meeting was adjourned.

Next Meeting: August 12, 2015 at 10:00 am at The Ohio State University