



## Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

February 16, 2018  
Otterbein University

Participants: Bob Bulow, Beth DaLonzo, Molly McDermott, David Schneider, Sue Shepherd, Justin Weimer

Not in attendance: Sun Jamerson, Michelle Rable

Beth called the meeting called to order at 9:35AM.

- Welcome
- No additional items added to agenda.
- Approval of January Board meeting minutes:
  - One edit to adjust typo.
  - Motion to approve edits made by David; seconded by Bob; unanimous vote to approve the minutes made.

### **Board Reports:**

President – Beth DaLonzo:

- LAC co-chairs will be touring Sawmill Creek soon.
  - Beth discussed with LAC about expectations and needs of the venue. Expect to have more to report next meeting.
- Won't be in attendance at AACRAO.

Past-President – David Schneider:

- Goal is to start working on OSI items for the planning of the institute.
- Will be in attendance at AACRAO.
- Needs to begin planning committee meetings in the coming weeks / months.

President-Elect – Sue Shepherd:

- Reached out to Meredith Braz from AACRAO for the conference speaker rep. Will follow-up with her soon.
- OACRAO dinner is at Cooper's Hawk for AACRAO.
  - Michelle will be assisting with the 123SignUp registration link.
  - Needs to get it live since we are just over a month out.
  - It's the same price as the same as previous years.
  - Guaranteed attendance was 30 making it more manageable; OACRAO will handle gratuity.

- Will try to coordinate car-pooling to dinner.
- Will reach out to AACRAO to get a list of Ohio attendees to reach out to invite to dinner.
- Will be in attendance at AACRAO.
- Working on timeline for president-elect role. Will send to Beth for review.

Vice President, Program – Bob Bulow:

- Got online form for proposals finalized and sent out to committee chairs for them to forward to committee members – followed model that Mary used last year.
  - This generated most of the ideas last year.
  - Also sent an email to the OACRAO list-serve.
  - Currently have 18 session proposals.
  - Will send a reminder email towards the end of the deadline period.
  - February 26 is the closing period for submissions so that there is time for Bob and the committees to review proposals.
  - This process increases the efficiency of the planning meeting that will occur on March 16.
  - Idea Planning Palooza will be structured similar to last year.
    - Will send materials out prior to the meeting so everyone will have the opportunity to review.
    - Will review topics that were suggested in the post-conference survey from last year's annual conference.
- Will be in attendance at AACRAO.

Vice President, Workshops – Molly McDermott:

- Placed the announcement for the staff development workshop.
- Have locked in Paula Collier for the residency workshop; will be reaching out to ODHE to schedule their representative. Will also include 2 more people to round out the state school discussion.
- Will be in attendance at AACRAO.

Secretary – Justin Weimer:

- Newsletter process has transitioned well. Article ideas can be sent to Justin.
- Discussion on having Jack Miner serve as the AACRAO representative for the annual conference:
  - Nice to get outside perspective from a different representative outside of Ohio and AACRAO.
  - Idea could be to have state updates that Jack could provide, and an AACRAO rep do a panel discussion of national updates and how it affects Ohio at the state-level.
  - Decision to still have AACRAO rep attend, too.
  - After the March planning meeting and the AACRAO conference, we'll have a better sense of topic ideas to send to AACRAO to determine which representative to come out.
  - Sue will forward topic list to the Board to review ideas.
- Won't be in attendance at AACRAO.

## **Old Business:**

- MemberClicks
  - Topics that need to be figured out involve Michelle, Sun, and Bob.
  - Bob will push to make progress on transitioning the website and implementing the new forms and website. Sun's area is key due to the membership component.
  - Unsure of the pace that we're currently moving for trying to get the residency workshop registration live.
  - The next paid workshop registration would be the annual conference to make this live.
  - There's no ability to just have a single form page live to test it out – it's all tied to the membership database and the payment processing component.
  - Bob will follow-up with Sun and Michelle to determine a pointed direction for the next few weeks.
  - Plan to have working meeting in April to set aside time to work through pieces for the website.
  - Bob will follow-up with the group.
- Dues Increase Discussion
  - Tabled until March meeting so Michelle can run budget modeling to determine best option for the organization and membership.
- Calendars
  - Approach currently is to use what was there as a guideline, and to fill them out as the time of year progresses to better understand realistic time needs for each role.
- Revitalization of Scholarship Committee
  - Tabled until next meeting in March.

## **New Business:**

- Google Board accounts:
  - Consider consolidating the separate emails and access points and collapse all of the log-ins and folders under one username for the entire Board to use to log-in.
  - One thing to keep in mind would be to address a generic, advertise-able email account that we can facilitate "org email" processing.
  - Will work on this during the April Board meeting.
- Discussion on the structure for LAC co-chairs and it's reporting to the Board.
  - Is the current reporting structure the right answer?
  - A topic of conversation to reconsider on occasion.
  - Topic of conversation to have "webmaster" involved in the discussions with the Board to have more focused and attentive web-presence.
  - Need to be more intentional with how we update the webmasters.
    - Goal would be to have them call in periodically into the Board meetings to level-set and to nudge the web updates along.
    - Will keep the Board more accountable from an expectation perspective, and will empower the webmasters to feel more comfortable with updating the web on their own.

- Summer Leadership Series expectations
  - President-Elect will identify speaker and topic with outreach to the speaker.
  - VP for Workshops will coordinate logistics of space reservation and any other needs.
  - Long-term – this project was to round-out the President-Elect role to provide more projects.
  - Topic idea for summer leadership – declining level of interest for international students for higher education due to current political climate. Will continue to brainstorm for topic ideas.

Group broke for lunch at 11:58AM.

Group reconvened at 12:40PM.

**Other Action Items:**

- Set aside some time to discuss MemberClicks website transition.
- Justin will cut down Bob's article for newsletter to contact him directly for the March edition of the newsletter; will include Sue's blurb for dinner at AACRAO but with registration link from Michelle.
- After Sawmill, we have signed another 3-year agreement with the state parks.
  - David is going to work to coordinate a possible Great Lakes conference 4 years from now, if bordering states will jump onboard.

David motioned to adjourn the meeting; Molly seconded. Meeting adjourned at 12:48PM.

**Next Meeting: March 16, 2018 at Mt Carmel College of Nursing**