



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

September 14, 2018
The Ohio State University

Participants: Bob Bulow (via phone), Beth DaLonzo, Molly McDermott, Michelle Rable, David Schneider, Sue Shepherd, Justin Weimer

Guests: Chris Dorsten, Heather Pritchard

Beth called the meeting to order at 10:12AM.

- Welcome
- Approval of July Board meeting minutes:
 - Motion to review minutes made by Sue, seconded by Molly. Unanimous approval of minutes.

President Report – Beth DaLonzo:

- Update on job search and new role at Mount Vernon Nazarene University.
- Update on personal matter.

LAC Update – Chris Dorsten / Heather Pritchard:

- The contract was to have 215 nights of rooms – we're over at 222. They'll still provide rate and credit towards allotment, but we no longer get priority.
- Conference bag examples shown.
 - Will have items from visitors' bureau and AACRAO items, and some other items to stuff into bags.
 - Sweatshirts will be stuffed into bags, as well.
 - Ordered 120 bags – may have some extras and they'll be handed out as door prizes, to guest speakers, etc.
- Aftan has done well with coordinating sweatshirt ordering and other swag.
- Michelle – will send list of attendees next week to Beth.
- Chris / Heather still need to send a few emails, especially specifically about Tuesday pre-conference activities.
- We need a minimum count of 30 people for pizza that is due by Thursday, Sept. 20.
- Bob made website updates to make Tuesday activities appear more prevalent.
- Session rooms were shifted to different locations due to Sawmill Creek exercising their right to still have another group in the space.
- Technology:

- Additional \$400 per day for providing wireless internet for all conference goers.
- It's \$100 per router, with 2 upstairs and 2 downstairs.
- Should have the option to add an additional router, if needed.
- Recommend sending communications out to presenters asking them to pre-download everything to flash drives to not rely upon internet.
- Will shift to using the conference location's projectors and screens for some spaces.
- Wednesday night activity located on the Sales Lawn – cash bar outside that night.
- Scholarship question – iPad and square should be with Kim. Michelle will confirm with Kim.
- Forms for business lunch – everyone will bring the forms/documents that they're responsible for. LAC will distribute.
- Powerpoint for luncheon – LAC puts together.
 - Work with Christine Court to put together.
 - David will send results of N&E for PPT. Gets played just during business lunch.
- Nametag printing – Frank will take care of it.
- Chris will check with Cheryl for booklet deadline.
- Molly will still send out another email about pre-conference workshops.
- OACRAO will make \$250 donation to underground railroad organization.

Vice President, Programs – Bub Bulow:

- Finalizing the room assignments; and redoing them based on room changes to get booklet finalized.
- No other issues really with presenters.
- MemberClicks update – don't think renewal process has gone out.
 - Bob/Sun feel OK about it – so that can go out anytime.
 - Only issues may be data related issues, like correct email address, etc.

Conference Script:

- The Board went through the script and made edits.
- Beth will revise and send script back out.

The group broke for lunch at 12:30PM. Beth DaLonzo departed meeting.

The group reconvened the meeting at 1:20PM.

Board Reports:

Past-President – David Schneider:

- By-laws conference call:
 - Summary of the changes being proposed to membership.
- Nominations and Elections:
 - Ballots were sent out. Gave update for how the elections are going.
- Need to update spreadsheet that is transcript of service to OACRAO.
- OSI – well received. Went really well.

Treasurer – Michelle Rable:

- Provided update on operations and scholarship account balances.

President-Elect – Sue Shephard:

- No updates.

Vice President, Workshops – Molly McDermott:

- No updates.

Secretary – Justin Weimer:

- No updates.

Michelle motioned to adjourn; seconded by Sue. Meeting ended at 2:10PM.

Next meeting: October 2, 2018 at Sawmill Creek Resort