

OACRAO Board of Directors Retreat
Meeting Minutes
January 27 through January 29, 2008

* Task

Present: Linda Young, Frank Yanchak, Laura Ruwe, Jacqueline Stewart, Jack Miner, Wendy Lambing, and Cindy Suter

Absent: Sue Schillings

December 14, 2007 Board of Directors Meeting minutes

Approved – Jack Miner

Seconded – Laura Ruwe

Linda suggested to stay on topic and to develop a “parking lot” of ideas to be discussed at a later time.

Scholarship Committee

*Sue will get Past-Presidents together to discuss their role in the Scholarship Committee

Treasurer’s Report – Jack Miner

Jack announced that the Cincinnati hotel bill is paid. The conference made about \$1000.00 to \$2000.00.

There are about 6 colleges that have not paid the membership fees. Some colleges may no longer exist.

*Jack will send a letter to Institutional Representatives to give new P.O. Box number along with tax ID # so Accounts Payable Departments have accurate OACRAO mailbox information.

Nominating Committee

The Board had a discussion about adding an appointment of an Assistant Treasurer. We would combine the Audit Committee and Budget Committee to create a Fiscal Committee. The Assistant Treasurer would be the Chair of the Fiscal Committee.

The Treasurer would be liaison to Scholarship Committee

Does Estate Planning

Insurance

Mentors the Assistant Treasurer

Maintain Budget

Does taxes

Board Member

The Assistant Treasurer would be Chair of Audit and Budget Committee
Liaison to Board
Mentee of Treasurer

This appointment is a two year commitment where the Board is grooming a candidate for Treasurer. No election needs to take place

*Jack will begin to mentor Sally Sikorski, who would have the unofficial role of “assistant treasurer”

*Past-President needs to inform Nominating Committee and make By-Law change.

Wendy suggested that the Past-President have more fiscal responsibility as the Scholarship Oversight person.

- Add Investment Statement to Treasurer’s responsibilities in By-Laws – *Provides recommendations to the board and membership on strategic directions for financial planning including investments and fund management.*

Future Conferences

Jack signed a standard contract for Salt Fork Lodge for 2009 and Maumee Bay Resort in 2010. We may “buy out” Salt Fork Lodge. We have that option. The food is less expensive than hotels and state parks do not charge for conference rooms.

*There will be a meeting at Maumee Bay Resort on April 11, 2008 to view facilities.

Jack volunteered to be LAC Chair for Salt Fork and Patrick Beatty Co-Chair. If Jack is unable to be LAC Chair, Patrick will become Chair and he will appoint Co-Chair.

Dearborn Conference

*It was recommended that we survey participants of Great Lakes Conference to see if participants benefit from Great Lakes Conference and would they return. Brad Myers would like to see another state included (Illinois)

There will be Workshops on Wednesday morning of Dearborn Conference.

There is a State and Regional Award Luncheon on Wednesday.

Frank is working on the Wednesday evening Ohio participant dinner.

There will be a Program Planning Committee after the Dearborn conference.

| *Linda will work out the details with Dave Sauter concerning Credentials and the conference registration issues we had in Cincinnati.

*Jack plans to develop postcards to give vendors to “save the date” for the Salt Fork conference and to request bids for sponsorship of conference registration process.

Because of the format of the combined conference, we need to consolidate the Business Breakfast and the Recognition Luncheon. The Scholarship, 2 LAC Chairs, and Audit Committee chair will sit at head table. The Chairs will recognize and do report at the same time. The Chair introduces the next speaker.

Past-President will announce Winners of Election during New Business

There will be certificates for:
Parker and Ryland Awards
Honorary Member

*There will be letter with synopsis of evaluation from VP of Programs for presenters
There will be no speaker certificate, only gift
Committee Chairs and Local Arrangements Committee and Planning Committee Chairs will get letter from Past-President
Departing Board Members will get plaque, no certificate
Hotel Staff will be recognized verbally, no certificate
Exhibitors will get “Save the date” letter from new Exhibitor Chair thanking them and inviting to next event.

There will be no door prizes at Dearborn conference

Print names of participants and have flyer on table instead of introducing each individually.

Have PowerPoint running of participants

The food in Michigan is very expensive. Jack is coordinating the Vendor breaks. The vendors have the option of giving partial payment for break. The break can cost \$4000.00.

The LAC of Dearborn conference will not pay for President of OACRAO and Brad to visit Dearborn again.

*Linda is going to ask Sue, Brad and Lorinda about how they feel about not visiting Dearborn again.

Linda will make sure Dearborn budget is monitored.

There is an Ethics Task Force looking at the ethics of exhibitors' gifts and events.

Conflict of Interest

*Jack distributed a Conflict of Interest statement to be posted on the Web and to be placed in the By-Laws.

Wendy moved to have this policy adopted
Frank 2nd the motion

*The Communication Department will place this on the website and in newsletter.

Programs – Cindy Suter

Cindy hopes to establish goals for the committee.

- She wants to keep deadlines
- Add more communication to Board and to Chairs of committee
- She plans to pull together topics at the Great Lakes Meeting on February 29, 2008 so they can make decisions on the program. She will make sure the program has a balance of themes.

* There is a need to have time set aside for OACRAO new members at conference. Possibly 2:30 to 3:30 on Wednesday during Dearborn conference. Linda will take care of this on Feb 29, 2008

At this point there are no co-presenters across states.

* Cindy needs the evaluations of last year's sessions.

*Board decided to give presenters their evaluation immediately. This needs to be added to the responsibility of the host.

*Cindy will develop template for thank you letter for presenters

Membership – Wendy Lambing

*Wendy plans to send each committee member an informal e-mail to thank the member for participating and to inform them of the expiration date and to inquire if they are still interested in participation

Wendy hopes to get more two more people involved with this committee.

* She will also make sure the Handbook is updated to state Membership Handbook

Ohio Transfer Council – Linda Young

Linda has established communication with the Ohio Transfer Council (David Axsom). They discussed combining the two conferences.

*Linda hopes to discuss this with David in June 2008.

*Wendy will also talk to David Axsom during Public School Registrar Meeting.

Jack suggested developing a Transfer specific day at the Salt Fork Retreat, specifically Friday. The retreat could provide a guest speaker, transfer sessions and possibly an Ohio Board of Regents sponsored event. Another suggestion was to have a 1-1/2 day conference.

Communications

The Board had a discussion that it was difficult to develop Newsletter because deadlines were not followed.

| This project has fallen under the direction of Cheryl Gloege of Otterbein. It was recommended that the Communication Committee take a more active role in the newsletter.

*The Board recommended that Sue Schilling appoint Mary Southards the Chair of the Communication Committee.

*Sue needs to change Bylaws to add listserv administrator as permanent member.

It was asked if we should archive members from OACRAO conferences.

There is a Board Liaison, 4 general members, and three permanent members (the webmaster, the Listserv manager and the editor of the newsletter)

The goals of this committee is to

- Get Together and list goals
- Revamp Committee
- Look at content of Newsletter
- Begin to revamp Website and Newsletter

The ultimate goal is to merge the content of the newsletter into the content of the website.

*Jackie is charged to communicate with the committee

Secretary

Jackie inquired what procedure is followed to change membership list on the web.

The Board recommended placing a notice in newsletter to send changes to the Secretary, Jackie. We could also have a *Contact us* link with an e-mail address to send changes.

Workshops – Laura Ruwe

Laura surveyed organization to inquire what types of workshops are of interest. The results showed participants want functional workshops and professional development

She recommended that we compose a list of available profession development workshops at our home institutions or other venues. We could divide them into region to keep costs down.

*Laura plans to send Programs Committee and Past Presidents a letter requesting professional development opportunities.

The Residency Session will be mid-June 2008

The Workshop for Support Staff will be in July in Columbus from 10:00AM to 3:00PM.

Looking at a February Webinar.

*Frank will look into possibility of webcast.

Frank motioned to adjourn at 11:12AM

Cindy 2nd motion