

2007 OACRAO Board of Directors Retreat  
Ohio Northern University Nature Center  
Stone Creek, Ohio  
January 28 – 30, 2007

Members present: Sue Schillings, President, Linda Young, Past-President, Treva Hanseman, Vice President for Programs, Frank Yanchak, Vice President for Membership Development, Laura Ruwe, Vice President for Workshops, Jack Miner, Treasurer, Mary Southards, Secretary

Members Excused: Don Foster, Past-President

President Sue Schillings called the meeting to order at 4:00 p.m. on Sunday, January 28, 2007. The first item of business was to review the retreat agenda.

The OACRAO Newsletter was the first item on the agenda. Sue commented that she placed this item on the agenda in response to a request from the newsletter editor, Cheryl Gloege, for some specific articles for the newsletter including a report on the 2006 Annual Conference, a President's Message and if possible, an announcement of the 2007 Annual Conference theme. Treva Hanseman will work with the Toledo LAC co-chairs on a wrap-up article on the 2006 Annual Conference. Sue will write a President's Message and Jack Miner will prepare an article on reimbursement for committee expenses. If possible, Laura Ruwe will provide some information on the upcoming support staff and Ohio residency workshops planned for spring and summer of 2007.

Treva suggested that the 2007 Annual Conference theme should be featured in the next newsletter. Treva also commented that if the information on the theme is available by the February 9<sup>th</sup> planning meeting, she will announce it to the program committees. This may facilitate generating sessions that relate to the theme. Treva commented that she is also prepared to share the numeric evaluations/ averages of the 2006 sessions with the program committee chairs.

The remaining items on the agenda included the:

- 2007 Annual Conference
- 2008 Great Lakes Conference
- Annual Operations
  - Budget
  - Insurance for the Board of Directors
  - IRS fee
  - Membership dues and penalties
  - Requests for posting on the website
  - Scholarship issues
  - Role of Past Presidents

Sue suggested that we begin the discussion of the 2008 Great Lakes Conference.

Sue began the discussion by stating that one of the key issues associated with planning the Great Lakes Conference is that Indiana and Michigan have an organization calendar that is very different from OACRAO. Indiana and Michigan plan their next annual conference immediately upon the conclusion of their annual conference. Brad Myers, our representative to the planning committee for the Great Lakes Conference has requested that we meet this calendar and provide our 8 program session ideas immediately following the 2007 annual Meeting in Cincinnati, Ohio.

Jack commented that to accomplish this goal, the new Vice President for Programs would need to be announced earlier than the 2007 Annual Conference so that individuals would have time to get organized and be ready to immediately conduct a planning meeting.

Treva volunteered to stay on as Vice President for Programs or to serve as a co-chair to assist the incoming vice president. Sue responded that she had been planning to ask Treva to consider staying on for one additional year, or through the planning phase for Great Lakes 2008.

Sue explained that Michigan has 10 program committees and Indiana has 7 program committees compared to the 4 program committees in OACRAO, and that these committees begin working in November and December while the OACRAO program committees do not begin their work until February. Sue also commented that we could ask the four program committees to generate 12 session ideas so that it is done for 2008.

In the discussion that followed, Mary Southards suggested making the committee volunteer form part of the conference registration so that new committee members could be identified as prior to the conference. Treva recommended that the 2007 program committee vice chairs as well as the new program committee members stay for one additional day at the 2007 Annual Conference for one additional day for purposes of a planning meeting. Jack commented that if this proved to be successful, there would be no need to incur the additional expense of the traditional February Planning meeting. Other committees could use this model, which Treva identified as the AACRAO model, to meet and in so doing cut down on committee expenses. Jack also pointed out that this creates an opportunity for post-conference workshops.

Sue observed that there are potentially two additional expenses associated with this approach; a meeting space in Cincinnati and a meal for the committee members.

The Board continued on with a discussion of what this adjustment in the calendar could mean for the position of Vice President for Programs and how it might affect the by-laws.

In the continued discussion of the 2008 conference, Jack commented that neither Indiana nor Michigan offer pre-conference workshops. Frank Yanchak also commented that the same is true of new member sessions. The Board agreed that these are important features of the OACRAO Annual Conference and should be available at Great Lakes 2008. Jack also stated that the 2008 Great Lakes Conference will impact our operating revenue because OACRAO will not have the conference proceeds and we really need to think carefully

about cutting expenses generated by committee meetings, etc. by changing the calendar and moving the planning meeting to November 2007.

Sue stated that she would assume responsibility for talking with the Cincinnati LAC to find meeting space on the University of Cincinnati campus for the program committees to meet immediately following the 2007 Annual Conference. Treva observed that the session hosts will need to compile the evaluations at the end of the session and give them to someone from LAC who can enter the results in a spreadsheet so that this information will be available in time for the planning meeting.

The final discussion item related to the 2008 Great Lakes Conference is a request from Brad Myers for seed money totaling approximately \$1,500. When the question was raised as to why seed money had to come from Ohio when Michigan is hosting the conference, Jack made the observation that Michigan has had some small annual meetings and might not have the funds to make the necessary hotel and related deposits.

Sue adjourned the meeting at 5:00 p.m. for dinner and the evening's social activities.

The meeting resumed at 9:00 a.m. on Monday, January 28, 2007, with updates from each Board member.

### **President Elect's Update**

Linda Young reported on the State and Regional conference that she attended in Washington, C.D. Linda shared that as a national organization, AACRAO is financially solvent. Linda also commented that she participated in sessions on leadership development and in several different round-table discussions. Linda shared the observation that in other state and regional AACRAO affiliates, the president elect is responsible for programming. Linda also commented that the M& M session presented by Mindy Starcher was very impressive and that by comparison, other states do very little with new membership development.

Linda shared her observation that AACRAO contributes much to the profession and to AACRAO and that she has a better understanding and appreciation of the hard work and accomplishments of the AACRAO staff.

Sue asked if Linda if there was a discussion of insurance coverage. Linda commented that there insurance coverage was not a session topic and that she had to leave the legal session in order to catch her return flight.

Continuing her update, Linda briefed the Board on the plans for the Ohio reception that will take place at the AACRAO Conference in Boston, Massachusetts. Linda has arranged for a dessert reception in conjunction with the Michigan delegation. The reception will be held at the hotel prior to the evening entertainment. Linda commented that AACRAO is encouraging state/regional meetings at the national conference and recommended using the hotel facilities.

In concluding her update, Linda commented that the primary issues for AACRAO that were discussed at the State and Regional meeting are:

- Access to higher education
- Turnover in higher education administration
- Grooming new professionals for succession.

Jack commented on Barmak Nassirian and the AACRAO legislative agenda. Jack shared the observation that the recent change in congressional power affords higher education an opportunity to influence national policy. Jack also commented that Barmak remains very concerned about the Spellings Report and what the federal government might do with the information that would be provided if a national unit record data base is created.

Sue asked Linda for recommendations on whom we should invite to be our AACRAO representative at the 2007 Annual Conference. Linda recommended Dan Garcia, from the University of Washington, who is the Vice President for Access and Equity or Nora McLaughlin, from Reed College, the Vice President form Leadership and Management.

Jack recommended that Dan Garcia should be our first choice because it would be valuable to hear his views on access and equity in higher education. The Board agreed that Dan Garcia would be our first preference as the AACRAO representative for the 2007 Annual Meeting. If Dan is not available, Nora would be our next choice. Linda will issue the invitation to Dan as soon as possible.

### **Secretary's Update**

Mary Southards distributed draft copies of the minutes from the 2006 Annual Meeting and the December 8<sup>th</sup> Board of Directors and Transition Meeting. Mary requested that comments and corrections be emailed to her prior to the February 9<sup>th</sup> Planning Meeting.

Mary's update focused on the structure and maintenance of the OACRAO database. There was a lengthy discussion of how information for the database is gathered and maintained, as well as which data fields need to be in the various data bases.

The following action items resulted from this discussion.

1. Sue, Mary and Jack will work on redesigning the data base so that it contains pertinent and updatable information.
2. Mary and Jack will coordinate on the design of the new institutional member and membership renewal forms so that the forms that are mailed and the form on the web site are consistent.
3. Jack will send membership renewal notices (bill for dues) in May 2007, with a July 15, 2007, due date. A second set of renewal notices will be generated and mailed on July 16, 2007.
4. Frank will initiate contact with new members and institutional representatives on July 31, 2007.

### **Treasurer's Update**

Jack Miner began his report by confirming that based on the preceding discussion of the data base, notices for renewal of institutional membership would go out on May 1, 2007.

Jack asked for clarification on the \$2,700 IRS fine that appeared in the final budget report. Linda explained that she had followed the standard tax filing process, but was not aware that a Schedule A also had to be filed. This change is due to OACRAO'S incorporation and not for profit status. Linda stated that the Schedule A form requests information about the organization and its structure. After consulting with the OACRAO attorney, Linda wrote a letter of appeal in which she explained that the failure to file the required Schedule A was an oversight due to OACRAO's recent change to not for profit status, and requested forgiveness of the fine. Linda indicated that based on her conversation with the attorney, she felt that the appeal would be approved and the fine would be forgiven.

Sue stated that this type of situation reinforces the need for a better transition of board members and asked if we need to rethink our board structure. For example, Sue asked if it would be prudent for the treasurer to transition after two years and if we should consider a legal affairs position on the board.

Jack commented that the Nominations and Elections Committee need to think more about the skills and experience of the individual relative to the position when making nominations for the board. Jack also shared the observation that Illinois has an assistant treasure position on the board so the individual is actually making a three year service commitment.

This comment resulted in the board asking if each board position should be a three year commitment with the first year in an assistant's role to observe and learn their responsibilities. The ensuing discussion identified advantages and disadvantages to using this approach, and reinforced Jack's observation about the pivotal role of the N&E Committee. Sue concluded the discussion by stating that she would take this matter to Don Foster so that he could work with the N&E committee and review the bylaws for any necessary changes if a decision is made to add assistants to the board.

### **Vice President for Membership Development Update**

Frank Yanchak reported that the mailing to institutional representatives and new members regarding the 2007 Conference will go out on July 31, 2007. Frank also commented that his committee will be focusing on the development of mentors so that new members will have a better experience in OACRAO and have resources as they enter the profession.

Frank also commented that he will be giving the M&M presentation at AACRAO since Mindy Starcher has left The Ohio State University and will be unable to present.

## **Vice President for Programs Update**

Treva Hanesman distributed a tabulation all of the session evaluations for the 2006 Annual Conference. Treva reminded the Board that the evaluations were based on a 5 point scale, with 5 being outstanding. Treva also distributed a compilation of the comments from each session. One of the most frequent comments was a request for handouts for the session. Another frequent comment was that session described as updates should be updates and not a repeat of last year's session.

Treva commented that after the 2006 annual Conference she recognizes the need to give more direction to session hosts and to make sure that they follow through on their responsibilities. Some hosts never picked up their session packets and evaluations were not distributed or collected on those sessions. This is important feedback for the presenter and the program committees.

Laura Ruwe suggested that extra hard copies of presentations could be made available at a central location at the conference. Even better would be to have all presentations available on the OACRAO website. Sue commented that this is something that Dick Carpenter has been advocating for some time. Jack suggested that if all presenters would submit an electronic version of their presentation in advance of the conference, a CD could be burned and given to all conference participants. Jack also suggested that this would be an opportunity for a vendor sponsorship.

In preparation for the February Planning Meeting, Treva will prepare the session evaluations for the program committee chairs as well as a list of possible session topics gleaned from past OACRAO and AACRAO conference. Treva will also talk candidly to the chairs about presenters who should not be encouraged to present.

Treva indicated that her goal was a September 1 deadline for a final program and that all program chairs would be receiving a final draft of the entire program so that they could help identify any conflicts for hosts and presenters.

Treva also shared some additional observations about the 2006 Annual Meeting, noting the need to improve the information and advertising for the exhibitors. Jack suggested that for a fee we could put extra materials in the conference bags. Treva noted that there was no composite list of all exhibitors included with the conference information. This might have been a result of some late activity on the part of the person coordinating the exhibitors.

Treva commented that she was aware that Wendy Lambing and other members of LAC were already making contact with exhibitors for next year.