

Minutes
OACRAO Board of Directors
Retreat
February 1-3, 2004
Ohio Northern University Nature Center

Members Present: Marian Hogue, Bob Kubat, Connie Goodman, Amy Adams, Allen Cole, Sue Schillings and Steve Midkiff
Member Absent: Kathy Difranco

Items of Business:

1. President –
 - Marion Hogue opened the meeting by welcoming all in attendance. She also listed several possible topics of discussion. This was followed by a review of the Articles of Incorporation. The duties of each office were reviewed in detail.
 - Annual Report to the members was discussed. An early October release date was decided upon. Will be published on OACRAO Website. Deb Benton will continue as Webmaster (*Mike Welch of Deb's staff, will be secondary contact*).
 - A public audit of OACRAO finances was discussed. Marian will check on an auditor (*hopefully pro bono*). Concerns with pricing of conferences and membership fees were discussed.
 - OACRAO's Articles of Incorporation were also discussed. Marian will check on an attorney to complete the incorporation process.
 - Info on Website – it was decided those minutes of all B.O.D. meetings, the Annual Meeting and all financial reports would be made available on the OACRAO Website. Quarterly updates were suggested.

2. The roles of B.O.D. members as described in the Article of Incorporation were reviewed at length.

3. Officer Reports – President (Marian Hogue)
 - Committee membership and meeting were discussed.
 - a. Marian will send a letter to Committee Chairperson and members reminding them of the availability of travel reimbursement, areas of responsibility, the change of the committee and the website schedule.
 - b. Ways to “market” membership on Committees were discussed.

President Elect (Connie Goodman)

- a. Attended the AACRAO planning meeting for new Presidents. Reported that Incorporation of the Organization as a non-profit association was highly recommended as was an “*Investment Plan*” for the organizations financial resources. Both were deemed very important and should be in writing.
- b. Connie also informed the Board of the requirements that will likely be in the “*Do not fax, Do not Spam*” law. Instructions of how to opt-out of any Internet information services will be required to be on every e-mail and list serve. Discussion of the possibility of a “*Password*” protected website ensued.
- c. The O.B.R.’s plan for a student “*Portal*” was presented. One-time funds are available to develop the portal. Will use “*focus*” groups to design and test the portal.
- d. Next year’s retreat will be in the same location. February 6, 7 and 8, 2005. The 2005 meeting dates were discussed.

V.P. Workshops (Amy Adams)

- a. Past workshops were reviewed and the future of Workshops was discussed. A possible workshop site at Capital University was discussed. The need for an Annual Residency Officers update workshop continues. Pre-conference workshop topics are still needed. Three/four were requested from each state at the Great Lakes. This will be reduced to two to three workshops. Next planning meeting is on February 20 in Columbus.

V.P. Membership Development (Bob Kubat)

Bob is to send e-mail to all new members encouraging participation in the February 20 planning session. The following topics were discussed.

A. Membership

- a. New member activities for annual conference.
- b. The M & M Committee will perform review of “non-member handbook”.
- c. Efforts to recruit new members will be directed at new institution members and towards member institutions that have not sent individuals to the Annual Conference.
- d. A “*New Member Table*” will again be visible at the Annual Conference. Hope to engage more multi-culturally diverse members and additional members from the admission area.
- e. Comments from last year’s evaluation of the New Member activities were reviewed.
- f. Bob will contact Indiana “*New Member Person*” to discuss activities at Great Lakes.
- g. Follow-up will continue with institutional non-payers. B.O.D. needs to develop procedure to remove non-paying

B. Mentoring

The following groups of persons will be approached as possible mentor for new members: Past-Presidents, Retirees and Honorary Members.

Secretary (*Steve Midkiff*)

- a. Amy Adams moved to approve the minutes from the Annual Conference and the Board of Directors meeting.
- b. A long discussion ensued regarding the publishing of the OACRAO Handbook (*Formerly Directory*). It was decided to make the Handbook available on the OACRAO website only. No hardcopy Handbook will be printed. Steve will contact Deb Benton to discuss.
- c. The announcement of the availability of the Handbook will be made to the members on OACRAO-L with a web (*PDF*) link.
- d. A review and possible redesign of the OACRAO Logo is to be undertaken by the Communication Committee.
- e. The Communication Committee is to review the entire OACRAO web site and suggest changes in appearance and functionality. Needs to include links to addresses to websites of Corporate Members.

Past President (*Allen Cole*)

- a. Is concerned with vagueness of the Constitution and By Laws. It was decided that the Articles of Incorporation be posted on the website.
- b. Resolution Committee role and function was discussed. Discussion was closed upon a motion to table this topic. Allen is to provide more information at a later meeting.

VP – Programs (*Sue Schillings*)

- a. Reviewed Program Committee Membership. Is concerned with the number of members on Admission-related Committee.
- b. Suggestion that OACRAO better identify Presenters, Committee Members, etc... Marian is to suggest to the LAC, that we use badges, ribbons, stickers, ask presenters to stand... ..to recognize contributions to the conference.
- c. Also discussed – ways to recognize retiring members, at the annual conference; service awards.
- d. The agenda for the February 20 Planning Committee.
 1. President to Welcome Committee
 2. Brief introduction of Officers
 3. Sue to “*change*” committees with tasks.
Theme: “*Wellness*”

4. Great Lakes 2004 – Update was presented.
 - a. Future meetings of B.O.D. were established...
 1. 2/20 – planning Committee’
 2. 3/29 - @ Capital University
 3. April – OACRAO
 4. 5/21 –
 5. 6/25 –
 6. 8/6 –
 7. 9/24 –
 8. 10/19 –
 - b. It was decided to improve the “*Volunteering for a Program*” process. At least 3 forms and the individuals were recruiting new members for Planning committees at the Dayton Conference. Allen and Sue will work on developing a single recruiting piece (*participation form*).
5. Treasurers Report

Kathy Difranco prepared the treasurer’s report. It was moved by Amy Adams and seconded by Sue Schillings and passed unanimously to invest in one long-term CD if the current short-term CD is renewable within six months.
6. Miscellaneous and Summary
 - A. Bob is to urge members to recruit new members and cultivate new members to be more active.
 - B. Marian to create an Ad Hoc Committee to study ways to recognize contributions of members, past presidents, retirees, etc...
 - C. House Bill 33H – Federal law, that if passed, will require transfer credit for any course paid for w/federal source of financial aid. AACRAO was asked to take a stand. Sue will ask Pete Ross to present overview, perhaps at the Great Lakes Conference.
 - D. It was suggested that Tom Bilger be the AACRAO Rep at the Annual Conference.
 - E. Concern was expressed over distribution of volunteers to Scholarship Committee. Marian will adjust and try to get equal distribution by Region.
 - F. Constitution needs to be reviewed for possible areas needing improvement.
 - G. Marian will ask an attorney for advice regarding legality of 50-50 drawings.
 - H. Dates of B.O.D. meetings are published. Visitors are permitted to attend meetings as long as Board operations are not disrupted.
 - I. Exhibitors at Great Lakes Discussion – decided to charge a single fee of \$350.00...and split it evenly with Indiana ACRAO (versus keeping \$100.00 for Ohio ACRAO membership, since all exhibitors participating in the Annual Conference have become corporate members. Exhibitors may also access the OACRAO mailing list.

