

OACRAO Retreat Minutes

February 6, 2005

1. All were welcomed to the Retreat by President Connie Goodman
2. Overview – Connie expressed her plan to talk about “*larger topics*” that are important to OACRAO
3. Updates
 - a. ACT Conference – Admission people attend this conference. The reason why Admission folk do not attend the OACRAO Annual Conference is that it is the wrong time of year – they are busy with travel. Also topics in Admission are few at OACRAO and are often not worth their time. Connie gave Sue list of Admission topics and gave Bob a list of members.
 - i. Diversity issue or leadership – a comment in a session was “recruit *minorities* for ‘leadership’ not to add diversity”.
 - ii. Young people in Admissions – what is the Upward Career path? This is a possible program or workshop.
 - iii. Invite ACT leadership to OACRAO conference.
 - b. Newsletter – Cheryl’s Proposal.
 - i. Government Liaison
 - ii. Retirees
 - iii. “*Hot Topics*”
 - iv. Review of Annual Conference
 - v. Highlight a new member(s) – showcase with photo of each
 - vi. Track hits on web-site
 - vii. Distribution list – printed by Institutional Representative and routed?
 - viii. Hot button – News Nugget...
 - ix. Talk with Shelly Rogers @ AACRAO to get news
 - x. Have a prize for finding something “Y” in the newsletter.
 - xi. Change to “*page at a time*” rather than *whole document on the web*.
 - c. 2006 Conference – Toledo
 - i. Dan Kalb and Michelle Raub are working on LAC. They have questions on what to do. Nov. 1-3 2006 date selected.
 - ii. Dan knows of a state that has a “*Committee – that didn’t change*” to make arrangements each year. Perhaps 3+ Chair of LAC.
 - iii. Perhaps have a “*permanent*” consultant.
 - iv. AACRAO person can help.
 - d. 2008 – Joint Conference with Michigan and Indiana. November 12, 13, 14th at Dearborn – Hyatt Regency.
 - i. Also asked Illinois and Wisconsin, however, they declined at

this time.

- e. 2005 – Conference – Survey of members... slightly more than ½ said
They were interested in paying conference and workshop fees via “Pay Pal”, but not for paying dues. Do any other states use “Pay pal?” Connie will ask Jack. Jack is investigating a large prize on Friday – perhaps Southwest Airline tickets. Must be present to win. Thursday dinner perhaps with a Host or Hostess or with two Hosts. More info later.
- f. Connie asked Don if he wanted a “debriefing meeting” after this year’s Conference? Don replied, “No”.
- g. Business Meetings – in the past we have had a Thursday Business Luncheon and a Friday Business Breakfast. Could we move Business meeting to Friday and schedule speaker at lunch or program.
 - i. Decide by end of retreat
 - ii. Check topicsFriday breakfast meeting 7:30 am – 9:30 am session and closing session.

FALL CONFERENCE

1. Should we have one Business Meeting or two.
 - a. Reviewed Dayton Business Agenda–Thursday: AACRAO, recognized Guests, approved minutes, reports, election, door prizes. – 2 hours.
Friday – Resolutions to Committee Chairs, Announced New Officers, Old and New Presidents talked. Question: should we reassign above activities to other times. (* Long-term 2 full days or 3 days?)
Tabled for later – Recognize when everyone is there.
 - Business Meeting Friday
 - Finish by 11:30

Updates from Board Members

Steve:

1. Corrected 2004 Annual Meeting minutes
2. Approved December meeting minutes with corrections.
3. Institution – Representative/voting member
 - Link needed on-website for Institutional Representative
 - Email reps to confirm
4. Will print institutional membership list and have at Planning Meeting for update.

Bob:

1. Resource List
2. Sent list to Steve – Nursing School Change
3. Cindy Davis sent possible new rep.

4. Will meet soon with/M&M

Sue:

1. Program update on February 25 meeting – 23 scheduled to attend.
2. Concern with Admission Committee memberships
3. Setup / Breakfast / Lunch – same as last year

Beth:

1. Support staff workshops – Spring and Summer (usually in June or July)
 - Northeast Ohio site: John Carroll University – for July 19 is planned
 - Needs location for April workshops
Amy Adams has offered Capitol University
Same trainers as last year ?
 - a. Do we want to repeat in April?
2. Pricing – past: \$30 / head – most \$25 – if more than 1 per institution
3. Pre-conference/workshop - Diversity – from Xavier perhaps

Don:

1. Audit Committee Report – ½ hour meeting. When is best for meeting – January – 3rd week in transition. – Every other year. Guidelines – need assistance from Auditor. Marian will supply name to Don.
2. Dinner at AACRAO?
Difficulty in selecting a restaurant .
Decision to meet in lobby and go to some restaurants.
New member connection in Newsletter

Marian:

1. Conflict of Interest Policy Statement
Marian read policy and procedure
 - Meeting “*caller*” must signoff on all members’ reimbursement
 - Audit / Budget / LAC
 - Send notice to membership
2. All Board Members signed statement
3. Number hours for B.O.D. activities per week are needed for Conflict of Interest Statement – each BOD member recorded
4. Brief description of Fund Raising – discussion. Solicit new members from membership referrals. Should we contact other institutions – Marian will write up
5. Scholarship committee membership discussed
6. Nominating Committee – will pursue nominations

Linda: Treasurer’s Report

1. Presented Operating Account Analysis
2. Nine institutions that have not paid
3. 101 Member Schools
4. What do we do if dues are not paid? Discussed removal of benefits without payment – “*by-laws committee*” is to suggest consequences.
5. Send dues notice in July, payment due September 1, 2005

6. Institutional Membership Rate

Procedure

- a. Bill in July based upon previous year enrollment
- b. Payment in September – with – Update to Information
November 1 – Contact if not paid by October 1 – will need to pay non-member
(*institutional member*) rate for Conference.
- c. List Category
- d. Update representative
- e. Linda to contact Institutions

Sue: Program Planning – Report

1. Session rooms for 2005 Conference?
 - 5 rooms – 4 classrooms of 40 + 1 small
 - 7 sessions – Need 35 topics + vendor space
2. 25th planning meeting – reviewed plans for work, vice-chair

Don: Session Evaluations

1. Do we want to gather information in a different way?
 - a. Program: *Each means something*
 - Ratings & Comments
 - Comments
 - number attending
2. Over Conference evaluations
Ratings and comments – need
3. Collect region of institution 1-4

Questions that arose:

Why not have “Town Meeting” session ask for feedback, how can we do this better?

**Why not use Newsletter to obtain feedback? Connie to place in Newsletter.
Perhaps use a focus group by e-mail**

Review of Website

- Update Now -

1. Redesign of OACRAO Website –
 - a. Communications to design
 - Colors – blue/gray scheme
 - Limited “*flashing*”
 - “*Benefits of membership*”
 - b. Cascading style sheet
 - Tabs... change boxes
 - Longer – so ADA can read

- c. Website and plug-in logo
- 2. Logo Discussion – recorded by Communication Committee
 - a. Prize for development of logo
 - b. Release from winner – classes, individual, etc...
 - c. More modern look
 - d. See timeline
- 3. Assign update notification to BOD member – Steve

Deb: Webmaster – hire workers – and design – defer logo – April 18

- 4. Steve to contact – Cindy Davis, Chair
 - a. Style
 - b. ADA compliant
 - c. Colors
 - d. *“Bread Crumbs”*
 - e. Mission statements
 - f. *“Benefits”* of membership – see SACRAO site
 - g. Windows
 - h. Volunteer – *“Getting Involved in OACRAO”*
 - i. Rollover’s should be reduced or eliminated
 - j. NACRAO – Blue nacrao.uni.edu
 - k. Style sheet – CSS – Cascading Style Sheet
 - l. *“Ethics”*
 - m. By Function – Organization Contact
 - n. E-mail link to use for contacting OACRAO Board
 - o. Use header from Newsletter
- 5. Change stationary to Newsletter style

Meeting resumes Tuesday: 9:00 a.m.

Bob: M&M

- 1. Ways to improve membership?
 - a. *Like the 2 yr schools: law, nursing, graduation and other school meeting
 - b. *Resource List of OACRAO member-experts
 - FERPA
 - SEVIS
 - Link on Web
 - c. How to bring Admissions into organization
 - Co-Conferences
 - Meet with leadership of OACRAO, etc...
 - d. Improvement to mentoring
 - Earlier contact with *“mentors”*
 - Structured follow-ups

Discussion ensued

- e. If not Admission Professionals, how about Admission Processors...?

Further discussion

- f. Perhaps workshop – ex. “*Difficult People*” – that could work for both groups

***Web Resource List – Communication Committee**

Do we have dates when a member became a member? Steve: Perhaps but might be difficult.

Should we offer to co-sponsor workshop?

Sue to approach *OACRAO & *OTC *Two year meeting

Offer to swap attendance at OACAC Board meeting

Beth:

1. Reviewed topics for workshops
2. Asked how much she needs to have approved

Marian: Retirees and Alums – things we can do to involve & recognize

1. Newsletter request – for names
2. Involve those that retire – discussion –
Every retiree recognized or selected “*contributors to organization*”?
3. Collect retirees names – ask institutional reps and place notice in newsletter – by August.
Communications Committee prints certification
4. Resolutions Committee – Marian will take to By-Laws Committee to discuss need for Res. Committee
5. Associate Members – “Retirees” from OACRAO
Marian will prepare and present concepts.

Future Meeting Dates – BOD

02/25 Planning Meeting

04/08 Panara Bread – Northridge Crossing Westerville Road, Polaris Exit-East

05/20

06/24

07/22

09/09

10/07

11/01-04 in Columbus @ 6:00 p.m.

Retreat Next Year – Dick to check on Availability

Non-Superbowl week

Later on Sunday

2005 – Columbus

2006 – Toledo

2007 – Golf – early (*Newark*) October 17, 18, 19

2008 – Joint States Meeting – Dearborn, MI – November 12,13,& 14

2009 – Cincinnati

Those attending NY – meet Wednesday to go for dinner

Retreat was dismissed at 11:45 a.m.

