

OACRAO ANNUAL CONFERENCE PLANNING MEETING - February 25, 2005

**10:00 - Called to Order with Welcome by Connie Goodman**

1. Introductions
2. **Linda** – Mileage / parking
3. **Steve** – update regarding Membership Information
4. **Jack** – LAC – update of arrangements and activities – Theme “*Experience Columbus, Experience OACRAO*”
5. **Beth** – update on staff workshops – June 21<sup>st</sup> – Residency Workshop  
Asked for possible Workshop
6. **Bob** – Update
  - Expand membership – Professional School – 2 year institution
  - Diversity
7. **Don** – AACRAO (*New York*) Dinner Plans
8. **Sue** - Welcome Planning Committee  
Assigned tasks to Sub Committee  
Reimbursement for “*outside*” speaker – mileage and meal.

Dismissed to allow Committees to work on Conference Topics

---

**Board of Directors Meeting:**

**Connie calls meeting to order:**

1. **Jack** - Updates of LAC Activities –  
Recent Committee update
  - Concerned about High Numbers on Thursday – Volume of Vendors and members attending
  - May need to move vendors to larger space
  - Linda needs copy of contract of vendor paying
  - Possible speakers – Betty Montgomery and Paul Hamm
  - Host dinner – Thursday P.M  
Restaurants Guide – Style/Price/Format/Host  
Night-Life Guide  
Cocktail Reception first then entertainment (*movie*) afterwardsAdditional Meeting Info: vendor name – portfolio and pen rather than bag – logo, or seal from Newsletter should be used  
Bag with “*touristy*” things, coupons, etc.  
Vendors w/supply bag for vendor day  
Registration

Early distribution of registration – May, June and September, October

- E-mail
- Mailed item
- List serve follow-up

Encourage member to pay in advance (*carry forward* \$)

Repeat in September and October

Charity (*Potter House*)

- Homeless Youth
- Donations
- Web-site Description

Lanyard/pocket schedule

*LAC/BOD Jerseys* – Color & logo / on vests

Conference Schedule

- Wed. - Meal a bit late – at 7:15 – reduce new member time – Introduce BOD at lunch move dinner to 7:00
- Thursday – exhibitors concerned break to short adjust 10:00 on by + 15 minutes
- \* add meet/great reception 6:15 – 6:45 exhibitor reception
- Discuss at 7:00 p.m.

Friday session # 7

- Have fewer break-outs because session attendance was low?
- Popular sessions – 4 instead of 5 sessions
- Possible future OACRAO sites  
2006 Toledo  
2007 Cherry Valley

Payment for registration via paypal?

- Online registration
- Payment
- Try at June Workshop

Jack needs to sign “*Conflict of Interest*” statement.

Time of workshop need to be longer or some may start at 9:00 a.m.

- Art/Trans workshop?
- Who to come from AACRAO

***Sue:***

1. Discussed Ohio Transfer Council Workshop – Pete presented – Counselors and Recruiters. People will want by Fall. OACRAO – OTC sponsoring will present when information available

***Linda :***

1. Presented Report – Balance
  - Taxes to be filed by Kathy soon

***Steve: No Report***

***Beth:***

1. Contacted Amy Adams and HR – Capital wants workshop on their campus – w/OACRAO co-sponsorship  
    *“The Friendly Office”* Energizing your workplace
2. Restricting size a goal of Capital HR Director
3. April 6<sup>th</sup> projected date
4. Facilities reserved/meals available
5. ***June 21 Workshop – Residency*** at Otterbein
  - Linda Bishop
  - Jay Johnson
  - Insurance Representative
  - Food?

***Bob – No Report***

***Don – Retreat at ONU Nature Center – January 29<sup>th</sup> – 31<sup>st</sup>, 2006 ?***

**Meeting Adjourned**