

DRAFT
OACRAO Board of Directors
March 19, 2004
Meeting Minutes

**Members Present: Marian Hogue, Connie Goodman, Allen Cole, Stephen Midkiff,
Sue Schillings, Bob Kubat, and Amy Adams**
Guest: Lorinda Bishop

Meeting was called to order at 9:50 a.m. by Marian Hogue, President

Items of Business:

1. Annual Meeting LAC Report – Lorinda Bishop

- a. Annual meeting budget will be sent to Marian by e-mail. Vendor participation is looking positive. Breaks may be sponsored – Mendy is the contact person for the Conference. There is no maximum number of vendors. We can accommodate as many that want to participate.
- b. The Indiana ACRAO Executive Committee met on March 5. A theme was established: “*A Step in the Right Direction*”. “*Footprints*” will be in the logo.
- c. Our request for a Friday Business meeting for OACRAO has been approved.
- d. A discussion ensued concerning the best date to meet with the Indiana ACRAO Executive Committee. *1st choice is 7:00 p.m. on June 21. 2nd choice is June 27th or 28th.*
- e. Also discussed meeting with the Indiana Executive on October 19 (*the day before the Conference begins*) at 8:00 p.m. Registration is open 6-8 p.m. OACRAO Board of Directors will meet at 6:00 p.m. Food arrangements will be made at the June meeting.
- f. Marian asked about the “*NCAA Reception*”. Lorinda said the contract had been signed.
- g. Bob inquired about the New Member Session. It is scheduled for Wednesday, 4:30-5:30 p.m. This is scheduled to be a joint Indiana-Ohio effort. No other sessions are scheduled at the same time.
- h. The need for a “*Town Hall*” meeting was discussed. No “*big*” issues were discussed last year. Is a session needed to meet with the AACRAO Representative? It was decided to leave the decision to the LAC.
- i. Allen asked if we needed an Ohio “*Town Hall*”? Most felt such a meeting unnecessary. It can be added if desired.

2. Officer Reports:

Vice-President’s - (Programs) Report – Sue Schillings

- a. Sue is meeting with Indiana counterparts on April 9. Session lists from both states will be combined with duplicates eliminated. The goal is to leave the meetings with a *committed* list of sessions with a few backup sessions. Ohio has proposed 34 sessions. A maximum of 56 sessions are available for scheduling.
- b. A closing session (*not one of the 56*) to meet 11:15 to noon on Friday was discussed.
- c. Session topics were reviewed. Feedback to be forwarded to the Program Chairperson.
- d. Past Presidents and Marian will discuss ways to recognize contributions to the Association.

Secretary's Report – Steve Midkiff

- a. Reported that the Communication Committee had not met.
- b. Minutes of prior meetings were reviewed.
- c. Minutes of the February 1-3, 2004 meeting were approved unanimously upon a motion by Bob Kubat and seconded by Connie Goodman.
- d. Minutes of the February 20, 2004 meeting were approved unanimously upon a motion by Connie Goodman and seconded by Bob Kubat.

President Elect's Report – Connie Goodman

- a. Presented plans for meeting of AACRAO Annual Meeting in Las Vegas.
- b. Thanked Lorinda for recruiting LAC members for the 2006 Conference in Northwest Ohio.

Vice President's – (Workshops) Report – Amy Adams

- a. April 15th workshop – 36 registrants to date (*deadline April 8th*). This meeting was held on site of the upcoming workshop.
- b. Perhaps another support staff oriented workshop will be held in July
- c. Residency Workshop – no presenter from Customs/Border Protection (CBP) is available to conduct the session. Such presentations are no longer a function of the CBP agency. Amy will speak with Jay Johnson or with AACRAO to see if a presenter can be located to provide update on SEVIS/VISAS, etc... Hope to have the workshop during the week of June 21st.
- d. Great Lakes Pre-Conference Workshops were discussed. Possible Workshops: Bob Kubat – *Leading Change* and Deb Daily – *Wellness and the Workplace*.

Vice President's (Membership Development) Report – Bob Kubat

- a. Mentoring Committee is to meet April 30th to plan for the Great Lakes Conference.
- b. The following topics were discussed.
 1. How to recruit new members
 2. How to recruit new institutions

3. How to identify “*up and coming*” members
 4. New – members handbook
 5. Membership and mentoring site on website
- c. A long discussion regarding member institutions that fail to pay dues. The Articles of Incorporation states that the institution loses that status and benefits of membership for non-payment. We need to communicate with the “*institutions*” to provide a list of “*voting members*” Deadline for payment is October 1, 2004.
 - d. The M&M Committee is directed to develop a “*Needs Assessment*” instrument for OACRAO.

Past-President’s Report – Allen Cole

- a. The list of Committee Members has been released.
- b. The Nominating Committee is developing a slate of official’s to be voted on at the Annual Conference.
- c. Our intent to submit all changes to the *Articles of Incorporation* to the membership was reaffirmed.

President’s Report – Marian Hogue

- a. Will request a copy of current *Articles of Incorporation* to be posted on the OACRAO website.
- b. Presented the Treasurer’s Report, due to the absence of Kathy DiFranco (*was e-mailed to the Board*)
- c. Financial Plan – a sample plan from Oregon was provided the Board Members.
 1. Amy was asked to draft such a plan for workshops.
 2. Marian will work with Lorinda and Amy to prepare a plan for OACRAO.
 3. The addition of a *Reimbursement Policy* and form to the *Financial Plan* was suggested.
 4. Funds on Deposit were also discussed
A motion to deposit an additional \$10,000 in a Certificate of Deposit (*CD*) was unanimously approved upon a motion by Sue Schillings and seconded by Connie Goodman.
 5. Marian will discuss OACRAO’s financial responsibility with Attorney, including tax returns, incorporation document, liabilities, and responsibilities.

Meeting was adjourned at 2:35 p.m.

Next meeting is May 21, 2004.