

**OACRAO Board of Directors Meeting
Friday, May 19, 2006
Meeting Minutes**

Members Present: Don Foster, President, Connie Goodman, Past President, Beth Egan, Vice President for Workshops, Treva Hansman, Vice President for Programs, Frank Yanchak, Vice President for Membership and Mentoring, Linda Young, Treasurer, and Mary Southards, Secretary

Members Absent: Susan Schillings, President Elect

Guests: Dan Kall, 2006 Local Arrangements Committee Co-Chair

Call to Order

The meeting was called to order at 9:30 a.m. by OACRAO President Don Foster.

President Report

Don Foster reported that Barmak Nassirian is confirmed as the opening speaker for the 2006 annual meeting in Toledo, Ohio. Following this announcement, Don asked to delay the discussion of his remaining agenda items until all Board members had completed their reports.

Secretary Report

Secretary Mary Southards presented the minutes from the January 2006 Board of Directors' retreat for approval. Connie Goodman moved that the minutes be approved and Treva Hansman seconded the motion. The minutes were approved by voice vote. Mary presented the minutes from the February 17, 2006 Program Planning Meeting and Board of Directors Meeting. The Board asked for minor corrections on pages 1, 3 and 5. Frank Yanchak moved that the minutes be approved as amended. Connie Goodman seconded the motion and the minutes were approved.

The minutes from both meetings will be forwarded to Deb Benton for posting on the OACRAO web site.

Treasurer Report

Linda Young reported that an additional \$440 in membership dues from 2005-06 have been collected. The University of Akron has not paid dues for 2005-06. Mary Southards and Linda Young will attempt to follow-up with the Registrar's Office.

Connie Goodman asked if member institutions with delinquent dues are removed from the listserv.

Don Foster will ask the Communications Committee to address removal of institutions and their members from the website and listserv.

Linda Young reported \$1,770 income from the spring support staff workshop. Expenses totaled \$1,491. Ohio State University has not yet paid for its workshop registrations.

Linda also reported that:

1. OACRAO made a profit of \$142 from the dinner at AACRAO.
2. The final budget reconciliation for the 2006 annual meeting is still in progress. The hotel recently submitted a meeting room charge for \$240.
3. A \$10,000 CD with Huntington Bank will mature in June 2006. Connie Goodman recommended looking at several other banks for better interest rates. Linda will look at short-term rates at several banks, email her finding to the board, and ask for a decision to move the CD or to stay at Huntington Bank.
4. OACRAO's donation to the high school alumni association in memory of Jane Pidcock was received and acknowledged.

Linda reported that the Scholarship Committee chair, Dan Wilson, has requested a budget to cover travel, printing, mailing, and related committee expenses. This led to a discussion of various issues associated with the Scholarship committee. Mary Southards reported that two notebooks with details regarding the responsibilities of the committee chair and a timeline for completing those responsibilities had been given to Mike Whitnabe at the beginning of his chairmanship. Issues that have come up with regard to the Scholarship Committee indicated that the notebooks are not being used. Don Foster will work with Dan Wilson to find the notebooks and address budget issues.

At present there is a \$1,200 budget for the expenses of all standing committees. Connie Goodman commented that the budgeted amount is inadequate and asked if the committee chairs should have input into the amount of the budget? Linda commented that not all members of committees submit their mileage and meeting related expenses. Providing each committee with an operating budget could actually increase expenses.

Linda concluded her reporting by confirming that the mileage reimbursement rate is currently 0.445 per mile and that the bill for our attorney fees has not been received for payment.

Local Arrangements Toledo 2006 Report

Dan Kall, LAC Co-Chair for Toledo 2006 annual meeting, distributed the basic program and room information at the meeting site. Dan indicated that the LAC does not anticipate any space availability problems. Don Foster asked if there were any more volunteers for LAC, and Dan confirmed that the numbers were now adequate to cover necessary activities.

Dan distributed a sample of the annual meeting logo. The design is based on a new major bridge that is under construction in Toledo.

Dan explained that the underlying theme identified by LAC for the annual meeting is "Something New," which echoes the new bridge, revitalization of the city, and OACRAO's emphasis on new membership. Dan also distributed samples of canvas bags that will be distributed at the annual meeting.

The Board discussed the need to provide the bag and/or padfolio to annual meeting participants and attendees and determined that the practice has merit and should be continued. The Board also decided to add the bag/padfolio to the list of sponsorship opportunities that will be sent to potential exhibitors.

Upon completion of the discussion, Mary Southards moved that the Board approve the logo presented by LAC. Treva Hanseman seconded the motion. The motion was approved by voice vote.

Dan Kall concluded his report by stating that a bowling tournament with a dinner is one of the activities under consideration for Thursday evening with the possibility of UT providing shuttle buses to the location.

Local Arrangements Cincinnati 2007 Report

Don Foster opened the discussion by stating that he, along with Sue Schillings, Lew Rita Moore and Wendy Lambing, visited Kingsgate on the University of Cincinnati campus and the Sheraton in Cincinnati as possible sites for the 2007 annual meeting. The Board discussed the advantages and disadvantages of both facilities, based on a list developed by the group that visited both sites, and decided that Kingsgate is the preferable location for the annual meeting.

The major concern with the Kingsgate location is the estimated cost of \$39,779.69. The Board discussed options for reducing costs including restructuring the annual meeting to two full days or changing schedule dates.

Mary Southards asked if a survey of the membership would be appropriate before any decision is made about restructuring the annual meeting.

After further discussion, the Board agreed to:

- Identify costs that can be passed on to exhibitors (padfolios, bags, name wallets, parking)
- Consider raising the full meeting registration fee to \$225 per member
- Remove the budgeted cost for LAC appreciation gifts.

Don will work with Wendy Lambing to develop a revised detailed budget for the next board meeting.

Don also distributed a nomination letter to support Dave Sauter as a candidate for the position of Vice President for Finance in AACRAO.

President-Elect Report

In Sue Schillings absence, Don Foster reported that there were many positive comments on the Ohio dinner at AACRAO.

Vice President for Program Report

Treva Hanseman reported that the annual meeting program is slowly coming together.

There will be an M&M Welcome and New Member Session at 5:15 on Wednesday evenings focusing on what the OACRAO committees do and how members can get involved. There has been some conversation about combining this session with one planned by the professional development committee.

Treva asked the Board for input on structuring both a FERPA pre-conference workshop with Brad Myers and a program session. The Board recommended that the pre-conference workshop be a FERPA 101 for new registrars and that Dennis Hicks be asked to do his presentation on training others on FERPA as a session.

Treva will continue to follow-up with the program committee chairs to get the necessary session information.

Vice President for Workshops

Beth Egan reported a well attended support staff workshop on April 7, 2006 at Capital University. Beth commented that the event management was excellent, but the presenter received very low evaluations and some participants left the session.

The Residency Workshop is scheduled for June 14, 2006 at Otterbein. The publicity came out late due to problems at Ohio University that affected the website. Beth also reported that she is having difficulty finding a speaker from the Office of Homeland Security.

Beth concluded her report by stating that the July workshop is still in the planning stages.

Vice President for Membership and Mentoring

Frank Yanchak reported that the M&M Committee held a meeting in April 2006. The committee is working on a "mentor" job description. One of the issues identified by the committee is that there are too few volunteer mentors, which makes it difficult to develop and maintain a relationship with a new professional or new member.

The M&M Committee plans to work with the Communications Committee to identify ways to get the word out on the mentoring program and is also considering ways to use the website to promote the need for volunteer mentors.

Frank reported that the M&M Committee has decided to revise the new member session that is scheduled for Wednesday prior to the President's Reception. It will still be very informal with more opportunity to mingle with mentors and the Board. The committee still wants to give a free 2007 conference registration as an award to a new member or new volunteer.

Mindy Starcher is writing a letter to the primary OACRAO contact at each institution asking that they identify new staff and forward that information to the M&M Committee. The M&M Committee would also like new members who cannot attend the annual meeting to receive a letter on OACRAO letterhead from a mentor.

Past-President Report

Connie Goodman reported on extensive revisions to the OACRAO By-Laws as recommended by the By-Laws Committee. Many of the recommended revisions reflect the new not-for-profit status of the organization.

The board considered the page by page revisions and following a motion to approve by Connie Goodman that was seconded by Beth Egan, the revisions were approved. The revisions will be presented to the membership at the annual meeting.

The Board agreed that given the number of By-Laws revisions, it would be best to mention the revisions in the next newsletter and provide a web link to the document reflecting the changes. Additional copies will be made available at the annual meeting.

Don Foster thanked Connie and the By-Laws Committee for their hard work on the revisions.

In a related discussion, the question was asked if the By-Laws should state that chairs and vice chairs of operational and program committees should be voting members. If this is the case, the Nominations Committee will need a list of voting members to develop their slate of candidates. Requiring all chairs and vice chairs to be voting members could be problematic given the current membership of committees. The Board agreed to continue this discussion.

New Business

The Communications Committee, chaired by Laurie Mayhew, contacted Don Foster with three proposals.

The first proposal by the Communications Committee is for a FERPA tutorial link on the website. The Board agreed to use the OSU site with a disclaimer that this is a resource to be used to develop specific institutional FERPA policy. Don Foster will tell the Communications Committee to move forward to implement this proposal.

The Board of Directors denied the Communications Committee's proposal that OACRAO publicize an official definition of an official transcript. The Board determined that there are too many institutional interpretations associated with the

definition of an official transcript and that the OACRAO website is not likely to be referenced by an employer or other entity questioning the validity/authenticity of a transcript.

The third proposal made by the Communications Committee asked for Board approval of a brochure that describes OACRAO and publicizes the 2006 annual meeting. The Board agreed to take the brochure under consideration and discuss it at the next meeting.

Old Business

There were no items of old business.

Meeting Adjourned.

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