

**OACRAO Board of Directors
May 21, 2004
Meeting Minutes
Crowne Plaza Hotel, Columbus, OH**

Members Present: Marian Hogue, Connie Goodman, Allen Cole, Stephen Midkiff, Kathy DiFranco, Sue Schillings, Bob Kubat, and Amy Adams

Guest: Jack Miner

President Marian Hogue called the meeting to order and welcomed all to the meeting.

Agenda Items:

1. Tour of the Crowne Plaza Hotel:

Jack Miner led a tour of the Crowne Plaza Hotel. The hotel is being considered as the site for the 2005 Annual Conference.

2. Vice-President's (Workshops) Report – Amy Adams:

- a. Reported a successful “*Art of Listening*” workshop was held April 15. Seventy-two individuals attended. Evaluations were excellent.
- b. Another workshop is planned for July “*How to say no with a smile*”.
- c. “*Residency Officers Workshop*” is scheduled for June 24th at Capital University. Ray Elash will facilitate the meeting.
- d. Workshops at the Annual Conference.
 1. Bob Kubat -- “*Leading Change.*”
 2. Deb Dailey -- “*Wellness and the Workplace.*”
- e. After discussion of Reimbursement/Expenditure Policies, Amy Adams agreed to prepare a workshop plan.

3. Treasurer's Report – Kathy DiFranco:

- a. Distributed a copy of the Investment Plan used in Oregon and discussed the need for a plan. Marian agreed to draft a proposed policy for review via e-mail.
- b. Budget/Income/Expense reports were reviewed.
- c. Assets were reviewed.
- d. Non-payment of member institutions was discussed.
- e. Treasurer was authorized to purchase a new certificate of deposit.

- f. Scholarship Fund Income was discussed. \$1,500 will be transferred from the General Fund to the Scholarship Fund as previously agreed. No such transfer next year.

4. Vice-President's (Membership) Report – Bob Kubat:

- a. Membership and Mentoring (*M & M*) Committee meeting minutes were reviewed.
- b. M & M Committee requests a free registration for 2005 Conference to award a first-time attendee. Approved.
- c. New Member Orientation and possible changes in the schedule were discussed. Concern was expressed that new members would not be able to attend the Orientation and the President's Reception. A recommended change in the schedule will be forwarded to the LAC.

5. Vice-President's (Program) Report – Sue Schillings:

Distributed report of Planned Session at the Annual Conference.

- a. Requests, by May 30, reports from the Program Chairs.
- b. Plans to have sessions assigned to time slots by June Board meetings.

6. Secretary's Report – Steve Midkiff:

- a. Minutes from the March 19, 2004 were approved unanimously upon a motion by Allen Cole and seconded by Connie Goodman.
- b. A discussion of the Communications Committee and suggested topics for their next meeting were discussed.
- c. The addition of a "*Message Board*" to the OACRAO web-site was discussed.
- d. Electronic authentication and voting was discussed.

7. Past-President's Report – Allen Cole:

Reviewed upcoming tasks including a Nomination Committee Meeting to develop a Slate of Candidates for the officers of the OACRAO Board of Directors.

8. President's Report – Marian Hogue:

- a. Discussed Incorporation of OACRAO.
 - 1. New attorney contacted – Lora Caticthia.
 - 2. Must apply for 501-C3 Tax (*non-profit*) status.
 - 3. Must prepare a two-year budget.
 - 4. Must develop a statement of activity.
- b. Attorney would do preparation and filing – OACRAO Board will do the "*legwork*".

- c. OACRAO Board requested Marian to move forward with attorney regarding incorporation.

The President adjourned the meeting.