

DRAFT

OACRAO Board Meeting

May 27, 2005

Meeting Minutes

Columbus, Ohio

Members Present: Don Foster, Linda Young, Marian Hogue, Connie Goodman, Sue Schillings, Bob Kubat, and Stephen Midkiff. (Beth Egan absent).

1. Welcome – called to order @ 10:15 a.m.

Updates:

- a. June Board Meeting @ Perrysburg Holiday Inn – Friday 24th @ 10:00 a.m.
- b. Brad Myers – to discuss Great Lakes w/Michigan & Ohio @ Dearborn, MI.
- c. President's Reception @ 2005 Conference after Wednesday night dinner

9:00 – 10:00 p.m. to include:

- Board – Past Presidents
- Incoming Board
- LAC Co-Chairs (2005 & 2006)
- Committee Chairs
- Governmental Rep.
- AACRAO Rep.
- Newsletter Editor
- Webmaster
- Historian

d. The Newsletter has been distributed & posted

2. Distributed Minutes – Corrections by June 2 – Send revised for e-mail approval.

Steve is to Contact Deb to see if she needed to hire a student to assist with the revision of the website. Rate and number hours. Invoice by Deb – short contract / on behalf of OACRAO. Deb to develop the site, we may need to pay Deb and not student. Marian will check w/attorney. There is \$3250 in the budget for Web related expenses. Delay until hearing from Marian.

Jack – Annual Conference

1. Registration available in June
  - a. Pay Pal for conference fees -Approved by Board. There is a problem w/system says Linda
  - b. Maybe 20 will register in June - this would be a good test of Pay Pal
  - c. Keynote Speaker – being considered (Kathy Sullivan) @ dinner on Wednesday night.
  - d. Entertainment –Dinner; Reception @ Theater; Movies – Several choices available at that time.
  - e. President’s Reception was discussed
  - f. Program & other printing
    1. Pocket Program – two styles available
      - a. OACRAO @ Dayton style
      - b. NACUBO fold-up styleThe LAC will chose from the above.
    2. Shirts - three styles to review
      - a. Hockey Jersey
      - b. Vests
      - c. Windbreaker – zipper frontThe LAC will chose from the above.
  - g. Odds & Ends
    1. Exhibitors
    2. Pad/folio @ check-in
    3. Welcome (Survival Kit) in room
    4. Gift baskets as door prizes
    5. Website update
    6. Charity – Huckleberry House - Donations
    7. History Project – to use space in lobby. Profiles of Past Presidents, National Officers, Award winners, etc...

“What I get out of OACRAO ? “ paragraph possibly.

Personal and/or Professional to be prepared by LAC member.

Brad to build into “Experience OACRAO”.

2007 – mid/October Conference at Cherry Valley Lodge – future site will likely be sold. Will cause turnover Senior Staff. May need to wait until late summer to finalize or change to another site. Golf Course could close.

Bob suggests we select a permanent site selection team.

Treasurer's Report - Linda Young

1. March/April/May Reports

Spring Workshop – 1,130

1,032

≈ + 98 w/corrections

2. Past Dues – collections are up...payments have been received from several past due member schools.

3. Future Dues: Should we increase dues... discussion ensued. – will be considered a topic for the Board retreat...

- a. Board asked for historical look @ fees/expenses
- b. Membership dues statement to be mailed in July instead of August
- c. Pay Pal – move to set up dues payment
- d. Membership application on-line

VP – Program's - Sue Schillings

1. Change of Program Chairs / update on programs for Annual Meeting

- \* Lucille Hautau to Dave McGinnis
- \* Marian Sofish to Dave Sauter (Data Management)
- \* Joyce Steffan
- \* Stacy – Professional Development
- \* Sessions are coming in...
- \* Greater interest in workshops.

a. IPEDS – need to be a session rather than workshop

b. Workshops

1. Registrar 101 – Wendy Lambling

2. TAGS – Sue – Ohio Transfer & XML Transcript

3. Increase Recruitment – Noel Levigs/Admission – Jim Moeger

\* Vendor

\* SLA

Should we offer two or three workshops? Sue to provide more information at June meeting.

Discussed TAGS/XML progress & effect upon proposed workshop.  
Marian – suggested we look to offer an “Admission 101” - Sue to research.

Vice President – Membership & Mentoring – Bob Kubat

Report

1. E-Mail, to Committee
  - a. Diversity of membership
  - b. Speciality Schools
  - c. Resource book
2. Who for VP?

Sue to be liaison w/2 year schools

Donna Evans to do Orientation Sessions

Last meeting today

Past-President/Update – Marian Hogue

1. Tax Exempt application submitted
2. Nominations Committee to meet early summer
3. Asked for input from other Board Members

New E-Mail (Marian.hogue@case.edu)

Need to involve the big schools (13 Universities)

- \* Youngstown
  - \* Akron
  - \* Cleveland
  - \* Miami
4. Constitution
    - a. Corrections
    - b. Changes
    - c. Need for resolutions Committee

Lori changed ByLaws for submission of form 1023. Will review. Not a problem

Don Foster – No Report

Vice President - Beth Egan

1. April workshop – 64 attended with a lot of no shows. Positive Comments on Speaker / food.  
Was hot.

2. Residency Workshop coming up  
Not charging presenters and reimburse travel

3. Support staff – July 19th  
Denise Reading for morning  
Needs ideas for p.m. presenters...

a. Emotional or other Intelligence – Marian  
Sue recommends - \$20 per ½ day -Board did not approve.  
Ask Support Staff what future topics they might want

Old Business

None

New Business

OACRAO Listserve was discussed. If CSU was to give up hosting our  
listserv, what should happen...

1. house at a new institution?
2. have new manager?
3. add to secretary's duties?
4. Possible other schools: OSU, UC, Wright, Kent State, Toledo?
5. Connie to contact Amy and then Kent, Toledo, Wright State, U.C.

Meeting Adjourned