

OACRAO Board of Director's Meeting  
June 19, 2009  
10:00AM

Present: Frank Yanchak, Treva Hanseman, Sally Sikorski, Cindy Suter, Jackie Stewart  
Absent: Linda Young, Debra Benton

LAC Representatives: Sue Schillings, Jack Miner

**Treasurer's Report**

Sally Sikorski has officially resigned from OACRAO Board of Directors. The Board agreed that Jack Miner would fulfill the role as Treasurer until September 2009. Linda Young would fulfill role for a year and there would be an election for the Treasurer Elect. There was a suggestion to have a listserv message asking for nominations or interest. Wendy made a motion to approve this proposal and Treva seconded the motion.

The submission date for taxes has been extended. Sally is mailing membership due statements.

**June Workshops** –As of June 19, 2009 there were 20 participants signed up for the Residency Workshop. There were 3 Webinar participants. There were 11 registrations for the Support Staff Workshop.

**Annual Conference Update**

**Annual Conference Workshops-** Harry Dulick has agreed to present at the Pre-Conference Workshop.

The Board discussed other options for the second workshop. Possible options were:

**Quarter to Semester Conversion**

**Reaching Students**

**FERPA**

**Wellness**

**Laughs and Tears**

**On Becoming a Registrar**

The Board selected **FERPA** as the second Pre-Conference Workshop. Brad Myers can provide new updates along with a panel. Deb will need to determine other panelists.

There may be an optional hike at that time also.

There are 6 sessions that have not been confirmed and the vendor presenter needs to be selected. Cindy will be sending out presenter notices to request audio visual equipment in July. In August, the LAC will be doing a "walk-through" and during the conference will be confirming that rooms are prepared for presenters.

There will be session evaluations.

The Board recommended that there are back-up presentations if there are issues with current presenters. Some examples include:

Toolbox

Mentoring

Staff Appreciation

There will be an additional presentation about Nature during each session.

Jack distributed the Logo that will be used for the program, signage, bag, and water bottle. The board approved these items for the conference.

There will be door prizes and some type of charity collection. The keynote speakers are being organized by the LAC Committee. A representative from AACRAO, Eric Fingerhut and Francis Strickland have been invited to speak and the Board is waiting on confirmation. The food and menu are being confirmed.

Jack distributed the budget for the conference. The Board made some adjustments to the estimates after a discussion about attendance at the annual meeting. For every 50 rooms, the Board gets a free room. Colleges/Universities may elect to reserve a cabin to save on money and to accommodate more staff.

The minutes need to be complete one week before the conference.

The Hospitality Committee is working on the brochure for the event. The Entertainment and Hospitality Committee are working on evening events. Treva is working on the Golf Outing. The LAC wants snacks and give-aways for the golf outing. It was suggested that the Board invite Lifetime, Honorary and Past-Presidents to the golf outing.

The Membership directory is on-line for access.

Sally motioned to adjourn the meeting and Wendy seconded the motion at 1:00PM