

DRAFT

**OACRAO Board of Directors
June 24, 2005
Meeting Minutes
Toledo, Ohio (Holiday Inn French Quarter)**

Members Present:

Beth Egan, Don Foster, Connie Goodman, Sue Schillings

Members Absent:

Bob Kubat, Marian Hogue, Steve Midkiff

Guests:

Jack Miner, OACRAO 2005 Columbus LAC Co-Chair

Dan Kall and Michelle Rable, OACRAO 2006 Toledo LAC Co-Chairs

President Connie Goodman called the meeting to order.

President's Report – Connie Goodman

- Connie asked Lorinda Bishop to take over the responsibility of the OACRAO listserv. A response has not yet been received.
- We need to be thinking about how to identify the voting members at the fall conference (yellow cards, etc).
- Brad Myers will be the Ohio liaison for the tri-state 2008 annual conference in Dearborn.

Approval of Past Minutes

The minutes of the past meeting will be presented for approval at the July meeting.

Secretary's Report – Steve Midkiff

Steve was unable to attend the meeting. Don Foster recorded the Toledo minutes in his place.

Treasurer's Report – Linda Young

Linda was unable to attend the meeting. Connie Goodman gave the report.

- Two institutions have paid their annual membership fees through our new affiliation with PayPal. A few annual conference registration fees have been submitted via PayPal as well.
- Beth Egan reported that \$410 in registration fees were paid through PayPal for the June residency workshop. PayPal charged \$20.62 for this service.

2005 Conference Report

Jack Miner presented the report.

- Screen prints of the conference website were distributed.
- The next meeting of the LAC will be in mid to late July.
- Entertainment is still being worked out, but will likely be provided students groups from member institutions.
- Windbreakers and vests for the conference staff were discussed.
- The target date for publishing the conference program is the first week of October. It is best to hold off as long as possible on publishing to reduce the number of potential addendums. Publishing will consist of the pocket program and the conference website. No 8 ½ x 11 program will be printed and mailed.

VP Programs – Sue Schillings

- Dave Sauter has offered to arrange a few more Records and Registration sessions since we are light in that area. Sue will advise him to pursue this.
- 29 sessions have been lined up to date plus 5 exhibitor sessions. There may be a need for a 6th session room on Thursday. Jack will arrange.

VP Workshops – Beth Egan

- The residency workshop was a success. There were 49 in attendance. Registration fees totaled \$1,045.
- There was discussion as to whether to charge no-shows who have not paid the registration fee. In the case of the residency workshop, the only loss was the price of a box lunch. No decision was made. We'll continue to monitor no-shows at future events.
- Registration has now been opened on the website for the July workshop. It is preferable to have registration opened sooner if possible.

VP M&M – Bob Kubat

Bob was unable to attend the meeting. There was no business to report.

Past President's Report – Marian Hogue

Marian was unable to attend the meeting.

- Marian is checking with the attorney who advised us on incorporation on options for paying for website development by Ohio University students.
- We are still awaiting word on our application for tax exempt status.
- Additional names were offered for officer nominations.

President Elect's Report – Don Foster

There were no items to present.

Old Business

There was no old business.

New Business

The purpose of meeting in Toledo was to select a site for the 2006 conference. After touring the Holiday Inn French Quarter, it was decided the amount of meeting space was simply not sufficient. We then toured the Toledo Hilton adjacent to the campus of the Medical University of Ohio. The hotel is being renovated and looks very good. There is plenty of free surface-lot parking and the grounds are attractive. Most of the meeting space is in the adjoining Dana Conference Center owned by the medical school. It was decided to go with the Hilton and the Dana space. Dan and Michelle will be asked to obtain a revised contract based on the verbal negotiations conducted with the hotel management during our visit.

The meeting adjourned.