

**OACRAO Board of Directors Meeting  
July 20, 2007  
Salt Fork State Park  
Cambridge, Ohio**

---

**Members Present:** Sue Schillings, Linda Young, Treva Hansemann, Laura Ruwe, Jack Miner, and Mary Southards

**Members Excused:** Frank Yanchak

President Sue Schillings called the meeting to order and presented an agenda of items for consideration and discussion by the Board of Directors.

An update on the transition of the OACRAO website was the first item for discussion. Sue Schillings confirmed that Connie Goodman has agreed to accept the responsibilities of the web master. In exchange, OACRAO will pay Connie's registration fee for the annual AACRAO conference.

Connie Goodman and Jack Miner researched several website services and have found a source that appears to be compatible with the OACRAO site for a rate of \$7.00/month. Jack Miner commented that the site also provides OACRAO with the potential to upgrade and acquire additional server space. The plans that we have for the database and scholarship application will require more space and by 2008, the resources may be available to make some significant upgrades to the website.

Sue Schillings commented that the goal of the Board is for the website to provide a range of year-round services to OACRAO members. The Board agreed that the website needs to be used for more than promoting the annual conference, posting the newsletters and minutes, and providing a membership directory.

Our next step is to pay the service fee so that Deb Benton can log onto [www.easycgi.com](http://www.easycgi.com) and begin to transfer files. Deb and Connie are working together on the transition. Laura Ruwe and Jack Miner commented that this should be a relatively simple process given Connie's experience with websites.

In the interim, Jack and Laura will work with LAC to make sure that on-line information is available regarding the 2007 annual conference. The Board also agreed that LAC should send a conference announcement with the invoice for dues that is scheduled to be mailed on August 1, 2007.

Sue asked Jack to lead the discussion of the next agenda item; conference locations for 2009 and 2010. Jack stated that his primary reason for scheduling the Board meeting at Salt Fork State Park was to give board members an opportunity to see the facility. Jack commented that if the Board is willing to enter into a two-year contract, there could be considerable cost savings. The Great Lakes conference in 2008 will result in less

income for OACRAO. This makes 2009 an ideal time to shift to less expensive state park venue.

Jack introduced Kerri Kaderly, a regional sales manager for Xanterra, the company that operates the Ohio State Park Resorts and Conference Centers. Kerri provided the Board with a very comprehensive tour of the Salt Fork facilities and discussed numerous options for pre-conference activities, exhibitor space, break-out sessions, entertainment, business meetings and dinner events.

During the tour, the Board generated a number of ideas for creative use of the resort space and outdoor facilities that would make Salt Fork a good location for the 2009 annual conference. The Board was also pleased with the guest rooms and range of menu choices for pre-conference and conference meals. The Board agreed to continue discussion with Xanterra as the site for the 2009 conference.

Following the tour and lunch, the Board reconvened for committee and officer reports.

#### LAC Report

Sue Schillings provided Wendy Lambing's LAC update. Sue reported that Jack Weber (Credentials, Inc.) is updating the conference registration site as details become available. Sue commented that she would email the URL to the Board so the member could see a preview of the registration site.

Sue also reported that four exhibitors (Credentials, Inc., Records Imaging, National Student Clearinghouse, and Script Safe) want to present at the conference. The Ohio Transfer Council also wants to present and is willing to pay for an additional session on Thursday.

The conference artwork is in development and LAC has decided to have multiple colors of the conference bags available at the registration table. Lew Rita Moore is working on the audio/visual arrangements for the presenters.

#### Vice President for Programs

Treva Hanseman reported that Session room assignments will be made at the August 17, 2007, Board of Directors meeting.

#### Treasurer's Report

Jack Miner reported that he wants to modify the budget format for 2008. This would include a separate budget for workshop income and expenses. Jack also stated that OACRAO is going to start incurring some costs for future conferences that need to be reflected in the budget.

Jack reported that because of all the Board recommended changes, the Scholarship Committee called a general meeting. The travel and food expenses associated with the

meeting were not part of the original budget. However, this cost will be offset by savings from other committees that are using email to conduct committee business.

Jack presented the idea that in the near future, the Scholarship Committee should have its own operation budget. Jack stated that this would make the Scholarship Committee completely self-supporting. Jack also commented that we are in a good position to make this change because of the changes in the scholarship and fundraising process. The Board endorsed this recommendation and will take the necessary steps to implement this recommendation.

#### Vice President for Workshops

Laura Ruwe distributed a summary report on the Residency Workshop which showed a net income of \$440.63. Jack suggested a possible increase in the price of the workshop and commented that Laura saved significantly by bringing in breakfast and refreshments.

Laura also distributed a copy of her proposed workshop survey. The Board made a few minor suggestions and endorsed the idea that the workshop survey should go out to the entire membership via the listserv. Laura will work directly with David Schneider, the listserv manager, to distribute the survey.

Laura informed the Board that she is planning two pre-conference workshops. The SEVIS workshop arrangements are final; however, the FERPA workshop remains to be finalized. The Board gave Laura some recommendations for possible presenters.

#### Vice President for Membership Development

No report.

#### Secretary's Report

Mary Southards thanked Linda Young for taking minutes at the June 15, 2007 Board meeting. Sue Schillings asked for a motion to approve the minutes. Jack Miner made the motion to approve the minutes, and it was seconded by Laura Ruwe. The minutes were approved.

#### President's Report

Sue asked everyone to review the scripts from 2006 to identify our respective roles and responsibilities. Sue also commented that we have major items for discussion at the Townhall Meeting; changes to the scholarship, the revised dues structure, the proposed budget for 2008, and the proposed conference budget for 2009.

President – Elect’s Report

No report.

Past President’s Report

No report. Sue commented that she will make sure that Don Foster has all the information regarding bylaws revisions. Sue also confirmed that Don will present the slate of officers at the conference.

New Business

Laura recommended that we communicate to all OACRAO members that the website is in transition. Mary Southards will ask David Schneider to send this message to the listserv.

Jack stated that with the Board’s endorsement, he will pursue some additional cost information related to holding the 2009 conference at Salt Fork. Jack will email the information to the Board, and Sue will ask for a vote on the location and dates.

Old Business

None

Meeting Adjourned