

**OACRAO Board Meeting  
July 21, 2005  
Meeting Minutes  
Galena, Ohio**

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**Members Present:** Connie Goodman, Don Foster, Beth Egan, Marian Hogue, Stephen Midkiff, Linda Young

**Member Absent:** Sue Schillings, Bob Kubat

**Guests:** Brad Myers, Jack Miner

**President:** Connie Goodman called the meeting to order.

**President's Report – Connie Goodman**

- Reported that Bob Kubat (*OACRAO VP for Membership and Mentoring*) has accepted the Registrar's position at Purdue University.

**Approval of Past Minutes**

- The May 2005 minutes were approved unanimously, with corrections, on a motion by Marian Hogue and seconded by Don Foster.
- The June 2005 minutes were approved unanimously, with corrections, on a motion by Beth Egan and seconded by Linda Young.

**Secretary's Report – Stephen Midkiff**

- Steve reported that Deb has been revamping the OACRAO website.
- It was decided to place the By-Laws first on the website, to be followed by the Articles of Incorporation.

**Treasurer's Report – Linda Young**

- A detailed report of income/expense for 2005 was reviewed. Marian asked if a comparison of income/expense with 2004 would be useful...
- Pay-Pal payments are not showing up on monthly statement. Linda is to investigate. Pay-Pal changes were discussed.
- Dues statements for 2005-2006 have been mailed to members.

**Past President's Report – Marian Hogue**

- Nominations Committee has been meeting and hopes to soon have a slate of officer candidates to stand for election. Plans to announce slate in late August.
- Marian is to request information of any retirees this past year.
- Honorary membership was discussed and By-Laws on the topic were reviewed. This will be a topic to be discussed at the Board Retreat.
- “Not For Profit” status was reviewed – nothing new to report.
- Implications of hiring an employee were referred to the attorney. No answer as of yet.
- The Constitution and By-Laws Committee – Marian has been reviewing Constitution and By-Laws for possible changes. One possibility is to add section clarifying how to address members with un-paid dues.
- The Resolutions Committee was discussed. On a motion by Don Foster and seconded by Beth Egan, the Board approved the recommendations to eliminate the Resolution Committee. The constitution and By-Laws Committee will need to review this recommendation.

#### **President-Elect Report – Don Foster**

- Visited the proposed site of the 2006 Annual Conference (*Toledo*) – the Holiday Inn was rejected as being “*gloomy*”. Also visited an alternate site, The Hilton. It was considered a much better choice. Review of possible costs is underway.

#### **2008 Great Lakes Joint Conference – Brad Myers**

- Brad reported that Michigan is interested in a joint conference with Ohio and Indiana. Michigan already has a contract for the Hyatt in Dearborn.
- The Hyatt wants a guarantee of rooms – will guarantee meeting room availability accordingly.
- Proposed dates: November 12-14, 2008. A contract is in negotiation. Room cost projected - \$127.00.
- Connie will review the contract. Costs are to be proportional by state according to number attending from each state.
- The conference format will likely be similar to the Joint Conferences in Toledo and Indianapolis .
- The state “*Chairpersons*” of the LAC are: Lorraine Kitchener, Diane Braid and Brad Myers.
- Each state may be asked to provide \$1000 “*seed money*” to be support planning expenses.
- Don Foster moved the Board authorize Brad Myers to proceed with plans for the Dearborn Conference in 2008 and to sign any agreements on behalf of OACRAO. Marian seconded the motion which was approved unanimously.

#### **2005 Columbus Conference – Jack Miner**

- Kathy Sullivan, for Astronaut, has agreed to speak on Wednesday night.

- Friday session will have a San Diego theme (*including animals*).
- Registration is now open.
- Conference web-site is up and running.
- Budget-related discussion is included.
  - 13 Vendors are booked to date
  - Pre-Conference workshop fee was established - \$40.00.
  - Other fees remain as is.
- A discussion of how to handle vendor presentations was held.

**VP – Programs Report – Beth Egan for Sue Schillings**

- Conference schedule was reviewed and suggestions made for improvement.
- Need two session topics.
- Discussed additional sessions for vendors and AACRAO Representative.
- Discussed ways to strengthen Friday’s schedule of sessions, including possibly moving sessions from other days.
- Both would discuss proposals with Sue.

**VP – Workshops – Beth Egan**

- Support staff workshop at John Carroll had 36 attending. Speakers, location, food were excellent. Questions:
  - 1) Is there a better way to distribute information concerning the workshops?
  - 2) Should the regional workshops be continued or should all workshops be in Columbus.
- Above will be discussed more fully at future Board meetings.
- Pre-Conference Workshops:
  - 1) Sue is working on having a XML-transcript workshop.
  - 2) Wendy Lambing’s Reg 101/102 needs presentation as mini topic.
- Next workshop in April possibly at Capital University.  
Will discuss at Board “*Retreat*”.

**VP – Membership and Mentoring – Presented by Connie Goodman**

- Bob Kubat will send information to Connie
- Want to involve first-time attendees
- Don will assist at the session
- Decided to scrap M & M lunch for new members/attendees.
- Need a good “*ice breaker*” game.

Connie announced that OACRAO is looking for a new host for the “*list serve*”.

Meeting Adjourned.