

**OACRAO Board of Directors
August 11, 2004
Meeting Minutes
Capital University
Columbus, Ohio**

Members Present: Marian Hogue, Connie Goodman, Allen Cole, Amy Adams, Kathy DiFranco, Sue Schillings, Bob Kubat, and Stephen Midkiff.

Guest: Lorinda Bishop

President's Report:

President Marian Hogue opened the meeting by announcing that OACRAO is now incorporated as of July 6, 2004. The EIN number was provided to the President – Elect, the Treasurer and the Secretary. Future meetings with OACRAO's attorney will discuss Federal Tax Exempt status. OACRAO will not have this status by the Annual Conference in October. The Retreat for the 2004-2005 Board of Directors is planned for February 6, 7 and 8, 2005.

Secretary's Report – Stephen Midkiff:

1. Minutes of the May 21, 2004 meeting were approved on a motion by Allen Cole and seconded by Amy Adams.
2. Minutes of the June 20, 2004 meeting were approved on a motion by Amy Adams and seconded by Allen Cole.
3. Reported that the OACRAO Communications Committee had not yet met. Concerns about the Communications Committee not meeting were discussed. Steve will contact the Chairperson.

Past – President's Report – Allen Cole:

1. Reviewed proposed slate for Board of Directors Vacancies.
2. Motion to approve the slate was passed... President–Elect — Don Foster; VP – workshops — Beth Egan; Treasurer – Not yet confirmed. Moved by Connie Goodman, seconded by Kathy DiFranco.
3. Discussed... ¹ Making awards “*less secret*”. ² Possible membership of Nominations Committee.
4. Need to develop a “bio” for candidates for Board of Directors.

4. Allen was requested to develop a “volunteer/Program Committee” sheet for use at the conference.

Treasurer’s Report – Kathy DiFranco:

1. Reported renewal of a \$10,000 CD and the purchase of another \$10,000 CD upon the direction of the Board.
2. Vendor’s payments (*for the Annual Conference*) were forwarded to Indiana ACARO.
3. OACRAO scholarships were distributed to the winners’ institutions.
4. Presented the new fee “*Analysis Fee*” being charged by the bank OACRAO uses. Discussed other options. Decided to remain with current bank.
5. A draft of the OACRAO membership invoice was reviewed.
6. Discussed how to best use funds on hand once the exempt status is acquired. Example... how large of a financial reserve should be maintained?

Annual Conference Report – Lorinda Bishop:

1. Discussed Annual Conference.
 - a. Ten vendors have paid invoice. Another three have confirmed with others in process.
 - b. Budget was reviewed – meets, costs, etc... for conference. Concern expressed as to number that will attend and “*break-even*” point.
2. A report of the recommendations of the Past Presidents’ Recognition Task Force were presented...
 - a. List all committee members in Annual Conference Booklet.
 - b. Change the way we recognize retirees and honorary members. Maybe change when they are awarded.
 - c. OACRAO should contact proprietary institutions to see if we are meeting the needs of this group.

Vice President (*Workshops*) – Amy Adams:

1. Reported attendance at Workshops.
 - a. April – Support Staff – 72 attended.
 - b. June 24 – Residency – 58 attended.
 - c. July 21 – Support Staff – 67 attended.
2. Pre-conference workshops discussed.
3. Retreat for 2004-05 Board planned for February 6, 7, and 8.

Vice President (*Program*) – Sue Schillings

1. Discussed need for Certificates for “*Ohio*” presenters at the Annual Conference. Lorinda said it is being handled by the LAC.
2. Discussed payment to “*outside*” speakers/presenters. OACRAO will pay \$150 per speaker (*if scheduled by Ohio*) if necessary. Also applies to workshop presenters.

Vice President (*Membership*) Report – Bob Kubat:

Further discussion on how to recognize contributions to OACRAO.

- a. Request info on retiring members – could be on invoice or elsewhere?
It was decided to announce retiring members at the Annual Conference.
- b. Committee Membership – it was decided to recognize all committees’ members when a report is made during the Annual Conference Business Meeting. Marian is to explore how to expand recognition in the future.
- c. Discussed 2-year institution issues. How can OACRAO better serve the 2-year institution? Bob to contact Tim Borland. Should we survey the needs of 2-year institutions at the Annual Conference?
- d. Discussed sending post cards to first-time attendees.
- e. Bob requested a “*Special Table*” at Conference on Friday AM – to have more contact w/first time attendees.

Meeting adjourned.

1. Next meeting September 24, 2004.