

OACRAO Board of Directors Meeting
September 19, 2008

Present: Linda Young, Frank Yanchak, Wendy Lambing, Susan Schillings, and Jackie Stewart

Absent: Cindy Suter, Jack Miner

Approval of Board of Director Meeting held on July 11, 2008. Sue Schillings motioned for approval, Frank 2nd the Motion

Bylaws

The first discussion item was the draft of the Bylaw changes presented by Schillings as discussed in previous Board meetings. Bylaw changes reviewed in the draft included:

- 1) Addition of Treasurer-Elect to the Board of Directors
- 2) Removed from the duties of the President the duty of serving on the Budget Committee
- 3) Updated the duties of the President-Elect to reflect serving on the “Fiscal” Committee rather than the “Budget” Committee
- 4) Added the new responsibility of chairing the Fiscal Committee to the Past President duties
- 5) Removed the handbook duties from the Secretary
- 6) Updated duties of the VP for Membership to provide information and recommendations to the Board on institutional membership status
- 7) Updated duties of the Treasurer to reflect status as a non-voting member of the “Fiscal” Committee rather than the “Budget” Committee; incorporated “Fiscal” Committee into points #7, #9, and #10
- 8) Removed references to the Audit Committee
- 9) Added new Fiscal Committee charge and membership portions
- 10) Changed language for scope of Scholarship Committee – notifying OACRAO membership as opposed to Ohio high schools of the award

Discussion continued regarding the new treasurer-elect and his/her commitment to the Association. It comes out as a 3-year term for that individual – one year as a Treasurer-Elect and two as Treasurer. This means that there isn’t always a Treasurer-Elect to serve on the Fiscal Committee. Treasurer-Elect to be confirmed in odd-years and Treasurer to be confirmed in even-years.

Sue will send changes to listserv members prior to the meeting for voting members to review. The changes will be discussed at the Town Meeting to be held at the Great Lakes meeting on Wednesday afternoon. The question of accepting these changes will be called at the Thursday luncheon in Dearborn (Annual Conference Business Meeting).

Voting - The directors approved the OACRAO 2009 Nominations and Elections Ballot-Frank motioned for approval, Wendy 2nd the motion

The Nominating Committee made a suggestion to request a one year break from being nominated for elected position while serving as President-elect

Due Statements –Due statements were sent out by September 1, 2008 and due by October 1, 2008

The Board is recommending that the dues statements go out earlier. This will be a discussion item at the Board Retreat. The recommendation is that the dues statements go out early July and sent back, early August. Changes in voting rights will be sent to Jackie to make the changes to membership database.

Communication Committee- the minutes from the Communication Meeting held on July 25th were reviewed.

These are the recommendations after reviewing the minutes

- There should be two Newsletters a year: one after the State conference and one after the National conference
- Establish 60 days as length to time for posting a job opening on website
- Encourage assigning conference program session hosts to be responsible for getting conference presentations to the webmaster
- Include the newsletter editor in the Board Meeting three months prior to the generation of the newsletter
- Target state and/or national issues of concern and interest to OACRAO
- Create a form on the website that members can use to update their information and opt out of the listserv
- Link form to an e-mail that goes to Secretary and Listserv controller so they can update the database and Listserv

These were recommendations that required Bylaw changes or needed to be discussed at the Retreat

- Establishing a specific term limit for the editor
- Clarifying which reports/updates must be in the newsletter
- Rewrite the responsibilities of the Board and committee chairs to include writing an article for the newsletter
- Creating a message board on the website
- Developing guidelines for postings by non-members and advertisers
- Consider a fee for postings by non-members and advertisers
- Creating specifications for posting conference presentations on the web
- Printing some hard copy Membership books

- Investigate cost of moving listserv to third party server

Dearborn Conference Update

Leroy Rooker from AACRAO is presenting on FERPA compliance. The Sessions are being finalized. There are four workshops. There is exhibitor support and many want to conduct sessions. There will be a Service Project of collecting canned goods. There is a special set-up for Past Presidents in the Franklin Room. The Business Meeting will be conducted in the Ball Room. The Ohio Town Meeting will be Wednesday from 4:45 – 5:45PM. Presenters will receive a thank you letter from President but will not get certificate this year. Paula Compton from Ohio Board of Regents has shown an interest in presenting.

Friday planning session still needs to be decided. We are recommending that we distribute a questionnaire after the conference to determine interest in Regional Conference. We made some changes to Conference Site Questionnaire.

The Tuesday Executive Meeting is at 5:00PM. Location yet to be determined. There will be no President's Reception.

Jack is working on the Sport-themed Silent Auction items. David Schneider is working on the biography of the scholarship winners.

Mentoring and Membership is set for a session on Wednesday at 2:15 PM. Board members are encouraged to attend this session. Wendy is asking various groups to work as mentors.

Budget

The budget was distributed. We changed Committee Operations from \$3500.00 to \$4000.00. The budget will be placed in conference folders. The budget was voted on and Wendy approved the budget and Jackie 2nd the motion. The audit was fine.

Salt Folk

The conference needs strong programming.

The meeting was adjourned by Wendy and 2nd by Frank.

Next meeting – October 24, 2008 at the Ohio State University at 9:30AM