

**OACRAO Board of Directors Meeting
September 21, 2007
Franklin University
Columbus, Ohio**

Members Present: Sue Schillings, President, Don Foster, Past President, Frank Yanchak, Vice President for Membership Development, , Jack Miner, Treasurer, Mary Southards, Secretary

Members Excused: Linda Young, President-Elect, Laura Ruwe, Vice President for Workshops, Treva Hanseman, Vice President for Programs

Guests: Wendy Lambing, LAC Co-Chair

President Sue Schillings called the meeting to order at 10:00am and distributed the meeting agenda to all present.

President-Elect Report

In Linda Young's absence, Sue Schillings presented the President-Elect's report, stating that the audit of OACRAO's 2006 accounts is now complete and the Audit Committee found the accounts to be in good order. There was some discussion following the report of the current practice of auditing the accounts one year in arrears. The Board concluded that a current year-end audit would be more appropriate in that the office of treasurer and the organization's fiscal year changes in January. Sue requested that President-Elect, Linda Young, and Jack Miner make this change in practice one of their goals for 2008.

Sue also reported that thanks to Linda's research, OACRAO now has appropriate insurance coverage. The Board agreed to wait until the October meeting to review and vote on the proposed 2008 budget.

Vice President for Programs Report

Sue, on behalf of Treva Hanseman, also reported that Treva is finalizing the session host instructions and a number of other loose ends for the conference. Treva reminded the Board that with the program planning luncheon now scheduled for Friday afternoon immediately following the conference, it is absolutely essential that session hosts return the session evaluations for tabulation before the beginning of the program luncheon.

LAC Co-Chairs Report

Wendy Lambing reported that the Local Arrangement Committee held their most recent meeting at the Kingsgate Marriott Conference Center, and everything is coming

together for the conference. Wendy gave the Board the following breakdown on conference registrations:

Full Conference	-	70
Thursday	-	5
First Time Attendees	-	11
New Members	-	8
Past-Presidents	-	8
SEVIS Workshop	-	5
FERPA Workshop	-	17

There are 12 confirmed exhibitors and 5 exhibitors are also giving presentations. The National Student Clearing House is sponsoring one of the morning breaks and ScriptSafe is sponsoring an evening reception. Wendy commented that Marian Hogue is working to find an exhibitor, possibly SunGuard, to sponsor the flashdrives with all of the conference programs. If Marian is not able to find a sponsor, the presentation will be posted to the OACRAO website.

Wendy reviewed the locations for registration, the new member table, the scholarship table, exhibitors and breaks/receptions. Wendy commented that the exhibitors are in a very good location relative to traffic flow. Wendy also reported that:

- LAC Co-Chair Lew Rita Moore is coordinating equipment donations for a cyber-café space.
- OBR will use the amphitheatre for their presentation and a separate bill for the room and audio-visual equipment will be sent to the Ohio Transfer Council.
- President Sue Schillings' hotel suite has adequate space for the Board of Directors meeting.
- Dave Sauter wants to provide pizza on Tuesday evening for LAC members working on final preparations.
- Kingsgate reservation staff will try assigning rooms in the same area of the hotel to Board and LAC members.
- Vernon Manor is the over-flow hotel and has shuttle service to Kingsgate
- Allen Cole will introduce the plenary speaker, Xavier University President Father Michael Graham.
- Sue will conduct the annual Town Meeting in the amphitheatre on Wednesday.
- Dan Garcia, our AACRAO representative, will speak after the Wednesday evening dinner. Linda Young will make the introduction.

- Conference participants will receive one ticket for a complimentary drink prior to dinner on Wednesday.
- Bingo, with proceeds for the Scholarship fund, will follow dinner on Wednesday. A cash bar will be open during this time.
- Meals will be buffet-style with tables reserved for the Board and LAC.
- Gail Fredensborg will send out an email to solicit some prizes for the bingo game.
- LAC is trying to arrange a shuttle to the Ludlow area for those not participating in the trip to Argosy.

Wendy commented that she needs a count of attendees for the Program Planning meeting by Friday, November 2, in order to make meal arrangements. Treva will send an invitation, and the volunteer form members will be distributed via the OACRAO listserv prior to the conference to solicit new members.

Vice President for Membership Development

Frank Yanchak showed the Board the new member mug that will be distributed at the conference. The board determined that the mug should be the standard new member gift. A supply of mugs will be on sale for \$3.00 at the conference. Frank will make this announcement on Wednesday. Frank also reported that he is having some difficulty getting members to volunteer as mentors. He will send another email request closer to the conference date.

Treasurer Report

Jack Miner reported that about 50 percent of member institution dues are paid. Jack plans to send a second notice in late September. Jack also commented that Marian Hogue is doing a great job in getting exhibitors to pay their conference fees in a timely manner.

Jack distributed the 2007 budget with projected and actual income and expenses through September 2007 and commented that the new insurance policy expense is a significant increase in board operation costs. The Scholarship Committee also had increased meeting expenses due to the significant revisions to the scholarship program that will be presented at this year's conference.

Jack presented a proposed 2008 budget. The projected income from dues is based on the new dues structure, and conference expenses are assumed to be zero because of the Great Lakes conference. The estimated expense and income for the Fall 2008 workshops are questionable, because the regional conference format may preclude offering any pre-conference workshops. Sue will talk with Brad Myers to confirm that OACRAO will be able to hold one or more pre-conference workshops, open to all

conference attendees, at the Great Lakes conference. Jack continued his review of projected 2008 expenses related to the Great Lakes conference, and asked if OACRAO should continue to pay travel expenses for our representatives working on the conference or if the Great Lakes LAC should be responsible for these expenses.

Jack recommended that the preliminary budget line for website support be increased to include the webmaster's AACRAO registration fee. The Board concurred with this recommendation. The Board also decided that operational expenses for the Scholarship Committee should continue to come from OACRAO funds. This will make it possible for all donations and funds raised in support of the scholarship program to be awarded as scholarships.

Linda and Jack will review the proposed budget and present it at the October 2007, Board meeting. The final 2008 budget will be presented at the Town Meeting on Wednesday, November 7, 2007.

Jack commented that he is receiving requests for the OACRAO tax identification number and it commented that it would simplify the payment process for institutional accounts payable departments if OACRAO had one mailing address. Sue remarked that she would delegate consideration of the matter to Linda Young as the president-elect.

Past President Report

Don Foster informed the Board that he created and successfully tested an email list of voting members that he can now use to distribute and receive ballots. Don stated that he will send the biographies of the slate of nominees and a ballot to all voting members with a deadline for its return. After a lengthy discussion about write-in candidates and the current practice that the nominating committee only brings forward the name of one nominee per office, the Board determined that Don's previous e-mail soliciting nominations addressed these issues. The Board decided that the wording of the ballot should reflect *approval or acceptance* of the slate of officers and *selection* for the Nominations and Elections committee, members at large and Past-Presidents. Don will announce the balloting results after the speaker at Wednesday's dinner meeting.

Don also reported that the Bylaws Committee met on the September 25, 2007. Don will present the recommended changes to the bylaws at the October Board meeting. Copies of the bylaws changes as well as the revised dues structure will be sent out in advance of the conference with instructions that members should bring any comments and concerns to the Town Hall meeting.

Don asked about career-related recognitions that should be made at the conference. The Board agreed that only those OACRAO members who are retiring should be recognized. The Board also agreed to give honorary memberships to Gail Fredensborg and Mindy Starcher and a gift of appreciation to long-time webmaster Deb Benton.

Don informed the Board that he had received 5 applications for the Past Presidents to consider for a scholarship and asked if it is equitable to ask the Past Presidents to award

a scholarship each year. The Board determined that the chair of the Scholarship committee should meet with the past presidents to discuss this practice and to determine if it is consistent with the new goals of the scholarship program.

Old Business

There were no items of old business.

New Business

There were no items of new business.

The meeting was adjourned.

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