

**OACRAO Board of Directors
September 24, 2004
Meeting Minutes
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 to order with a review of the August 11, 2004 meeting minutes. The minutes were approved, with amendments.

President's Report – Marian Hogue:

1. Met with attorney regarding the completion of the Federal Tax Exempt Status application. There will be a \$500 filing fee. OACRAO will need to file annually in order to solicit funds.
2. The attorney suggested the removal of the following items from OACRAO website:
 - a. The By-Laws – temporary removal for updating
 - b. The W-9 Form.
3. The attorney suggested the services of an accountant be utilized. Marian will contact an accountant to discuss the annual audit, the role of the Audit Committee, risk management and whether there is a checklist of procedures that the Audit Committee could use.
4. Also discussed was the possible need for Officer's and Director's Insurance.

Annual Conference Report – Lorinda Bishop

1. Critical, late-breaking issues related to the Annual Conference were reviewed and discussed. Sue will discuss with her Indiana counterpart.
2. Discussed the need to enlarge the “*Block*” of hotel rooms needed. As of September 24, 109 individuals had registered. More registrants needed for a successful conference.
3. Pre-Conference Workshop - #3 has been cancelled.

4. Tom Bilger, AACRAO Representative, will speak briefly at the opening session of the conference. Darnell Hillman of the pacers will speak at the last session of the conference.
5. Tuesday night meeting of the Board will be at 8:00 p.m. – location to be announced.
6. Certificates were discussed – Cheryl to provide for the following:
 - a. Honorary Members
 - b. Outgoing officers
 - c. Program Committee Chairpersons (*members to be introduced by chairperson and asked to stand*)
 Certificates will be signed by Sue and Marian.
7. Session Evaluations will be distributed in Participant Packets. Sue and Indiana counterpart to discuss collection, tabulation...etc.
8. Discussed addition to schedule – A meeting of Ohio two-year institution members will be invited to a Thursday 5:00 p.m. – 6:00 p.m. meeting to discuss how OACRAO is meeting their needs and how this could be improved.

Vice-President (*workshops*) Report – Amy Adams

Reviewed Pre-Conference workshops discussing cancellation of the “SEVIS” workshop and the meeting times and duration of the other two workshops.

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

1. M & M Committee met September 17 to plan the activities for the Conference.
 - a. Will use M&M candy logo again
 - b. Check-in table
 - c. New member orientation – BINGO
 - d. Revised new M&M booklet has been mailed to new members
 - e. Now “*How to get more out of your Conference*” flyer prepared
 - f. New Member Survey planned
 - g. Will give away a free “*registration*” for 2005 Conference to a new member/new attendee
 - h. Other projects of M&M Committee discussed – assessment. Ohio Transfer Counsel and Multicultural recruiting
2. Discussed plans for New Member Session at Conference. Reviewed activities at the session and approved the ordering of “*stress-relieve shoes*”. Will bear blue OACRAO name and web-site URL.”BINGO”on for session as well.
3. Also discussed some way of identifying New-Members and First-Time attendees at the Conference by using some addition to the Conference Name Tag.

Vice President (*Program*) Report – Sue Schillings

Reviewed the Exhibitions Day activities with 17 vendors confirmed. Discussed re-structure of Conference Sessions – Indiana has cancelled two sessions. Sue will re-organize the schedule ASAP and provide to Lorinda ASAP.

Past-President’s Report – Allen Cole

1. Nomination Committee’s Report – the following individuals will be the proposed state of officers at the Ohio Business Meeting:
 President Elect – Don Foster
 Vice-President (*workshops*) – Beth Egan
 Treasurer – Linda Young
2. Ballots will be on tables at Business Meeting. Must collect ballots at the end of the session.

Treasurer’s Report – Kathy DiFranco

1. Annual Dues Statement was mailed to institutions in August.
2. Monthly Summary of Accounts was presented. Approved upon a motion by Bob Kubat and seconded by Allen Cole.

President Elect’s Report – Connie Goodman

1. Discussed Proposed Budget to be sent soon via e-mail to Board of Director’s Member.

Review of “Paper-work” for Business Meeting at Annual Conference

Item	Color Paper
Ballot & Bios of Candidates	Pink
Treasurer’s Report	Yellow
Budget	Green
Minutes	Blue
Volunteer Sign-Up Sheet	Lavender

Additionally:

1. Scholarship materials needed for Wednesday Dinner.
2. Winner List – and write-up needed.

Miscellaneous Discussions

1. Need a write-up and Bio of Brad Meyers. Also need award plaque.
2. We need to discuss how to update list of members and how to designate the voting members on the website. What do we do if an institution does not renew membership?
3. Program planning meeting – planned for February 24, 2005.
4. Board Transition Meeting planned for December 10, 2004.

The minutes of this September Board of Directors meeting were approved at the December meeting on a motion by Bob Kubat and seconded by Amy Adams.

