

**OACRAO Board Meeting
October 7, 2005
Meeting Minutes**

Members Present: Don Foster, Connie Goodman, Sue Schillings, Beth Egan,
Linda Young, Marian Hogue, Stephen Midkiff
Guest: Jack Miner (by telephone)

President: Connie Goodman called the meeting to order.

1. Annual Conference Report – Jack Miner

- a) Reviewed general preparation for the conference
 - Registration going well
 - Hotel Reservations going well
 - Reminder postcard will be mailed to members
- b) Exhibitors
 - 18 scheduled
 - Sponsorship opportunities almost gone
- c) Speakers
 - Still looking for a few “*brief*” speakers
 - Added speaker for Wednesday night – presentation by Huck House
- d) Program
 - Must be finalized to go to print by 10/24
 - Other items must go in pad/folio
- e) Hospitality Items
 - Local business items will be provided in “*Welcome*” bags
- f) Door Prizes
 - Plan to run Power-Point before sessions with names of individuals that have not picked up prize

2. Secretary’s Report – Steve Midkiff

- September’s minutes approved on a motion by Beth Egan and seconded by Sue Schillings

3. Treasurer’s Report – Linda Young

- Reviewed monthly report with Board
- Discussed membership fees
- Membership info collected with fee payment to be forwarded to Secretary
- PayPal payments working very well
- Secretary is to provide list of voting members to the Treasurer and LAC. Linda to discuss late fee payments with registration desk staff

- Plan to stop accepting fees at 4:00 P.M. Thursday

4. VP/Programs Report – Sue Schillings

- Need hosts for vendor presentations – members of the Board volunteered to be hosts
- Met with OBOR staff to discuss workshop
- Reviewed program schedule, assigned rooms and hosts for vendor sessions

5. VP/Workshops – Beth Egan

- Needs evaluation forms collected at each session
- Registration for workshop now on the web
- “*Reg 101*” presenters will be added to description on the web

6. Past-President’s Report – Marian Hogue

- OACRAO has been assigned an IRS agent to review Non-Profit Status. Attorney will meet with the agent

7. President Elect’s Report – Don Foster

- Presented Proposed Operating Budget for 2006
- Discussion was held concerning level of detail necessary in the budget. No change was necessary
- Proposed 2006 Operating Budget was approved unanimously on a motion by Don and seconded by Marian

8. Conference Issues

- Have membership list printed for registration desk
- Have listserve list printed for institutions to review and update
- Reviewed AACRAO’s Representative List
- Board will meet Tuesday evening before conference
- Parliamentarian (*Brad Myers*) will not be appointed
- Discuss the President’s “*Thank You Reception*” – moved it to Wednesday, November 2 @ 9:30 p.m.
- Reviewed Recognition Luncheon script – revised plans somewhat. Discussed how to determine honorary members. Definition is in By-Laws – 10 years as OACRAO member w/outstanding contribution

9. Membership and Mentoring Report – (*Don and Sue Reporting*)

- Will have M & M Table near Registration Desk
- Jeannine Shambaugh will recruit workers for table
- Brad Myers will review Bingo information

- Will need a prize for the M & M Bingo winner. Don will locate a prize

10. Old Business

- Have revised Committee Participation Form by adding description of Committees on back. Will be placed in packet for distribution
- The OACRAO website has been revised by Deb Benton Board members were asked to review the site and forward any comments to the Secretary by October 12th. Secretary is to forward same to Communication Committee and Deb Benton

11. There was no new Business

Meeting Adjourned