

**OACRAO Board of Directors Meeting
October 19, 2007
Columbus, Ohio**

Members Present: President Sue Schillings, President-Elect Linda Young, Past-President Don Foster, Vice President for Programs Treva Hanseman, Vice President for Workshops Laura Ruwe, Treasurer Jack Miner, Secretary Mary Southards

Members Excused: Vice President for Membership Development Frank Yanchak

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

The first item of business was the continued discussion of establishing one PO Box, in Columbus, for OACRAO. Jack Miner raised this issue at the September 2007 Board Meeting due to the need to establish one address and one vendor identification number for OACRAO. After some discussion, the Board agreed to establish a PO Box at the main office of the US Postal Service in Columbus, Ohio. The Board also agreed that at this time the President-Elect will be responsible for coordinating the pick-up and secondary re-distribution of OACRAO's mail. The Board will recommend that 2008 President-Elect Frank Yanchak involve other OACRAO members in the Columbus area to assist, as necessary, in this process. Jack Miner concluded the discussion by commenting that the quantity of OACRAO mail will decrease when member institutions are able to pay their dues on line.

Treasurer's Report

Jack Miner presented the revised Budget Proposal for 2008 and reviewed all changes from the previous version of the budget. Jack confirmed the following:

- \$350 for website support
- \$800 for insurance
- \$ 0 for 2008 conference planning.

Jack noted that effective January 2008, conference planning expenses will be charged to the Great Lakes local arrangements committee and suggested that one topic for Board consideration in 2008 is the value to OACRAO garnered through participation in regional conferences. Jack noted that OACRAO has little input or control when the conference is outside of Ohio, we provide \$1,500 in financial support and realize no income, there is typically a lower attendance from Ohio, and for the 2008 conference, the Michigan LAC selected a very expensive hotel. Linda Young commented that OACRAO's programs are traditionally stronger and questioned whether we are meeting

our obligation to promote the professional development of OACRAO members by participating in the regional conferences.

Sue stated that the decision to continue OACRAO's participation in and support of the regional conference should be made in consultation with the membership. To this end, the Board agreed to conduct a web survey to solicit input from the membership. The survey will also provide the opportunity to ask some additional questions, including conference dates and venues, of the membership.

Jack also informed the Board that he removed all estimated expenses and income from the Fall 2008 pre-conference workshops from the budget. Jack stated that he took this action after confirming that the Great Lakes LAC is considering any income realized from workshops as part of its budget.

Jack reduced the Membership and Mentor budget to \$50 for door prize expenses only, because the new member gifts for 2008 have been purchased with funds from the 2007 budget.

The Board Operation budget for 2008 has been reduced to \$5,500. Jack explained this action by stating that there are more Board members from the central-Ohio area for 2008, and this will reduce travel expenses. Jack also explained that for 2008 there will be few direct responsibilities for the Board relative to the Great Lakes conference, and this will result in fewer board meetings. Linda Young commented that she is willing to conduct some Board business by conference call. Sue cautioned that it is important to keep some funds in the budget for Board Operations so that Board members will not be forced to cover their expenses through their respective institutions.

Jack informed the Board that the estimated income of \$10,525 from membership dues is based upon the new dues structure that will be put before the voting members at the Friday, November 9 business meeting. The amount, as proposed, only reflects dues income and should increase slightly with the purchase of additional non-voting memberships by some of the larger institutions. Jack also commented that he budgeted some funds for future conference planning meetings in the event that the Board finds it necessary to go back to a February program planning meeting. Copies of the proposed budget will be available at the Friday, November 9th business meeting.

Jack reported that in the current budget, revenue from exhibitors is coming in quickly and well in advance of the conference. Sue commented that Marian Hogue is working very hard to get exhibitors for the conference and has 18 confirmed exhibitors. With regard to conference registrations, Jack reported that the funds are transferred from the registration site operator, Jack Weber, once per month, at the end of the month. Consequently, the budget total on registration income is one month in arrears. This will have some impact on cash flow, but OACRAO will be able to meet its financial obligation to Kingsgate in a timely manner.

Jack also distributed the list of institutions that will lose voting privileges if their membership dues are not paid prior to the Friday, November 9 business breakfast.

Sue asked Jack what format he plans to use to present the proposed 2008 and current budgets at the business meeting. Jack commented and Linda concurred that a detailed format along with an asset statement would work well for presentation of the current budget. It will be important to note that 2007 conference costs are not reflected in the current budget. Jack also plans to use a detailed budget format in presenting the proposed budget. The Board agreed that given the plan to increase membership dues, it is important to provide the details on expenditures.

Secretary's Report

Mary Southards presented the minutes from the September Board meeting and asked for a motion to approve the minutes. Jack Minor's motion to approve was seconded by Linda Young, and the minutes were unanimously approved.

Vice President for Programs Report

Treva Hanseman informed the Board that the program will be final as of 5:00pm on Monday, October 22 and any changes after that date will not be reflected in the pocket program. Change sheets will be placed in the conference bags. Laurie Mayhew at Otterbein is producing the pocket program.

Treva asked for volunteers to host the 3 sessions that will be presented by the Ohio Transfer Council. Jack Miner volunteered David Schneider and Cynthia Feidler to cover these sessions. Members of the Board volunteered to host the exhibitors sessions.

Treva also confirmed that:

- Presenters with questions about expense reimbursement will be referred to Jack Miner
- Flashdrives will not be available as conference give-aways
- Conference presentations will be housed on the OACRAO website as PDF files
- Treva will give her cell phone number to the program chairs and presenters so they can reach her in the event of a cancellation
- Host instruction will include an evaluation summary sheet that the host will complete prior to the program planning meeting
- Wendy Lambing will be responsible for the LAC evaluation
- Cindy Suter will conduct the program planning meeting on Friday, November 9
- Program committee chairs have already received the ideas generated at the February 2007 program planning meeting
- Treva will send another email regarding the program planning meeting to the program committee members, incoming Board members
- Sue will send the volunteer form to the membership to solicit new members for the program committees
- Sue will also send the volunteer form to LAC so it can be placed in the conference bags

Vice President for Workshops Report

Laure Ruwe reported that there are 28 registrations for the FERPA workshop. Brad Myers will open with a FERPA overview and Eric Davis from Bluffton University will follow with a discussion of FERPA as it relates to privacy issues and crisis communications. Laura is also working to pull together a panel of student affairs, campus police and campus counseling representatives from the Cincinnati and southern Ohio schools to discuss crisis management plans, crisis counseling, and public relations in crisis counseling, and public relations in crisis communication. Laura also reported that Ron Cushings is confirmed as the SEVIS workshop presenter. The workshop currently has nine registrations and will be hosted by Fran Meyer. The Board confirmed that Laura should use a separate evaluation form for the workshops.

President's Report

With an eye to reducing Board operating expenses, Sue Schillings asked if there should be a December transition meeting for new board members. After some discussion, the Board agreed that the meeting will be held at Jack Miner's home on Friday, December 7. Linda Young will coordinate a pot-luck lunch and a white elephant gift exchange.

Past-President's Report

Don Foster reported that the vote to accept the Nominating and Elections Committees slate of new Board members is concluded and the slate was accepted. Don also announced that Lorida Bishop and Allen Cole were elected to serve as the Past-Presidents on the N&E Committee, and Patrick Beaty and Misty Singer are the new Members at Large.

Don presented the Board with the recommended changes to the Bylaws language on membership dues. There was significant discussion of using the Consumer Price Index (AACRAO model) to raise dues and the goal of not having to return to the membership each year to raise dues. The Board decided to further revise the proposed Bylaws language by removing the reference to the CPI. With this change, any increase in dues can be presented in the proposed budget and accepted or rejected annually by the voting membership.

Additional proposed changes to the Bylaws include:

- making the President-Elect responsible for annually reviewing the organizations insurance coverage
- changing "Nominating" to "Nominations" in the name of the N&E Committee
- clarifying that the immediate Past-President makes committee assignments

Don will bring hard copies of the proposed Bylaws changes to the conference for distribution at the Town Hall and business meetings.

New Business

Sue Schillings asked the Board to assist her in finalizing the list of certificates to be awarded at the Recognition Luncheon on Thursday, November 8. The Board confirmed that certificates will be given to the following:

- all outgoing committee chairs
- all outgoing Board members

Additional recognitions will include:

- framed resolutions for 2 new honorary members
- a gift for the resigning webmaster
- gifts for the LAC Co-chairs
- cards and confirmation of a donation for the plenary and closing session speakers
- a gift for the AACRAO representative

The Board next reviewed the scripts for each day of the conference.

On Thursday, November 8, Sue confirmed that each exhibitor will be recognized for their support of the conference. Karen Green will be recognized for hosting numerous program planning meetings. Stacey Jones will announce the scholarship recipients. Don Foster will recognize the new members of the N&E Committee and announce the new members of the board. The Ryland Award will also be presented at Thursday's luncheon.

Additions to the script for the Friday business breakfast include adding an announcement about the program planning meeting that will begin at 12 noon.

Sue reviewed the handouts that need to be available on each table for the business meeting and reminded Board members to bring an adequate number of copies for distribution. Sue also confirmed that "save the date" postcards with the conference dates for the next three years will also be available at the Friday business breakfast.

There was no additional new business for Board consideration.

The meeting was adjourned.