

OACRAO Board Transition Meeting  
December 8, 2005  
Meeting Minutes

Members Present: Don Foster, Connie Goodman, Sue Schillings, Beth Egan, Treva Hanseman, Frank Yanchak and Mary Southards

Guests: Jack Miner, Michelle Rable and Dan Kall

Call to Order

President Don Foster called the meeting to order and welcomed all present to the Board's Transition meeting.

Approval of Past Minutes

The minutes of the October 7, 2005 meeting were distributed on behalf of Steve Midkiff who was unable to attend the December 8 meeting. Connie Goodman indicated that a correction needed to be made to the spelling of Jeannine Shambaugh's name and moved that the minutes be approved with the correction. Beth Egan seconded the motion and the minutes were approved.

Treasurer's Report

Don Foster provided a brief Treasurer's Report on behalf of Linda Young who could not attend the meeting due to illness. The report focused on the proceeds of the Scholarship Committee's fund raising activities which totaled \$3,448.00.

2005 Conference Wrap-Up

Connie Goodman stated that comments from participants, exhibitors and presenters were very positive.

Jack Miner presented the final budget report for the conference. Jack reported that while not all items and expenses had been verified, the conference budget to date showed an estimated reserve of \$6,780.24.

Jack stated that:

- Conference evaluations were positive with regard to the location and speakers.
- LAC needs to improve pre-conference communication and not rely exclusively on e-mail and the website.
- Attendance for Friday sessions improved from past conferences.
- Exhibitor sessions and sponsored events were well received.

Sue Schillings stated that there were complaints that meeting rooms were very cold, but overall the session evaluations were positive. A detailed analysis of evaluations will be available at the February meeting. Sue also commented that it was good to see more sessions for admissions professionals.

Connie Goodman noted the need to make sure that future President's Receptions are held in a facility other than the hotel bar, in consideration of our members who are restricted by their institutions from attending functions in a certain setting, such as a bar.

Don Foster commented on the need for new session topics.

Sue Schillings recommended that session topics should reflect the AACRAO national agenda; access to higher education, the Higher Education Reauthorization Act and potential federal transfer mandates. Sue also commented that AIR might be a good partner in identifying new session topics.

Beth Egan reported that the pre-conference workshop on transfer issues was very popular with OACRAO members and Ohio Board of Regents staff and might be a possible repeat for 2006. The new IPEDS requirements, legal issues and a federal update are also potential workshop topics. The observation was made that pre-conference workshops need to be promoted sooner so that members can get them on their calendars.

The 2006 Conference Wrap-Up concluded with the recommendation that refund and cancellation policies should be topics for discussion at the next Board meeting.

#### 2006 Conference Report

Don Foster provided a draft for the 2006 conference format based on the successful 2005 conference and distributed committee lists.

Michelle Rable and Dan Kall commented that the Toledo LAC needs some additional members and that they would begin to do some recruiting for members before the holidays. Dan also indicated that he would try to contact all current LAC volunteers before Christmas and hold the first LAC meeting in late January, 2006.

Sue Schillings recommended that consideration be given to creating a new committee with both permanent members and rotating membership that would be responsible for conference site selection.

#### Transition of Officers

Incoming 2006 officers and LAC chairs met with outgoing 2005 officers and LAC chairs to discuss issues and transition of responsibilities.

#### Lunch and Gift Exchange

## OFFICER'S REPORTS:

President's Report: none

Secretary's Report: none

### VP for Programs Report

Treva Hanseman reported that she will get a notice out to all committee chairs to "save the date" for the February 17<sup>th</sup> meeting at the Mount Carmel College of Nursing.

The meeting will follow the same format as past years to develop programs and identify possible presenters. A list of previous session topics as well as session evaluations will be provided. Committees will also be encouraged to develop sessions that relate to the AACRAO agenda.

### VP for Workshops Report

Beth Egan reported that two pre-conference workshops were scheduled, but one had to be cancelled. Beth requested that any possible workshop topics be forwarded to her.

### VP for Membership and Mentoring Report

Frank Yanchak reported that he has updated the New Member Handbook and will be contacting the new members of the M&M committee so that they can begin planning membership development strategies.

### Past-President's Report

Connie Goodman reported that after manipulating some regional team assignment for the Scholarship committee, all committee assignments had been finalized and were ready for Board approval.

Connie asked if the Resolutions Committee was necessary, since much of its work is done by the Board and other committees. After some discussion, the decision was made to have the Board review the by-laws at the retreat and then ask the By-Laws Committee to review the functions of the Resolutions Committee and make a recommendation to the Board on the disposition of the Resolutions Committee.

Connie moved that the 2006 committee assignments be approved. Sue Schillings seconded the motion and the motion carried.

### President-Elect's Report

Sue Schillings gave a very comprehensive report on the activities and sessions at the workshop for new state association presidents.

Sue indicated that there was much discussion of the AACRAO Strategic Plan and how it will impact the agendas of the State associations. Sue identified the following 3 main issues:

- Technology and the demands that it places on staff.
- Increased accountability reported through IPEDS that will not allow for differences in institutional (2 year/4 year) mission.
- AACRAO and the need to diversify its membership through improved marketing and communication.

Sue gave a summary of the sessions that she attended on leadership, promoting volunteerism, insurance and legal issues, and strongly recommended that the Board evaluate insurance (conference cancellation, equipment in transit, serving alcohol, etc.) at the retreat.

Sue expressed strong concerns that at present there is no good mechanism for keeping the Board apprised of insurance and legal issues.

Sue stated that the workshop session on legal issues raised a number of questions in her mind regarding OACRAO's future 501(C)(3) status. This status will definitely impact the fundraising activities of the Scholarship Committee and require a system for providing the estimated value of prizes and tax receipts.

Sue concluded her report by requesting time at the retreat to discuss legal issues.

#### Old Business

Don Foster brought up the need to finalize the letter that Lori Coticchia, Esq. is drafting to the IRS regarding 501(C)(3) status. A recommendation was made to strike the use of the term "charitable organization" throughout the letter.

Jack Miner volunteered to help answer some questions regarding 501(C)(3) status based on his past and present experiences on the boards of 501(C)(3) organizations.

Don concluded that he would follow up with the attorney and provide the Board with feedback.

#### New Business

Based on 2005 conference evaluations, Cincinnati is a strong possibility for the 2007 annual conference. Wendy Lambing is willing to begin the search for a site. Connie

Goodman recommended that the Board ask Wendy to initiate contact with the Cincinnati area hotels, requesting proposals for November 1-3 and November 8-10, 2006.

Meeting Adjourned

There was no additional new business and the meeting was adjourned.