

Minutes
OACRAO Executive Committee

Concurrent with Program Planning Meeting
February 22, 2002 11:30 A.M – 12:30 P.M.
Location: Mount Carmel School of Nursing, Columbus, Ohio

Committee Members Present: Martha Hicks, President; Richard Carpenter, Past President; Allen Cole, President-Elect; Mindy Starcher, VP/Workshops; Don Foster, VP/Programs, Bob Myers, VP/Membership & Development; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Guests Present: Laura Finson, Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC

President Martha Hicks opened the meeting and welcomed the LAC Co-Chairs, Laura, Frank & Sammie.

Items of Business

1. Report of the Secretary

- Ray distributed copies of minutes from the Executive Committee meeting held at the Executive Retreat on 2/2/02.
- Minutes were reviewed.
- Minutes were approved (Mindy moved and Allen seconded) as submitted.
- Printed OACRAO Directories were distributed to those in attendance. The remainder will be mailed.

2. LAC Committee

-Laura Finson stated that there was no written report to share at this time. They are currently reviewing last year's LAC manual which has been beneficial. She posed the question to Executive as to what type of budget should initially be proposed. It was suggested that they use the amount spent (final) budget from last year as a starting point. Bob suggested that Program & Physical Arrangements Chairs visit the conference site prior to the conference (August) in order to survey the program facilities. Martha distributed a list of members on LAC. Sammie Tyree-Cox reported on various committees and their chairs. A theme hasn't yet been selected and several were proposed. Group discussed the difficulty of arranging session topics around a program theme.

3. Treasurer

-Sharon reported that there were no updates since the last meeting. Due to economic uncertainty, she suggested we invest the CD for the shortest time frame with the highest yield rate (11-12 month?) and have two separate CDs.

4. President-Elect

-Allen reported that the Tuesday "Night on the Town" at AACRAO is still undecided. The Minnesota representative is to contact him. It's possible that it will be moved to Monday instead.

-Audit Committee will be meeting March 8 at Southern State to review the books. Sally Sikorski will chair.

-He distributed several revised logos that were designed by a Xavier student. Comments from the group were favorable.

5. Vice President/Programs

-Don reported that he would spend the rest of the day working with Program Committee and announced that the deadline for submitting the final program session form was May 1.

6. Vice President/Workshops

-Mindy reported that the date for the Support Staff Workshop has been changed to April 3 (previous date March 20), and the time of the sessions have been reversed. She also reported that the same two sessions will be repeated sometime in July.

- Residency Officers Workshop; no further update.
- REG 201 Workshop; Mindy is continuing to work with Jim Noe and Stu Terrass on the content.

7. Vice President/Membership & Development

-Bob reported on the meeting with his group held earlier in the morning and based on ideas and comments, feel that they will accomplish some good things in the coming year. Some of the items discussed: Distributed the revised Constitution and asked for feedback. Had discussion on better tracking of honorary members. Will be surveying non-member institutions to assess interest. Plans to return to the classic mentoring approach of pairing experienced member with a new member. Will work on goals and objectives with members; possibly in a one-day retreat.

8. Past President

-Dick reported that he still has not heard from Brad Myers on the incorporation document. Martha will follow up on this item. He reviewed the revised Constitution and made further changes. He sat in on the Scholarship Committee meeting earlier in the morning and reported on various items that were discussed.

9. Announcements/Other Business

-Dick reported that he has reserved Ohio Northern's Nature Center for next year's Executive Retreat, February 2-4. There was no other new business.

10. Next Meeting

-Either April 8 or 9 from 10 a.m. – 2:30 p.m. at the Pontifical College Josephinum.

11. Adjournment

-Meeting adjourned at 12:30 p.m.

Respectfully submitted,
Ray Elash, Secretary
February 22, 2002