

Minutes
OACRAO Executive Committee

April 8, 2002 10:00 A.M. – 2:45 P.M.
Location: Scottie MacBeans, Clintonville, Ohio

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

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

President Martha Hicks opened the meeting with a welcome to all and asked if those present felt the location was suitable as a meeting site. All agreed that it was.

Items of Business

1. Report of the Secretary

-Ray reported that the directories not picked up by members at the 2/22/02 meeting have all been mailed to the respective institutions. He submitted a bill to Sharon for \$988.70 which covers the entire cost of production, duplication, and postage.

-Reported that the Communication Committee will meet at Ohio U. on 5/2/02.

2. Report of the Treasurer

-Sharon distributed the Income/Expense Report for January/February/March. Balance in the operating account as of 3/31/02 stands at \$8024.59. Balance in the Scholarship Fund \$5781.47. Interest earned from the \$20,000 CD \$751.48 and was reinvested.

-Reported that the 2001 taxes have been filled out and filed.

-Reported that dues for membership for Muskingum College are still outstanding. Also reported that Myers College notified her that they have changed their name to Myers University.

3. Report of the LAC Committee

-Laura distributed copies of the minutes of their 3/28/02 meeting and highlighted various topics discussed (see attachment). Changes will be made to the food donation process; will list six suggested items and recommend they be donated rather than leave it up to the person donating. Cleveland Food Bank will pick up items.

-The theme selected for this year is OACRAO Rocks Cleveland.

-Distributed samples of the proposed conference logo and discussion followed on each. The third sample was selected with suggestion to put letters and numbers in bold for better detail when reproducing the logo on various items. Executive was very pleased with the design.

-Registration Subcommittee questioned whether or not the fee would remain \$160. Plan is to keep it at that cost unless other costs increase significantly.

-Entertainment/Special Events: Evening at the Science Museum was discussed and time for the reception should be either 6 p.m. or 7 p.m.. It was agreed that we needed to finalize the program content before we attempt to determine reception times and activities.

-Looking into the feasibility of providing bus service from Cincinnati/Columbus to Cleveland. Cost involved and other details (parking, pick up sites, etc.) were discussed.

-Speaker options: Jane Scott, retired Plain Dealer Rock Critic/Historian, is being considered. Cleveland Area College Consortium agreed to donate \$1500 to cover various costs.

4. Report of VP/Programs

-Don distributed two handouts: First was a summary of the program tracks and topics that were proposed at the 2/22 planning meeting. He indicated that the four Program Chairs are to have topic outlines ready by May 1.

-Second handout dealt with selection of an AACRAO speaker. He suggested either Heather Smith or Ange Peterson and, if possible, plan to ask the speaker to also present a program topic. Ange Peterson was recommended for international admissions expertise and could provide INS updates.

5. Report of VP Workshops

-Mindy reported that the staff workshop on 4/3 held at the Younkin Center attracted 78 attendees. The next workshop is scheduled for late July. Workshop feedback was very positive and participants indicated that they would like to become more involved with OACRAO and network with people in similar positions. Discussion followed as to how we can accommodate them.

-Residency Officers update is scheduled for 6/26 from 10-3 at the Younkin Center. Topics to include establishing an appeals process, required documentation, and Selective Service.

-Planning a workshop or program at the Conference related to INS procedures after 9/11 and the SEVIS Tracking system. Mindy will contact Darin Bakst to get further details.

-Pre-conference workshops—Possible topics include: INS Best Practices (Mel Severns), FERPA & A Sandwich (Brad Myers), Data Security and Access in a Web Environment (Steve Midkiff), Communication Skills (Beth Egan).

6. Report of VP for Membership

-No report; Bob was ill and did not attend.

7. Report of President Elect

-Allen reported that he has received 30 RSVPs for the “Ohio Night Out” at AACRAO. He requested that OACRAO contribute \$150 to be used for appetizers for the group. Executive Committee approved the request.

-Reported on the Audit Committee meeting held at Southern State C.C. on March 8 and distributed the report from Committee Chair Sally Sikorsky. Summary report showed the books, finances, and fiscal procedures to all be in order. Question was raised that we might need to change the terminology to Financial Review. Still waiting on the results of the incorporation process to determine how it will affect procedures.

8. Report on Constitution Revisions

-Martha reviewed the constitution changes and discussion followed. It was determined that the version on the www is the final version approved at the November meeting by vote of members. Subsequent changes are proposed only and need to be approved next November. Since there are different versions, the Executive Committee proposed that the Constitution Committee come up with a new draft of the constitution/bylaws that incorporates the current approved version with the proposed revised format in the directory and the suggested changes from the Retreat. Timeframe for responding to Executive with a working draft would be the June meeting.

9. Other Items

-Advertising on the OACRAO website. Consensus of the committee is that there isn't a current financial need for the revenue generated by advertising. It may pose issues once OACRAO is incorporated.. We can consider putting a link directly to Corporate Membership. Membership and Mentoring Committee should investigate the ramifications of doing this as well as how advertising revenue would get distributed if it becomes a reality.

-Scholarship Committee Report: Major items from the 2/22 meeting centered around fund raising initiatives, corporate gifts, solicitation of funds, etc. A contact list of corporations/organizations to be contacted for gifts is being developed for May 17. These gifts are to be used for the auction held at OACRAO conference. We need to be sensitive to any possible conflict of interest or competition issues with individual schools who also solicit funds from the same source. Executive has asked the Scholarship Committee to develop a formal response to the proposed funding decrease.

-Site of 2005 OACRAO: Discussed various possibilities and decided to poll membership in the next newsletter as to what geographical area would like to host it.

10. Adjournment

Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Ray Elash, Secretary
April 8, 2002

ATTACHMENT:

**OACRAO State Conference
LAC Committee Meeting
Thursday, March 28, 2002, 12:00 noon
Cuyahoga Community College - Eastern Campus**

Meeting Notes

Present: Tracey Cooper, Janet Duber, Beth Egan, Laura Finson, Mark Frys, Marian Hogue, Jerry Kiel, Karen Kopp, Sue Lindsey, Frank Salak, Sammie Tyree-Cox, Linda Young

1. Door Prizes

Letters to businesses asking for donations of door prizes need to go out. There are two versions of the letter, one to request gift certificates and one to request other kinds of prizes. The Entertainment and Special Events Committee, chaired by Janet Duber, agreed to take over the task of requesting door prizes.

It was suggested that the committee contact the Greater Cleveland Growth Association for a list of possible contacts. Donations from the colleges should also be requested. Laura Finson will e-mail Janet Duber copies of the letters used last year, and a template for the letterhead. The letters should be sent in May asking for donations to be made in September. (This was done.)

2. Non-Perishable Food Donations

Food donations that are collected at the conference will be donated to the Cleveland Food Bank. The committee members present liked the idea of a specialized collection of just those items in most need, such as peanut butter and jelly. However, since jelly comes in glass jars, this could be problematic. A list of the six most needed items will be suggested to members who are planning to bring a donation. Laura Finson will contact the Cleveland Food Bank to ask if they can pick up the donated items from the conference.

3. Selection of Theme for 2002 Conference

The LAC is responsible for choosing a theme for the conference. There was no theme last year, but the logo was the Columbus skyline.

Discussion of themes applicable to Cleveland included: rock and roll, sports, and cultural events. Use of the term "North Coast," rather than Cleveland, was also considered. The members present voted on theme #3: "OACRAO Rocks.....in Cleveland". The members thought the pause indicated by the was similar to the popular Huey Lewis and The News song, The Heart of Rock and Roll (is still beating.....in Cleveland).

Drafts of possible logos for the conference were also reviewed. After much discussion, and several votes, the committee decided to send draft "D" back to the artist for revision. Using "D" as a base, revisions requested include using stars instead of dots, retaining the guitar but making it more defined, and adding waves (from another draft) to the bottom of the guitar. The words "OACRAO 2002" should also be added.

Mark Frys will work with the artist to request revisions to the design.

Committee Reports

1. Publicity, Printing and Mailing

Mark Frys has recently taken over as Chairperson of this committee, since Karen Kopp has accepted a new position as Director of Student Financial Assistance at Tri-C East.

2. Physical Arrangements

Mark Frys was the committee chair, but has agreed to be the chair of Publicity, Printing and Mailing instead. He requested and received a floor plan of the meeting rooms from the hotel, along with their recommendations for set-up. He will forward the documents to Tom Steffen, who has agreed to take on the chair responsibilities for Physical Arrangements.

2. Registration and Hospitality

This committee met on March 13th, and sent the following questions that they need answered:

Q: When will the conference fee be finalized?

A: It will probably stay the same as last year (\$160.00), but we will ask at the next Executive Committee meeting on April 8th.

Q: What hours should registration be open?

A: Dave Sauter from Wright State will handle registration until the day before the conference. At the conference, registration will probably be open the same hours as last year – see attached schedule.

Q: How will the hotel reservations be handled? Will there be a card in the packet? Will there be a special code for OACRAO members? What are the options for making reservations (i.e. phone, fax, email)?

A: This should be discussed with Jackie Smith at the hotel. Laura Finson will e-mail Jackie's contact information to Marian Hogue.

Q: When and where will registration packets be put together?

A: It will be done the day before the conference, at the hotel.

Q: When will session topics and schedule be determined?

A: We will ask at the April 8th meeting.

Q: Who is responsible for collecting nametags for drawing? Collecting evaluations?

A: Laura Finson will give Karen Kopp the name of a contact person who can answer these questions.

Q: Is it possible to have a drawing on last day of conference to encourage evaluation return and attendance at closing speech?

A: Yes. We will collect nametags of those present for a door prize drawing; a nice prize will be saved for this final drawing.

Q: When should registration materials be sent?

A: Second week in September, with a reminder sent possibly two weeks prior on e-mail.

The Publicity and Registration Committees will need to work closely together to prevent an overlap of tasks. Rena Mason, member of the Publicity Committee, is in charge of the nametags. Marian Hogue will send out a list of last year's attendees and vendors. A sign-up form for staffing is available, but we need to have the conference schedule before asking members to sign up, to prevent schedule conflicts.

3. Entertainment and Special Events

This committee has met twice. They report that they tried very hard to work with the Rock and Roll Hall of Fame to schedule a reception there. However, the Rock Hall is not open on Thursday nights, and the cost of renting the Hall after-hours is \$4,500. This cost is too high.

The Entertainment Committee recommended that the reception be held at the Great Lakes Science Museum instead. With a non-profit discount, the cost of renting the facility is \$3,200. This price includes use of the second floor reception area, access to the second floor exhibits, and a film of our choice in the Omnimax Theatre. The facilities will be available from 6:00 - 10:00 p.m. on Thursday evening.

The cost of catering for the reception is \$14.95/person for a buffet with various stations. There will be a cash bar, and we will need to hire the bartender. Donations from the Cleveland Area College Consortium may be used to cover the difference in price from last year's costs.

LAC members voted on the location for the Thursday night reception. The vote was to hold the reception at the Great Lakes Science Museum. Janet will send the contract to Laura Finson to take to the April 8th Executive Committee meeting. Janet Duber will check with the Museum to see if a time of 7:00 - 10:00 p.m. would be possible instead, and whether this would lower the price.

Entertainment for Wednesday evening will be at the hotel. Attendees will be provided with information on other entertainment options available (i.e. Rock Hall, Playhouse Square, University Circle area). This information can be put into the registration packets.

The Committee is also looking into the possibility of providing bus service from Cincinnati to Cleveland and return for members who wish to attend the conference but do not want to drive. The bus would make two or three stops along the way (at the University of Cincinnati, OSU and perhaps Ashland). The bus, from Precious Cargo, would seat 47 people and cost \$42/person round-trip. Tracey Cooper will send Laura Finson information on this option.

The Committee discussed plenary speaker options. Some suggestions included University of Akron President, Cleveland Mayor Jane Campbell, Mike Benz (former CEO United Way), and Allen DiPetro (local media personality). Other suggestions included: Michael Stanley (Cleveland musician and d.j.), Jane Scott (Plain Dealer Rock Critic), Brian and Joe (106.5 morning d.j.s), and Mary Faulkner (who does a one-woman comedy on balancing life). The committee asked Tracy to investigate this last possibility. Mary Faulkner's fee is about \$800. Tracey Cooper stated the Cleveland Area College Consortium might be able to pick up the additional \$500 fee.

The budget for the speaker last year was only \$300; the group felt this might need to be increased to get a quality speaker. For instance, Dick Feagler (another suggestion) requests \$1,200 per presentation.

4. Exhibitors (Vendors)

It was reported that vendors now prefer to be called "exhibitors."

Beth Egan reports that letters were mailed on March 21st to 43 potential local exhibitors. Committee members are encouraged to forward information on other possible exhibitors to Beth. Beth will e-mail the list of invited exhibitors to Laura Finson.

A follow-up letter will be sent out at the end of April. A minimum of 12 exhibitors is needed; fifteen would be better.

It is hoped that the exhibitors can be approached about sponsoring the afternoon break on Thursday, the exhibitor's reception, and possibly the president's reception.

Give-away items would also be something that the exhibitors could pay for. Last year's give-away items included bags, coffee mugs and calculators. Laura Finson will put Beth Egan and Sue Lindsey in touch with a local company who can assist them in choosing give-away items.

Next Meetings

The LAC will need to meet monthly for now, on the fourth Thursday of the month, from 2:00 - 4:00 p.m. It was agreed that the meetings should be held at various campuses. The next meeting will be held at Cuyahoga Community College, Western Campus. Frank Salak will schedule the room. The schedule of the next four meetings is as follows:

Thursday, April 25th, 2:00 - 4:00 p.m., Tri-C West
Thursday, May 23rd, 2:00 - 4:00 p.m., location TBD
Thursday, June 27th, 2:00 - 4:00 p.m., location TBD
Thursday, July 25th, 2:00 - 4:00 p.m., location TBD