

**Minutes**  
**OACRAO Executive Committee**

April 24, 2003 10:00 A.M. – 3:10 P.M.  
Location: Westerville Public Library – Westerville, Ohio

Committee Members Present: Allen Cole, President; Richard Carpenter, Past President; Marian Hogue, President Elect; Mindy Starcher, VP/Membership & Mentoring; Don Foster, VP/Programs; Kathleen DiFranco, Treasurer; Ray Elash, Secretary/Note Taker

Not Attending: Amy Adams, VP/Workshops

Guests Present: Dave Sauter, LAC Co-Chair

Allen opened the meeting with a welcome and then distributed a timetable of important OACRAO dates so that we can better plan Executive's workload and duties.

Items of Business

1. Report of the LAC Committee

-Dave distributed LAC agendas, Budget Sheets, Planning Grid, Registration packet, and tentative LAC Volunteer list. The agenda gave a list of issues to be discussed. He next went through the Planning Grid, which lists the daily timetable of planned events Tuesday through Friday. Discussion dealt with special needs for sessions, meals, amount of time needed for sessions and business meetings, AACRAO reps and speakers, fee charges for exhibitors and availability of Exhibitor sessions.

-Hotel contract stipulates that OACRAO reserve 170 total sleeping rooms in order to get free use of meeting rooms.

-Discussed possibility of charging Exhibitors an additional \$50 fee (separate from the current \$350 membership dues) to stuff registration packets with predetermined brochures and/or info.

-Sue Shillings will send a letter out to Vendors promotion the benefits of exhibiting at OACRAO and then linking it into next year's combined dual state conference in Indiana, 2004.

-Discussed whether or not to continue holding a Conference Summary with box lunch on Friday.

-Reviewed the Budget Sheet listing anticipated expenses and itemized costs. Marian suggested that we develop a more detailed expense report for Workshops that will allow for better auditing.

-Reviewed the Draft Registration packet's format and contents; what to include? Reviewed names, titles, and duties of individual members who have volunteered.

-Bob Kubat will coordinate all printing services.

-Allen gave Dave a list of members with their responsibilities related to the joint Ohio/Indiana Conference. This will help coordinate long-term LAC planning. A conference theme and number of hotel rooms required was also discussed.

2. Report of VP Programs

-Don Foster distributed a list of proposed session topics for November conference. May 15 is the deadline and he indicated that he will keep soliciting committee chairs up until then.

-Don will contact Paul Taylor (AACRAO) to find out criteria used by AACRAO to determine fees charged to vendors and criteria for presenting at sessions. Don will also explore the possibility of inviting Paul as the AACRAO representative/speaker for the conference.

3. Report of the Secretary

-Ray Elash distributed the minutes from the 2/28/2003 Executive/Program Planning meeting held at Mount Carmel School of Nursing in Columbus. Minutes were reviewed and, there being no revisions, were accepted.

-Ray gave the Treasurer an invoice for production and mailing of the Annual Directory. Cost for all items was \$1127.20.

-Issues related to the Communications Committee and website updates were discussed. Ray had

contacted AACRAO regarding their web hosting service and costs related to services provided. After discussion with the Communication Committee and further discussion with Executive, it was agreed that the service didn't provide a sufficient cost/benefit ratio to change our current process.

-Executive suggested the following action items be proposed to Communications Committee (long term).

- Put all OACRAO surveys and forms on website
- Provide a link to view OACRAO presentations from workshops and conferences
- Explore website implications of incorporation regarding voting vs. non-voting membership access to site
- Revise the current OACRAO logo; possibly send to schools for ideas
- Design a Certificate of Membership for member institutions to use
- Provide a link on website for Membership & Mentoring and Scholarship Committees to view current information, update pamphlets, etc.
- Develop formal documentation for website procedures and name a "backup webmaster" to serve as interim webmaster as needed
- Complete both Linus Ryland and Garland Parker brochures prior to fall conference

#### 4. Report of the Treasurer

-Kathleen DiFranco distributed copies of the Summary of Operating Accounts for March and April 2003. The balance in the following accounts as of April : (1) Operating Account \$9125.22; (2) Scholarship Fund \$7,440.76; (3) Certificate of Deposit \$10,627.87. Current OACRAO assets stand at \$27,193.85. Our two CD's matured on 3/30/03 at an interest rate of 2.23%, earning \$252.13 each.

-Kathleen reported that IRS decreased the amount allowed for mileage reimbursement to 36 cents/mile beginning 2/03. Reimbursement to members will be adjusted accordingly.

-Provided a list of all member schools and amount of membership dues each has paid for this year. All schools are up-to-date on membership with the exception of Jefferson Community College.

#### 5. Report of the Past President

-Dick Carpenter discussed the proposed incorporation document draft. Minor revisions were made, but he asked that Executive review it further and notify him directly as to changes still needed.

-Allen suggested that we explore the possibility of a slight increase in membership dues for institutions.

-Marian proposed that we email all members a notice of incorporation one month prior to the Annual Conference/Meeting so that members will all be prepared to vote at the meeting in November.

-Dick proposed that once the document is posted on our website, a reply link to Executive should be provided to members.

-Dick stated that the Nominating Committee will meet on May 15 at Ohio Northern to review a list of potential candidates for Executive offices open December 2003.

#### 6. Report of the Membership & Mentoring Committee

-Mindy Starcher reported that they are revamping the New Member Handbook.

-Committee is revising the M&M survey in hopes of improving the response rate.

-Committee is upgrading the mentor program. They plan to reach out to retirees in hopes that some will serve as mentors.

#### 7. Announcements/Other Business

-There were no announcements or other new business.

#### 8. Next Meeting

-Planned for June 26 at Otterbein College.

#### 9. Adjournment

-Meeting adjourned at 3:10 p.m.

Respectfully submitted,  
Ray Elash, Secretary  
April 24, 2003