

Minutes
OACRAO Executive Committee

May 6, 2002 9:50 A.M. – 2:45 P.M.
Location: Scottie MacBeans, Clintonville, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Richard Carpenter, Past President; 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 with a welcome and reminded all on Executive to submit info and reports to Connie Goodman for the upcoming newsletter.

Items of Business

1. Report of the Secretary:

-Ray distributed copies of the 4/8/02 Executive Committee Meeting Minutes. The minutes were reviewed and a motion was made by Sharon to accept and Dick seconded. The minutes were approved as submitted.

-Ray reported that the Communications Committee met May 2 at Ohio University; as of yet, no report has been sent.

2. Report of the Treasurer:

-Sharon distributed copies of the Summary of Operating Accounts for April. Balance in the account as of 4/30/02 was \$3200.77. Income for the month was primarily from the spring workshop (about \$600 is still outstanding). Assets as of 5/1/02 were \$32,233.72 (sum of operating account, scholarship fund, and CD interest).

3. Report of LAC:

-Laura reported that the LAC met 4/25/02 at the CCC-West Campus, distributed copies of the report (attached), and highlighted various items.

-Shared the revised logo and design with Executive—comments were all very positive towards it. It was decided that this new logo should be sent to Connie Goodman for use in all future publicity. It was agreed that OACRAO would formally recognize the CCC student who created/designed the logo; possibly with a conference shirt and an invitation to the evening entertainment.

-Frank will have a proposed budget report for the next meeting. Discussion ensued as to last year's actual vs. estimated per person cost in relation to the proposed \$160/person registration fee.

4. Report of the Program Committee:

-Don distributed a draft of the revised 2002 conference program and reviewed it with Executive item-by-item. The format follows last years'. Lunch on Wednesday is only scheduled for new/first-time members and suggestion was made to give out lunch tickets in order to control who attends. The new member orientation will be moved to Wednesday lunch so that there will be two separate groups: new members and workshop attendees.

-Discussion on whether or not to continue the "breakfast roundtables". Decision to come at a later time.

-It was agreed to eliminate breaks on Friday and have back-to-back sessions from 9-11 a.m.

-LAC needs to check the hotel contract in order to clarify technical requirements and determine facilities are available.

5. Report from VP/Workshops:

-Mindy reported on the upcoming Residency Officers Update (6/26), FERPA, and Registrar 201 workshops.

-Possibly will offer additional workshop on evaluating foreign credentials and detecting fraudulent records.

-Any suggestions for possible "hot topics" should be directed to Mindy.

6. Report from VP/Membership:

-Bob distributed a listing of Ohio educational institutions that are eligible for OACRAO membership.

-Discussion followed as to how we can best reach the non NCA accredited institution constituencies in order to compile a list of "potential" participants/members.

-Proposed a plan to establish mentors for members based on functional and geographical region similarities. Will begin to promote more participation to become mentors and also to recognize current mentors at the annual conference.

-Much discussion centered around what needs to be done with (1) current members, (2) identify potential new members and institutions, (3) increasing attendance at the annual conference.

-A welcome letter will be sent to new employees at each institution notifying them of opportunities within OACRAO.

-Recommended that Registrar 101 session be included in the annual conference.

-Will schedule an all day meeting in June in order to better clarify goals and actions for the coming year.

-Will survey member institutions as to direction OACRAO should take.

-Will survey non-active membership to find out why they aren't participating and what it would take to increase their active participation. This group, along with the group who only attend one conference and did not return for another, will become a focus of initial efforts.

-Need to develop a long range action plan as to the committees' goals and initiatives.

-Executive recommended that members of the M&M Committee hook up with LAC Committee to recruit annual conference attendees from surrounding locations outside of Ohio.

7. Report of the Past President:

-Dick indicated that Brad Myers is still working on the incorporation documents.

-Dick has begun work on three items related to the constitution: (1) developing one document that incorporates all proposed changes; (2) establish term limits for serving on Executive Committee; (3) determine what constitutes membership, voting membership, how many voting members are allowed per institution, and roles of individual members.

8. Report of President-Elect:

-Allan reported on the following: AACRAO "Ohio Nightout" was attended by 30 members and bill for appetizers was \$181. Asked for reimbursement from Executive. It was approved.

-State and Regional Officers Workshop: Reported on activities and info obtained. Ockerman Award went Texas for a project involving archiving documents. Further info in next newsletter.

-Great Lakes 2004 Conference: Reported that Indiana and Ohio are committed to doing a joint conference. Michigan, Illinois, and Wisconsin were absent and haven't committed to it yet.

-Reported that AACRAO is developing a proposal for web services for state organizations.

9. Other Reports Announcements:

-Discussed whether or not OACRAO should fund its president's attendance at AACRAO National Conference each year rather than leaving it up the president's own school to approve. No decision was reached.

10. Next Executive Meeting Date/Location:

-Next meeting June 24 at Scottie MacBean's

-Meeting adjourned at 3:05 p.m.

Respectfully submitted,

Ray Elash, Secretary

May 6, 2002

**OACRAO Conference
LAC Meeting
Thursday, April 25, 2002, 2:00 p.m.
Cuyahoga Community College - Western Campus**

Meeting Notes

Present: Tracey Cooper, Beth Egan, Laura Finson, Mark Frys, Sue Lindsey, Julia Ruane, Frank Salak, Tom Steffan

Report from Executive Committee Meeting

The LAC Co-Chairpersons had a meeting with the OACRAO Executive Committee in Columbus on April 8th. The Executive Committee reviewed the notes from the March 28th LAC meeting. A copy of the proposed session topics was given to the LAC Co-Chairpersons; the session topics were compiled at a program-planning meeting at Mt. Carmel on February 22nd. Copies of proposed session topics were distributed.

The Executive Committee also reviewed a draft of the proposed logo, which was revised by the student artist prior to the meeting. They approved the logo, with a few revisions. They left the color optional, depending on the color chosen for the shirts.

LAC members reviewed the revised logo, and decided to use maroon lettering on a tan/khaki shirt. The Executive Committee left the style of shirt up to the LAC, but prefers a button-down. LAC members debated whether to order long or short sleeves, or some of each. A price quote will be obtained for both, for comparison. Last year, 40 shirts were ordered (30 for the committee and 10 extra to sell.) LAC members questioned the need to order 10 extra this year. Julia Ruane will check on the price for the denim shirts purchased for staff members in her department. Before a decision can be made regarding the shirts, the LAC needs to review the budget and discuss with the Executive Committee.

The next meeting with the Executive Committee will be held in Columbus on May 6th.

Committee Reports

1. Meals and Refreshments

Planning for the meals is on hold until the entertainment is scheduled. The Thursday night meal will be served at the Science Center as part of the reception there. A meal will need to be planned for Wednesday evening. Based on the signed contract, it will probably be a sit-down meal at the hotel, beginning at 5:30 or 6:00 p.m.

2. Publicity, Printing and Mailing

This committee will meet in May to begin work on the timeline and responsibilities.

LAC members discussed the conference budget. Last year, the total cost per person was approximately \$100, leaving \$60/person to pay for general expenses. There were 112 full registrations last year, at \$160/each; 31 registrations of \$100/each; and 11 registrations of \$40/each (total \$21,460). Other income was received from the 13 exhibitors, who paid \$250/each for space (total \$3,250).

It was agreed that the LAC should start an expense report to make sure that we stay within the budget. Frank Salak will compile a list of estimated expenditures.

3. Registration and Hospitality

Dave Sauter from Wright State will handle registrations until the week before the conference, when he will turn it over to the LAC. Staffing for the on-site registration will be planned one month prior to the conference, when schedules are firm. People will start arriving at the hotel on Tuesday night.

Julia Ruane was given a copy of the registration form from last year. A list of attendees from last year is being updated for current addresses.

Laura Finson will check with Jackie Smith from the Sheraton to determine when room reservations can be made. Since the meeting, Laura received confirmation from Jackie that room reservations can be made now since the rooms have been blocked off for the conference.

4. Entertainment and Special Events

The reception at the Science Center on Thursday evening has been approved. The cost of this reception will be \$5,422, less a \$1,000 donation that has been received. This is \$873 less than last year's cost of \$5,295.

Inquires were made from Cleveland Speaks into the possibility of hiring Jane Scott, Plain Dealer Rock Critic, as a speaker. The cost of hiring Jane Scott is \$800, with half being paid up-front. In the event of a cancellation by the speaker, Cleveland Speaks will do their best to replace your speaker with a similar one. In this case, it would probably be Michael Stanley (musician and local d.j.). The LAC co-chairpersons will check with the Executive Committee on May 6th and, if approved, will request a check for \$400 as the down payment for Jane Scott. Tracey Cooper will check with Cleveland Speaks to see if she can preview Jane Scott's presentation.

Entertainment for Wednesday evening was discussed. Dr. Simpson, President of Tri-C's Eastern Campus, may be able to obtain discount tickets to the Rock and Roll Hall of Fame for OACRAO members who wish to visit. Laura Finson will check into this.

For those who wish to stay at the hotel, movies and games are being planned. Four to five different movies can be shown in the conference rooms. A euchre tournament and board games can be planned. Letters soliciting door prizes will be sent out in early May.

5. Physical Arrangements

A floor plan has been obtained from the hotel. Tom Steffan and Sue Lindsey will schedule a visit to look at the space. The exhibitors want a larger space than last year; the open area near the ballrooms will be examined for this.

6. Exhibitors

Three confirmations have been received. Five letters of invitation were returned because the contact person is no longer with the firm. They were sent out again without the contact person's name. A minimum of 12 exhibitors is hoped for. Exhibitors have until the end of the month to respond. Reminders will be sent out. Jack Webber from Prudential has indicated an interest in sponsoring something for the conference; name badge holders are a possibility.

The following give-away items from Kondik Advertising were reviewed:

- Tote bags (3 kinds)
- Plastic and paper bags
- Small and large folios (with and without zippers)

Price quotations were distributed. After much discussion, the group liked the inexpensive tote bag best (others were too large or too feminine), and the small folios with pad, pen and zipper. The preferred color on the bags was red, and on the folios it was black. These items should come in under budget. Both items can be imprinted with the conference logo and/or the logo of a sponsoring exhibitor. The committee needs to know how many items to order. Instead of ordering pens, it was proposed that pens be donated from the various schools represented on the LAC.

Name badge holders were also reviewed; the group preferred the color red for these holders. The Publicity, Printing and Mailing Committee will be in charge of making the nametags to go in the holders.

Sue Lindsey inquired whether the food for the afternoon break and exhibitor reception should be ordered by the Exhibitor Committee, or whether it would be ordered with the rest of the meals. It was agreed that all the food would be ordered together by the Meals and Refreshments Committee. A preliminary cost estimate for the afternoon break is \$600 and \$1,000 for the exhibitor reception. Last year's costs were \$618.75 (\$3.75 x 165) for the morning exhibitor break and \$866.25 (\$5.25 x 165) for the exhibitor reception.

Donations from exhibitors last year included \$400 for tote bags and 4 donations of \$200 each for food. Sue Lindsey will provide exhibitors with options for sponsorship. In return for sponsoring something, the exhibitor should be offered signage and announcement of the donation. Julie Ruane will contact Keith Miles of SCT to request a donation.

Next Meeting

The next OACRAO Conference LAC meeting will be held on **Thursday, May 23rd, from 2:00 - 4:00 p.m., at Cuyahoga Community College, Metropolitan Campus.** A reminder will be sent out containing the building and room location.