

Minutes
OACRAO Executive Committee

June 24, 2002 9:55 A.M. – 3:15 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; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Guests Present: Laura Finson; Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC; Brad Myers, GRL

President Martha Hicks opened the meeting with a welcome and shared a Columbus Dispatch newspaper article about Jane Scott, Cleveland Rock Critic, who will speak at our Fall Conference.

Items of Business

1. Report of the Secretary:

-Ray distributed copies of the 5/6/02 Executive Committee Meeting Minutes. The minutes were reviewed and a motion was made by Dick to accept and seconded by Mindy. The minutes were approved as submitted.

-Ray reported on the Communications Committee. Progress has been made on updating the website and dividing the state into regions in order to collect information for the newsletter. Committee requested clarification on their role in developing the handbook. Executive agreed that it should be a small brochure with general info suitable to give to anyone, school or person, thinking of joining. It should contain things like our mission, objectives, eligibility for membership, etc. Timeline for a first draft is the November meeting.

2. Report of the Treasurer:

-Sharon distributed copies of the Summary of Operating Accounts for May. Balance in the account as of 5/31/02 was \$2,417.95. Assets as of 6/1/02 (sum of operating account, scholarship fund and CD interest) was \$31,450.90.

-Announced that reimbursement rate for mileage increased to 36.5 cents/mile (up from 34.5 cents) as of January 1. Sharon will e-mail members who are eligible for reimbursement and only reimburse those who request it.

-Frank questioned an \$800 expense for the Fall Conference and Sharon indicated that it was the deposit for the Great Lakes Hospitality Event.

-Sharon sent \$50 in memory of Brenda Ashford (AACRAO Executive) to the Leukemia/Lymphoma Research Society.

3. Report of the President-Elect:

-Allen reported that there was no update on the Great Lakes Conference. He expects to get commitments from the other states in the next two months; Ohio and Indiana are already participating.

-Discussed the funding of current president to attend AACRAO. Allen surveyed other states for current practices and received 25 responses—15 do pay expenses (5 100%/10 partial). Ray made a motion to fund both the president and president-elect's registration fee to AACRAO. Don seconded.

-Allen suggested that we make available a certificate recognizing that individual schools are members of OACRAO. Sharon volunteered to come up with a draft statement and will share with Executive.

4. Report of the LAC committee: (copy attached)

-Laura asked about the possibility of moving the Wednesday dinner to an earlier time in order to give participants a chance to spend time at the Rock & Roll Hall of Fame. Suggestion was made to determine if the tickets are valid for all day and then just encourage attendees to go on their own time.

-Discussion on the "technology room" and the significant cost increase over last year. Suggestion

was made by Don to utilize the hotel's "business center" facilities instead of paying extra for a technology center. Will check with the hotel to determine the standard package available and then proceed accordingly.

5. Report of the V.P. for Programs:

-Don distributed the latest proposed program with tentative sessions listed.

-Discussion on the Ohio Transfer Council and Linda Wahn offering a pre-conference workshop. Long term we would like to incorporate the group into existing OACRAO activities.

-Don indicated that Chapel Studios will underwrite the cost of the reception (\$900) in lieu of waiving their \$350 membership fee. Much discussion ensued as to the future implications of doing this.

Don will contact Phillip Henry about presenting at the conference. Sharon recommended that we pay him a presenter fee in lieu of waiving his registration.

6. Report of the V.P. for Workshops:

-Mindy reported that 50 people have signed up for the Residency Workshop, which has the same format as last year.

-Support Staff Workshop in August will be a combo FERPA & FISH/Customer Service Workshop. Paul Taylor has not responded to follow up request from Mindy; she will try once more.

-Pre-Conference Workshops: Mindy indicated that they are trying to stay with only four but could offer five. Tentative ones are: "FERPA and a Sandwich"/Brad M, "Communication Styles"/Anthony Zupanic, "Fraudulent Records", and "SEVIS/INS".

7. Report of Government Liaison:

-Brad Myers discussed the organizational structure of AACRAO including the articles of incorporation and bylaws. Along with the incorporation guideline put out by AACRAO, these would serve as a basis for creating a draft of our OACRAO incorporation document. He indicated that OACRAO's current constitution formed the basis for the draft document and asked for feedback from Executive. A revised draft of the current constitution was given to Brad and he will incorporate the revised constitution into the incorporation draft. He will then get back to the Executive taskforce and set up a formal review.

8. Report of V.P. Membership Development:

-Mindy reported for Bob and indicated that they are scheduled to meet at Brad Myers' on 6/7/02.

There

will be two priority items: (1) sessions to be held at the Fall Conference; (2) reaching out to new members and determining who should be included. Mindy will report back to executive with further info.

9. Report of the President:

-Martha reported on the Scholarship Committee and their reply to Executive's request to prepare a proposal on future funding initiatives. Much discussion followed as to the specifics of fund raising activities, amount and number of scholarships awarded. Martha has agreed to respond to the items raised in the document in a way that summarizes Executive's current philosophy in regards to these issues. Executive needs to clarify its expectations and/or decisions so that the Scholarship Committee can proceed accordingly or change plans as needed.

-Shared name changes for two institutions: (1) Lima State to James A. Rhodes and (2) Mt. Vernon Nazarene College to Mount Vernon Nazarene University.

10. Next Executive Meeting Date/Location:

-Next meeting August 5 at Scottie MacBeans

-Meeting adjourned at 3:15 P.M.

Respectfully submitted,

Ray Elash, Secretary

6/24/02

