

Minutes
OACRAO Executive Committee

August 5, 2002 10:00 A.M. – 3:00 P.M.
Location: Westerville Public Library, Westerville, 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

Absent: 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 and explained the need for a change of meeting venue on short notice (Scottie MacBean's was closed this week and their alternate location was too small).

Items of Business

1. Report of Secretary

-Ray distributed minutes from the 6/24 meeting. The minutes were reviewed and a motion was made by Martha and seconded by Dick. The minutes were approved as submitted.

2. Report of the Treasurer

-Sharon distributed copies of the summary of operating accounts for June and July. All accounts are up-to-date. The balance in the following accounts as of August 1: Operating Account \$4,272.19, Scholarship Fund \$8,281.47, Certificate of Deposit \$20,751.48. Current OACRAO assets stand at \$33,305.14. One membership has already been paid for next year (Davis College). Sharon will send out billing notices for next year later this month due to the fact that she will be on vacation for the next two weeks. Sharon also noted that we have received a \$1500 check from the Cleveland Consortium to be used for expenses at November's conference.

-Membership certificate discussion: Sharon developed a draft of a certificate that could be made available to members. Allen suggested that we refer it to a committee in order to work out details and distribution logistics. M&M committee was suggested as a good starting point for development.

3. Report of VP Programs

-Don distributed a draft of the sessions to be offered in November. He especially attempted to offer an interesting session on Friday in order to entice more members to stay rather than to leave early. Discussion followed as to the best days and times to offer the various sessions planned. It was proposed that an attempt be made to move certain sessions in an effort to maximize one-day attendance for those interested in attending only one day.

-Mindy asked about the new member orientation and suggested a realignment of the Wednesday afternoon sessions in order to accommodate the orientation (need one hour from 5-6 p.m.). Plan is to reduce the OACRAO town meeting to 30 minutes instead of 60 and the AACRAO reps report will be given during the dinner.

-Michael McKee, Psychologist at the Cleveland Clinic was proposed as a speaker for the closing session on Friday. Topic – Job Burnout/Multi Tasking.

-Don distributed a proposal from a group from North Carolina (Mentor) to determine if there would be interest in having them do an exhibitor session on student access.

-Need to finalize session topics and titles by August 20 to LAC. Final sessions with descriptions of each can come later.

4. Report of VP Workshops

-Mindy stated that the Residency Workshop had 47 attendees; she distributed evaluation sheets which

show a very favorable response. The upcoming FERPA/Fish Staff Workshop currently has 40 attendees confirmed.

-Mindy reported that there would only be two pre-conference workshops in November instead of the four that were planned. Workshops on SEVIS and Communication Styles were cancelled. She will get more detailed info to LAC in time to publish the program. The noon luncheon on Wednesday will be a box lunch so as to allow attendees for FERPA time for discussion.

5. Report of LAC Committee (copy attached)

-Laura reported that the committee met August 1 and the next meeting is scheduled for September 5. Martha volunteered to send out a motivational message to LAC members encouraging them to apply extra efforts in the next few months since much work remains to be done and all members need to do their fair share of work.

-Laura received a letter from Mary Southards concerning their role and duties at the conference. Question raised as to when scholarship recipients will be recognized? Winners will be announced at the Wednesday dinner.

-Frank reviewed the proposed menu for each of the days' meals and the cost associated with each. Total conference meal costs are expected to be about \$17,000. Frank also provided a summary expenditure list detailing current itemized costs and estimated income from the various categories.

-Sammy listed a summary of action items required from Executive along with deadline dates items are to be provided by. Executive agreed to provide items in time to meet the printer's deadline. Packets are expected to be mailed to members by 9/13.

6. Report of the President-Elect

-Allen has attempted to contact the Indiana Rep about the Great Lakes Conference and hasn't received any response as of yet.

-Reported on the Budget committee and indicated that they will prepare a proposed budget for the OACRAO conference. A draft of the budget is expected by 9/30.

7. Report of the VP Membership & Mentoring (copy attached)

-Mindy (subbing for Bob) reported that the main discussion topic at the meeting was the mentoring program and how it will be promoted and administered. Discussed various activities scheduled for the new member orientation. Mindy proposed that Executive provide a gift to a new member as recognition/participation in activities. Dick made a motion to offer one free OACRAO registration fee to the new member winner of "OACRAO bingo". Martha seconded. A certificate will be given to the winner to be sent in/redeemed with their registration.

8. Report from the Past President

-Dick distributed a draft of the Constitution that was proposed at the February Retreat. He reviewed each of the proposed revisions contained in the articles. Discussion on the items were tabled until a later date so as to allow Executive time to study the document.

The incorporation document prepared by Brad Myers was also discussed. It was agreed that these are constantly changing documents and as such, the first step is to revise the Constitution sufficiently that it can be rolled into the incorporation document if membership votes to incorporate.

-Dick reported on the progress of the Nominations Committee. They are actively soliciting nominations from members for President Elect, Treasurer, and VP Workshops. Dick will submit further info on this process in the September Newsletter.

9. Report from this President

-Martha has no report.

10. Next Executive Meeting Date/Location

-Next meeting September 30 at Westerville Public Library.

-Meeting adjourned at 3:00 p.m.

Respectfully submitted,
Ray Elash, Secretary

