

Minutes
OACRAO Executive Committee

September 30, 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

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

President Martha Hicks opened the meeting with a welcome and a reminder that this will be the last meeting before the state conference. She then asked for any announcements. Allen mentioned that he returned from a consulting visit to Utah State where Glen Davis is now the Registrar. Glen sends his greetings to all his Ohio friends. Larry Terrell is retiring from Northern Kentucky University on October 28. Mindy announced that Lorinda Bishop is leaving Owens to become Registrar at University of Toledo.

Items of Business

1. Report of the Secretary

-Ray distributed minutes from the 8/5 meeting. The minutes were reviewed and a motion was made by Dick to accept and seconded by Don. The minutes were approved. Ray then distributed a copy of the OACRAO Brochure designed by the Communications Committee. Comments from Executive members were all favorable and it was agreed that the brochure would be distributed at the conference in November.

2. Report of the Treasurer

-Sharon distributed copies of the summary of operating accounts for August and September. All accounts are up-to-date. The balance in the following accounts as of October 1: Operating Account \$8202.75; Scholarship Fund \$6081.47, Certificate of Deposit \$20,751.48. Current OACRAO assets stand at \$35,035.70. A detailed report of the scholarship fund reflected the five \$500 scholarships awarded for 2002 and a balance currently of \$6081.47. Question was raised as to the amount earmarked for scholarships in 2003 from the Executive Committee. It was confirmed that the amount was to be \$1500.00.

-Sharon submitted a proposed budget for 2003 that will be presented at the November conference. Laura asked how the figure of \$23,000 was determined for the 2003 conference saying that the amount appeared to be low. Sharon explained that the estimate was based on the 2001 conference in Columbus. Cleveland expenses are expected to be higher and that this budget is just an estimate of expenses/income used for planning purposes. Budget discussion is scheduled for 11/7 with approval 11/8.

-Sharon indicated that approximately 50% of the dues for next year have been submitted. Approximately 50% of expenses have been spent and all bills are up-to-date. All scholarship notifications and checks have been sent.

3. Report of VP-Programs

-Don distributed the proposed program with revisions and summary sheet. He related the proposed changes to the program and asked for a listing of computer vendors who would be listed in the "Birds of a Feather" session.

-Don asked for an update on the possibility of Phillip Henry from the University of Belfast presenting a session or participating in multiple sessions as a way of enriching the conference with an international perspective. It was decided to slot him into existing sessions rather than as a new one.

-Procedure for Certificates of Appreciation were discussed. David Axsom of Ohio University will print them and Dick will do the awarding. He clarified who will receive them—Executive members leaving their position, honorary members (if any) and awards (if any).

-Don reminded everyone of our project to redo the OACRAO logo and proposed that we announce this at the conference and solicit schools to participate.

-Martha will review the summary sheet over the next month and e-mail other committee members as to their duties and responsibilities.

4. Report of VP – Workshops

-Mindy reported that the Support Staff Workshop held on 8/14/02 at Younkin Success Center on the Ohio State University campus was a success with 73 participants and positive feedback.

-Pre-conference workshops; only two scheduled: Brad Myers/FERPA and Linda Wahn/Transfer Issues.

-Summer workshops generated \$4100 and the FISH workshop generated positive feedback with several schools implementing it in their offices.

5. Report of the LAC Committee (copy attached)

-Laura reported that the shirts and logo ordered for the conference will be distributed Tuesday evening. Some expenses such as postage, copies, etc. will be absorbed by Laura's school, so the budget isn't accurate since expenses will be less.

-Breakout rooms – Five will be needed for each session.

-Vendors/Exhibitors: 14 have signed up.

6. Report of Membership & Mentoring Committee

-Mindy indicated that the M&M Committee is currently working on putting together all the details for the New Member Orientation session at OACRAO '02. LAC will be notifying the committee of all new members/first-time attendees as they register so that the committee can put them together with a mentor prior to the conference. We have only had two people outside of the Executive Committee and M&M Committee volunteer as mentors, but the committee feels that will be plenty for this first year. Expectations of the mentors include contacting (either via email or phone call) their mentee prior to the conference to "introduce" themselves and to encourage the mentee to attend the Wednesday lunch and New Member Orientation session. The mentor will then be expected to attend both of these events with their assigned mentee and to be available throughout the conference to provide assistance. After the conference is over, the M&M Committee will develop a conference evaluation form specifically geared for the new folks and will ask the mentors to email it to their mentees to solicit feedback.

7. Report of President-Elect

-Allen reported that Marian Hogue accepted the nomination as President-Elect. He indicated that he has briefed her on the upcoming activities and the Executive retreat scheduled for January/February.

-Corresponded with Indiana and Michigan reps about the proposed joint conference in 2004. Indiana is participating, Michigan is not. Wisconsin and Illinois have yet to respond and appear not to be interested.

-Allen plans to attend the Indiana conference in October.

-Allen solicited feedback on future sites for the 2005 conference. Cincinnati and Columbus have indicated an interest in hosting it.

8. Report of Past President

-Dick presented the list of new officers from the Nominations Committee. They are:

President-Elect Marian Hogue

Treasurer Kathy DiFranco

Vice President/Workshops Amy Adams

Vice President/Membership Development Mindy Starcher

Past President Dick Carpenter

-Discussion on appointed vs. elected members: Consensus is that Executive doesn't violate Constitution bylaws by appointing replacements: The Nominating Committee will propose all of the candidates for election by the members.

-Dick will check on available dates for the retreat so as to accommodate the new members and will e-mail everyone the final date as well as the date for the annual Planning Meeting.

-Incorporation document: much discussion on the proposed changes being made, communication to the membership-at-large, proposed dues structure, and the number of voting members per institution. Executive doesn't feel prepared to answer all the issues related to the incorporation proposal at this time.

As a result, the Incorporation Taskforce will go back and draft a document of reasons for incorporation which will then be presented to the members at the Town Meeting in November.

9. Report of the President

-Martha reminded everyone of the newsletter deadline and encouraged members of Executive to submit articles.

-Martha proposed that, in an effort to improve communications, a meeting should be held between members of Executive and the committee chairs shortly after the February retreat and the Program Planning meeting.

10. Next Executive meeting date/location

-Tuesday, November 5, 6:00 P.M. OACRAO Conference – Cleveland

-Meeting adjourned at 3:00 P.M.

Respectfully submitted,
Ray Elash, Secretary