

Minutes
OACRAO Executive Committee

November 4, 2003 7:00 P.M.– 8:30 P.M.
Location: Crowne Plaza Hotel, Dayton, Ohio

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

Guests Present: Dave Sauter and Bob Kubat, Co-Chairs LAC

President Allen Cole opened the meeting with a welcome and indicated that the focus of the meeting was to step through the planning grid provided by LAC so that as many details as possible would be taken care of prior to the start of the Annual Conference.

Items of Business

1. Report of the Secretary

-Ray distributed copies of the minutes of the 8/14 meeting that were previously distributed electronically and asked that they be approved. Dick motioned approval and Marian seconded with an amendment that the minutes reflect a change since the 8/14 meeting. Michael George, who was to serve as President-Elect, resigned due to taking a Registrar position out of the state. Connie Goodman was selected to succeed him.

-Question was raised as to whether or not the Communications Committee had provided brochures describing the Ryland & Parker awards for distribution to members. Ray indicated that the brochure had been created and would be made available.

2. Report of the Treasurer

-Kathleen presented the Fiscal Report Summary as of 10/31/03 which will be shared with the members at Thursday's business meeting.

-Kathleen distributed copies of the Summary of Operating Accounts for October. All accounts are up-to-date. The balance in the following accounts as of October 31: Operating Account \$34,015.02; Scholarship Fund \$7,373.76; Certificate of Deposit \$10,627.87. Current OACRAO assets stand at \$52,016.65.

-Kathleen reported that 77 institutions had paid membership dues so far. She will follow up with a second notice to those schools that have not yet paid.

3. Report of VP Workshops

-Amy reported on enrollment for pre-conference workshops: SEVIS Workshop has 10 signed up and "Communications Changing the 21st Century" has 14 signed up. Amy asked that Executive approve one night lodging at the Crowne plus mileage for the two SEVIS presenters. Executive agreed to approve the additional expense.

4. Report of LAC

-No formal report was given other than a step-by-step review of the planning grid provided by Dave. All details were accounted for and should emergencies occur, a plan of action and LAC member responsible was discussed. All agreed that the conference was on target to start successfully.

5. Report of VP Membership & Development

-Mindy reported that 30 new members have been matched with mentors. She then reviewed the activities for new members and indicated that everything was ready for the new member orientation on Wednesday.

-Mindy distributed a list of new members who attended in 2002 and have returned for 2003 and a list of the 2003 new members.

6. Report of Past President

-Dick reported that the slate of officers for 2004 has been set and will be distributed to members for voting. Ballots for the election are done and have been put in packets.

-Executive members completing their term of office will be recognized and presented with certificates at the Friday breakfast meeting. Honorary members will be recognized and presented certificates at the Thursday luncheon meeting.

-Articles of Incorporation revisions have been made based on member feedback and FAQ has been posted on OACRAO website. Expect questions from members at the town meeting.

7. Report of President Elect

-Marian submitted the proposed 2004 operating budget for review and will present it to membership at the Thursday luncheon meeting.

-In the absence of the Audit Committee Chair, Marian volunteered to give the Audit Committee report at the Thursday meeting.

-Marian announced that we again have representatives from the Indiana Executive in attendance at the conference and encouraged all to make them feel welcome and to exchange ideas for the upcoming 2004 joint conference.

8. Report of the President

-Allen gave updates on plans for the 2004 joint conference and reported that he and Marian attended IACRAO's conference in October.

-Allen reviewed the agenda/itinerary for the conference one last time and confirmed duties of each Executive member for the next three days. He reminded Executive to wear their "flight shirts" all day Wednesday as a way of showing support for the conference.

9. Other Reports/Announcements

-There were none.

10. Next Meeting

-No definite plans for a next meeting were made. Currently there is no plan for a December transition meeting but a plan is being developed to meet with Indiana representatives for a joint meeting at a time and location to be announced.

11. Adjournment

-The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Ray Elash, Secretary

11/4/2003

