



## Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

January 18, 2019  
The Ohio State University

Participants: Aftan Dewese, Dan Kall, Chris Dorsten, Justin Weimer, Sue Shepherd, Bob Bulow, Beth DaLonzo

Not present: Sun Jamerson

Sue called the meeting to order at 10:10AM.

- Welcome
- Approval of November Board meeting minutes:
  - Motion to review minutes made by Sue, seconded by Chris. Unanimous approval of minutes.

MemberClicks update:

- Sitting at status quo – no major updates have been made. Just small, normal web updates.
- In the event there are charges from MemberClicks associated to our account, AACRAO said they would transfer funds to us on a scheduled basis for reimbursement.
  - For Aftan, bank card settlements being deposited into the checking account are difficult to determine what they are for. There's no clear information in the statements and/or the online banking tool to decipher what specifically these are made for.
  - It was determined that these are from MemberClicks. Aftan/Bob will work to clarify what these are for.

AACRAO Annual Conference:

- Chris is planning the OACRAO dinner for AACRAO. He is working out location while keeping a reasonable budget in place.
- For the award presentation to OACRAO for OSI, Chris/Sue will work together to write a summary and Chris will be present to receive the award.
  - Will see if we can get a reference to Dan/Deb in attendance to recognize their work for the original submission.
- For March, Justin will do a splash on the newsletter and social media for Jack becoming president-elect for AACRAO.

#### Workshop and Webinar Update:

- Webinars would ideally be quarterly meeting, but for the interim will be realistic for how often during initial implementation.
  - Whoever is hosting it will need to create a meeting and send out a meeting request.
  - Just need to determine who the presenter will be and then determine the technology available on their campus to do the webinar.
  - First webinar idea could focus on OACRAO 101 with Beth/Chris as presenters.
    - Talk about the association, what resources it provides, understanding the value of being involved in a professional organization.
  - Other possible webinar topics: PLC goal session; transfer bill of rights; one of the conference sessions that were well-received and/or what people suggested they want to see next year.
  - Potential for doing staff development workshop and add a new member workshop for the morning.
    - This would get OACRAO 101 to be an in-person workshop.
    - Possibly split those participants off into the afternoon sessions for staff development; or use the morning speakers to provide sessions for new member participants in their separate room.
  - June 3 or 4 for potential dates for residency, July 15, 16, and 17 are potential dates for staff development. (Note, we have a Board meeting on July 19.)
- OACAC is interested in collaborating with us, but needs to provide Beth the contact information for who to connect with.

#### Transcript of member activities:

- The transcript of what everyone has done for participation with OACRAO was being worked on by Carol Jones.
  - It's undetermined if this is current.
  - In the past, Dave Sauter had been the archivist, which is why it fell onto Carol's plate.
  - Sue will reach out to Carol for this and any additional information.

#### Hiring casual employee:

- Beth reached out to the executive secretary for OACAC for her position description, but she has not responded. Once received, Beth will forward to the group.

#### Scholarship committee update:

- Kimberly said they're running behind.
- 149 applications received and have been sent out to the committee for review.
- Sue will follow-up with Kimberly to see what the timeline will be, etc.

#### GLACRAO / Major City for OACRAO Update:

- Some surrounding states are interested in being involved in 2022.
- Discussion if it should be something we pursue again and the struggles behind it all.
  - Location would be difficult because of increased costs and uncertainty regarding meeting targets.
  - Is the benefit enough for us to worry about collaborating; or would it be better to just invite other states to our conference and keep planning our own?
  - Would need to work with the other states' Boards to be aware that most people on current Boards will not be by 2022.
  - Maumee Bay would be the only state-park option that could be viable if we were to host, and if we made it clear that we would remain in our cycle.
- An alternative option:
  - Invite Michigan ACRAO to OACRAO for this year in Maumee Bay and see how it goes – will take care of all of the logistics.
- For a larger city for OACRAO, the Board needs to have the conversation with membership that is has been a topic of discussion.
  - Need to inform membership of realistic price increases that would stem from the move to a major city.

#### **Board Reports:**

##### Past-President – Beth DaLonzo:

- Provided timeline to Sue for her previous President role.
- Provided updated list of committee volunteers.
  - Have reached out to chairs for committees, and am waiting to hear back from people.
  - Beth will maintain the spreadsheet which will be accurate.
  - Bob will make changes to reflect the spreadsheet changes on the web.

##### Vice President, Program – Bob Bulow:

- Rooms are all reserved for Mt. Carmel for the program planning palooza.
- Will be more clear and concise about expectations walking away from that meeting.

The group broke for lunch at 11:55AM.

The group reconvened the meeting at 1:12PM.

##### President-Elect – Chris Dorsten:

- Working on compiling list of restaurants associated to the hotels, but coming up with pricier options. Will revisit options to stay more in line with costs.
- Jayme is working with AACRAO for Government Relations.

##### Treasurer – Aftan Dewese:

- Distributed packets:

- 2016/2017 full expense list with categories to provide context for the expenses that were paid out.
- Group will review and digest, and let Aftan know if there are additional questions.
- Still digesting how to work with Quickbooks to get the best out of the reporting and categorization functionality.

Secretary – Justin Weimer:

- Status quo for role with newsletter. Social media and newsletter article ideas are always welcome.

Note – Dan Kall update provided during webinar/workshop discussion earlier in meeting.

Justin motioned to adjourn; seconded by Chris. The meeting ended at 1:43PM.

**Next meeting: February 15, 2019 at The Ohio State University**