



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

July 19, 2019
The Ohio State University

Attendees: Justin Weimer, Chris Dorsten, Aftan Dewese, Beth DaLonzo, Dan Kall, Sun Jamerson, Bob Bulow (called in)

Not present: Sue Shepherd

Guests: Molly McDermott (called in), Jack Miner

Chris called the meeting to order at 10:01am.

- Welcome
- Approval of June Board meeting minutes:
 - Motion to review meeting minutes made by Beth, seconded by Bob.
Unanimous approval of minutes.
- MemberClicks:
 - Sun needs to ensure MemberClicks has updated institutional membership fees for '19-'20 membership year.
 - Also need to investigate if MemberClicks can do the survey for nominations and elections in place of SurveyMonkey for Beth.

LAC Update:

- Will have preconference activities locked in by next week.
- Checking with Bob – is registration ready to go?
 - Registration is open, and people can register.
 - Still missing workshop descriptions. Dan emailed presenters on Thursday for titles and descriptions and hopes to have next week for website.
- Pre-conference activities: horseback riding, trail walking, golfing, and wine tasting.
- Hotel rooms reserved in for Tina/Sue.
- Wednesday activities are booked: movie night or bon fire.
 - Salt Fork asked to show the PG option of the movie selections due to family friendly viewing area, which aligned with LAC's selection of Secretariat based on having seen the movie before.
 - Salt Fork will bring a bar down to movie / bon fire area.
 - There is a contingency plan if it rains (indoor viewing area).
- Thursday: DJ and photo booth are booked. LAC members will be reaching out to Aftan for credit card information.

- LAC has conference call scheduled for next Friday.
 - Only LAC members going to Salt Fork will be meals committee due to a slight change in their offered menu.
- Another member of LAC is down for technology (Dustin Kuhn). Beth will remove from master list.
- Conference bags are ordered.
- Plan to offer nature walks on Thursday and Friday morning.
- Is there anything needed from the Board / Sue?
 - Sue wants to have the President's reception on Tuesday outside with drink tickets.
 - Otherwise, nothing else needed from Sue and/or the Board.

Molly left the meeting after LAC update.

Board Reports:

President – Sue Shepherd (via Chris / email):

- Review of the administrative assistant position:
 - Any edits or questions?
 - No big concerns about the overall PD; no overall thoughts that may be a hang up for the PD overall.
 - May need to add a qualifications section for the PD to add in technical experience such as Microsoft Office, Quickbooks, Google Docs, etc.
 - May need to list in the PD that the Board will make a joint hiring decision.
 - Suggested to add in a sentence within the PD or newsletter article to apply via resume/cover letter directly to Sue.
 - Need to have a deadline for first-consideration of application, for instance a 3-week window.
 - Ideally, we would like to interview these candidates during Sept. 13 meeting if there is a strong candidate pool and if timing works out.
 - If there are any other changes, let Sue know.
 - Next steps – have a newsletter article run for the August 2019 newsletter introducing the idea and asking for applications. Ideally, we would have someone in place by the conference.
 - Sue will be assigned to write the newsletter article due to this role ultimately reporting to the President.
- No other updates provided from Sue to Chris to provide to the Board.

Vice President, Program – Bob Bulow:

- Master schedule for the conference with sessions, presenters, and time slots is finished. Will work on updating website to post it.
 - Room assignments still need to be completed – hesitant due to some of the sizing of some of the smaller rooms. Will work with Molly/Carol on room setups.
- Looking at timeline for actual printed booklet – consensus is do not need to worry about going to print until mid-September.

- Question to the Board – does it feel right to charge someone conference registration for one-day registration even though they’re presenting 2 of the 3 sessions, and attending pre-conference workshop that will be comped – do we make this person register for the one-day?
 - Overall, Board consensus is that it is not fair to make the participant register for the one-day registration.
 - Bob will work with Molly/Carol to make sure this is taken care of.
- Sun – institutional membership questions:
 - Checking with Bob to get the dues increase input into MemberClicks.
 - The emails should go out July 31 or Aug 1 for institutional memberships.
 - Bob will look around to see if he can locate where within the system to update dues.
 - Bob/Sun will work on updating the membership renewal email for updating the content, itself.
- Question for the group – should there be a statement to capture if anyone needs a specific ADA-requirement on registration forms:
 - Could take a more conservative approach and put a statement to contact whomever but emphasize we cannot guarantee we will be able to fulfill all requests but will make all efforts to do so.
 - Agreement that we go this route – Bob will update the forms to include this statement.

Past-President – Beth DaLonzo:

- Presented the slate of Board nominations for open roles; and for Nominations and Elections committee.
 - Beth will begin working on prepping the information to go out to the membership for voting.
 - Reminder, this email goes only to voting members Beth will work with Sun to get membership list to send via the survey tool she decides to use.
 - The newsletter article will be for September.
- Beth presented the name of the Nominations and Elections Committee nomination for the Linus J. Ryland award:
 - Motion to vote to approve nominee for award made by Justin, seconded by Sun. Vote was seven in favor; one not in attendance.
- By-laws:
 - Dues:
 - Doesn’t appear to be any need for by-laws changes since they just say the Board can set the dues.
 - New position:
 - Doesn’t need to specifically call out a separate role, but adjusted the Board oversight of what they’re responsible for under Article 3, Section 2 – Duties of the Board. This change is in the general responsibilities.
 - Will also add grace period statement; and information about a member who has left their institution.

Vice President, Workshops – Dan Kall:

- 67 participants at the combined OACAC/OACRAO workshop. Bob will be posting presentations to the website.
- Newsletter articles for staff development and combined workshop will be in July newsletter.
- Will work with Megan from OACAC to reconcile split costs associated to the combined workshop.
- Staff development workshop had 72 participants and 7 no-shows. Dan will be distributing presentations and have Bob post to the website.
- One of the presenters from staff development was suggested by participants to offer a pre-conference workshop – consensus from Board was not to pursue this.
- OSI question – Dan wanted to confirm dates and location at Mohican. Dan will check with Sue.

Treasurer – Aftan Dewese:

- Scholarship committee will be getting together to compile baskets / auction items for the conference.
- Aftan will send Dan donation solicitation letter.

Secretary – Justin Weimer:

- Proposed the thought of increasing staff development workshop costs \$15 to try and come out more cost-neutral for the event.
 - Consensus was yes, we should pursue this but analyze difference in registration numbers to ensure we're not losing our intended audience.
- Justin will look to see if OACRAO can cover CampusParc single-exit vouchers upfront so that OSU isn't specifically responsible for funding those.

The group broke for lunch at 11:50am.

The group reconvened the meeting at 12:42pm.

Vice President, Membership – Sun Jamerson:

- Membership and Mentoring Committee is meeting set on July 24.
 - Will discuss new member ideas; finalize business card holder and order; and remind folks about outreach efforts. Will also discuss dues process and timelines.
 - There are 20 schools that still haven't paid, and consensus is to remove their access to the list-serve, inactivate them from the website, etc. No need for additional follow-up communication.
 - Will be emailing mentors in August so they will be locked in to attending the conference.

Old Business:

- On/Off-boarding:
 - Still worthwhile to try to have the newly elected Board meetings pending Beth working this into the timeline.

- Beth will send out voting slate in mid-August, with 2-week voting period. With this timeline in mind, we would like to include the onboarding Board members for the September 13 meeting and the October meeting at the conference. Goal is to provide them save-the-dates for this.

OACRAO / AACRAO Relationship Conversation with Jack Miner:

- Background:
 - When AACRAO did a significant cost increase for institutional membership and then aligned membership raises with CPI, AACRAO wanted to make an investment back into the state/regional organizations.
 - About 11k AACRAO members, not including the reach that state/regionals have in their respective memberships.
 - Reinvestment back into state/regionals stems from their pain points of infrastructure management.
 - State/regionals were also struggling to get volunteers to serve on their Boards; not enough presenters volunteering; etc.
 - When thinking through all of these issues, also realized that there was no formal agreement between AACRAO and the respective state/regionals.
- Rude awakening experience of these state/regional organizations is that these are real non-profit organizations that are being run, and they need to be run professionally – this agreement process would really enable good governance of AACRAO to help with the foundation of these groups.
- The anticipation of AACRAO is that the vast majority of state/regionals will agree to be an AACRAO Partner:
 - From OACRAO's perspective, we only need to provide one article a year for a newsletter contribution. It could be something from some currently involved AACRAO member who is a part of OACRAO, etc.
 - Other piece – sharing out information from AACRAO to our membership via newsletter, list-serve, etc.
 - Membership roster piece:
 - Sharing of the membership rosters, and looking at an opportunity to connect with everyone to see how they are involved and how are they engaging within the profession – are they opening newsletters, going to state/regional conference rather than national conference, etc.
 - When ready to sign-up, AACRAO will work with groups to get the infrastructure that they may still need.
 - Consensus that the Board feels that the AACRAO Partner decision is the correct one. In attendance group voted unanimously in support of Partnering with AACRAO. Beth motioned for the decision, seconded by Sun.

Insurance Discussion with Jack Miner:

- The Board is covered, but us as an organization hosting and/or sponsoring events, we don't think we're covered.
- What would Jack / AACRAO recommend for insurance coverages for these groups:

- Focus on if something were to happen, what truly is our risk?
 - For alcohol – we may be providing tickets, but we are not actually the ones physically serving the alcohol.
 - Always the bartender / venue liable for when someone has had too much to drink.
 - For drink tickets – the bigger risk would be reputational risk of behavior of conference-goers.
 - If someone were to fall or have an injury somewhere, it is usually a facility issue that would be sued and thus have more inherent risk.
 - The Board insurance is meant to cover things we would be responsible for at the Board level – a decision by the Board somehow harming someone, etc.
 - One thing that is out there is event insurance to cover the event's anticipated income – not really recommended for us since our events do not have circumstances that would result in a last minute cancellation, etc.

Beth motioned to adjourn the meeting; seconded by Sun. The meeting ended at 1:42pm.

Next meeting: September 13, 2019 at The Ohio State University