



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

March 22, 2019
Mount Carmel College of Nursing

Participants: Justin Weimer, Chris Dorsten, Sue Shepherd, Dan Kall, Sun Jamerson, Aftan Dewese, Bob Bulow

Not present: Beth DaLonzo

Program Planning Committee meeting started at 10:08am.

Sue:

- Introduction of the Board; introduction of planning committee members.

Bob:

- Thanked everyone for coming and serving on their subcommittees of the program planning committee.
- Provided overview for the day and the charge for the breakout discussions for each committee.
- Once we leave here – every session will have a committee member attached to it in order to provide accountability and clarity for following up with the presenter to let them know they're presenting; editing the session description, etc.
- In the afternoon, we'll have a wrap-up discussion for the day and next steps.

Board of Director meeting:

Sue called the meeting to order at 10:29am.

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

Board Reports:

President – Sue Shepherd:

- Discussion of insurance policy:
 - Our current policy only provides liability insurance for the professional board members.
 - We may need to re-think where our sponsored meetings are hosted to ensure that this type of insurance that MVNU was requesting isn't a requirement moving forward.

- Discussion on the liability for the committee members and their attendance to the meetings – reminder that we're volunteer based but committee members are employed by universities/colleges who would be liable for any accidents, etc.
- Decision – develop a liability waiver for registration processes to ensure we're covering our bases on online registration moving forward.
- Scholarship Committee:
 - Need to follow-up with Kimberly regarding the process for payment of the OACRAO scholarship. One of the students reached out to Sue/Justin wondering where the payment was.
 - Need to develop a process for payment submission for recipients and connecting with Aftan.
 - Clarification on the liaison role for treasurer in relation to the chair of the scholarship committee and ensuring that there are check-in points to ensure nothing is falling behind.

Past-President – Beth DaLonzo:

- Will begin N&E process and by-laws committee in April.

President-Elect – Chris Dorsten:

- AACRAO is streamlining process for the request process for speakers from AACRAO to come to state/regional conferences.
 - In the next week, send collective responses to Chris based on the print-out for what session topics we would be interested in having attend in October for the annual conference.
 - Hope the process will better align our expectations with the speaker provided by AACRAO.
 - Chris is hopeful to get someone admissions related to hit on admissions sessions since we're typically focused on registrar/IT side of the sessions.
 - Bob – do we think it would be worthwhile to see if the AACRAO rep would want to do a pre-conference workshop?
 - Undecided due to unknown representative we would get so it may be difficult to plan ahead; and if they would have any additional pull for attendance.
- Ohio dinner at AACRAO is at 22 people signed-up for attendance.
 - \$45/per person charge to OACRAO, we charged \$40 per member.
 - Rundown of the offered menu.
 - There was no minimum attendance, so not stressed about that.
 - Will leave the registration link open at the conference for last-minute attendees to pay online prior to attending – not going to accept a check or anyone paying after-the-fact.
 - Sue will send Chris a list of OACRAO members that are attending AACRAO from a data-request from AACRAO.

Vice President, Program – Bob Bulow:

- Optimistic to see how today goes; and see how the next few weeks go in terms of the program planning committee, specifically the admissions committee and the conference session proposals that become verified in participating.
 - Hopeful to get Deb from ONU as admissions committee chair becomes more involved and focused on what her role is.
 - Confident based on last-years admissions topics, and suggestions from Beth that the impromptu committee will be enough to get the committee to develop sessions today.
 - Aftan proposed a session topic of splitting the round-table discussion to be a registrar discussion and an admissions discussion.

Vice President, Workshop – Dan Kall:

- Residency workshop:
 - Michelle from ODHE; and Tracy confirmed that they will be able to present again.
 - Will write up a newsletter article prior to AACRAO to put into April's newsletter.
- Joint-workshop with OACAC:
 - Partnership agreement has been signed.
 - Trying to follow up with OACAC liaison on dates and location that we're planning for. Waiting to hear back.
 - Draft minutes from last one – are we replacing the summer leadership series with this?
 - Focus on the OACAC combined workshop and, pending on who we get as a presenter, we could advertise as summer leadership series workshop.
 - This will be able to take place of summer leadership, so need to purposefully plan a separate summer leadership series.
- Staff development workshop:
 - On the backburner for the time-being due to timing proximity of it.
 - Will plan for early-May to start marketing for this workshop.
- Excited for idea generation today for pre-conference workshop; and potential to use some of these ideas for webinar topics, too.

Treasurer – Aftan Dewese:

- Working with Bob/Sun on data conversion from 123SignUp to MemberClicks, especially with the bank card settlements.
 - Beginning in January – will work to get these payments to match better for what the payments are for.
- Clarified what everyone thought was reasonable to pay for having taxes completed this year – between \$1-200.

Vice President, Membership – Sun Jamerson:

- February meeting with all of the committee members for new members:

- Discussed the new member session that we hosted last-year – session timing and how it went received positive responses, including from a member that attended the session last-year who is on the committee.
- Discussed mentor relationships:
 - Some questions and complaints that some people were not asked to be a mentor. Will make necessary adjustments.
 - 28 clear cases for business card holders – no documentation for who these were ordered from. Is checking with Liz Clerkin to figure out where she ordered these from.
- Some of the committee members went through open invoices and website to determine if the key contact was listed and is still current.
 - Ohio Christian University is listed as in-active institution, but members are still showing up for committee meetings (including today's program planning committee).
 - Working to clean up members who are listed as prospective but are paid.
 - Chris – we should get David to pull list-serve list and cross-reference who is on that list-serve; but aren't paid as institutional members.
 - Overall question – what ramifications should we be enforcing if they're not paid?
 - Eliminate people off of the list-serve when they're not paid because we need to address this.
 - Once we begin forcing people to register for events after logging into the new site to register, this will clean-up the issue because they will need to have been a paid member to sign-in and sign-up for a workshop/event, etc.

Old business:

- For part-time admin role – Cheryl Gloege may be interested since she has recently retired. Sue will reach out to gauge her interest.
 - Hardship scholarship – will take this idea to the past-presidents during the conference in October to see what they think about this idea and see if there's support.
 - Potential to discuss the opportunity to not only cover registration, but potential for hotel reservations due to some institutions not being supportive of covering related travel expenses.
 - Potential to put a link up on MemberClicks to collect donations for this in general.
 - Bob will need to look into tax-receipt for tax write-offs for submitting payments to scholarship via MemberClicks.
 - Consider language in by-laws for the hardship scholarship.
 - Consider a grace-period language for members who lose employment at their institutional membership for the by-laws in relation to committee members.
- Justin motioned to adjourn; seconded by Chris. The meeting ended at 11:49am.

Next meeting: April 12, 2019 at The Ohio State University