



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Minutes

February 22, 2016 – 8:30 AM
Phone Conference Call

Present: Carol Jones, Deb Benton, Liz Clerkin, Beth DaLonzo, David Schneider, Mary Holland, Patrick Beatty, Donna Evans.

I. Welcome

II. President's Report – Carol Jones

- OACRAO Conference Vendor survey should have been received by Sue Shepard, Frank Yanchak & Shelly McMahon. Would like better timing for vendor reception this year.
- Indiana contacted again and it was reiterated that we are not interested in a 2018 joint conference, but they be would be welcome to attend OACRAO.

III. President Elect's Report – David Schneider

- AACRAO Ohio Dinner registration is open and we have 19 folks registered.
- Will start working on summer workshops.

IV. Treasurer's Report – Patrick Beatty

- Scholarship Committee is meeting tomorrow (2/23) to plan for meetings and fundraising.
- Operational and Scholarship Fund balances were provided with the CD deposited.
- It was noted that 123 Sign-up has direct deposit making things simpler.
- Should we make another Certificate of Deposit? To be discussed later.

V. Secretary's Report – Donna Evans

- January Minutes were approved with noted corrections by Beth DaLonzo, seconded by Patrick Beatty.
- December Minutes were approved with noted corrections by Patrick Beatty, second by Mary Holland.
- Retreat Minutes were approved by Beth DaLonzo, seconded by Liz Clerkin.

- March's Newsletter items discussed: All the "Save the Dates", Westendorf Retirement, OCARAO Planning meeting article, New Member Spotlight, ByLaws Committee article, Campus Scene, maybe something for St. Patrick's Day.
- Stephanie Brown is monitoring Facebook, twitter and LinkedIn for the Communications Committee.

VI. VP of Membership's Report – Liz Clerkin

- Working on updates to the Directory to be published on website by Angela Ford.
- Will send Donna list of Institutional Representatives to send emails encouraging campus updates for publication in OACRAO Newsletter.
- Membership and Mentoring Committee met on February 8th discussed ideas to build membership: Sliding fee, justification letter for conference expense, new member gift, guidance for new attendees, SOCHE involvement. Committee plans to meet again on April 18th.

VII. VP of Workshops Report – Beth DaLonzo

- Workshops: July 29 - Support Staff
June 28 - Residence Workshop (recommend to book)
July 12 - open for another possible workshop.

VIII. VP of Program's Report – Mary Holland

- March 1st scheduled to email chairs, has agenda for past three years and expense vouchers ready. Has plans to touch base with Karen Greene. Is working on March Newsletter article, reminder notifications and solicitation of ideas from membership. Donna to take notes when we review committee session ideas on 4/1.

IX. Past President's Report – Deb Benton

- OSI Contract is signed and deposit has been paid with a room rate of \$124.00.
- Six faculty are confirmed: Brad Meyers, Mel Severns, Cindy Suter, David Schneider, Deb Benton, and Carol Jones.
- Working on OSI Budget.
- It was decided that the OSI Conference Fee would be set at \$349.00.

X. Adjournment

- Deb Benton moved to adjourn conference call, second by Liz Clerkin. Call ended at 10:02 AM