

OACRAO Board of Directors Fall Retreat
Minutes
Ohio Northern Metzger Center, January 5-7, 2014

Present: Jeannine Shambaugh (President), Dan Wilson (Past-President), Deb Benton (President-Elect), Cindy Davis (Secretary), David Schneider (Treasurer), Molly McDermott (Vice-President, Membership Development), Cheryl Gloege (Vice-President, Workshops)

Absent: Chris Dorsten (Vice-President, Programs)

January 5, 4:30 PM

AGENDA:

Jeannine thanked everyone for his/her participation and discussed the meeting agenda.

2013 CONFERENCE RECAP and 2014 CONFERENCE PLANNING:

Review Evaluations: Session evaluation results were discussed. Jeannine reported that Chris Dorsten felt that the session evaluations did not contain helpful information. None contained ideas for sessions for next year. Most just had the same rating selected for the whole page. In addition, this information is not systematically shared with the presenters. The Board felt that it would be more efficient to eliminate individual session evaluations and to ask more questions about the sessions on the general conference evaluation. Jeannine will share this feedback with Chris to be implemented immediately.

Suggestions for improvement/Discuss schedule options: The Conference evaluation was generally positive. The timing of events and sessions was discussed. Do members have enough time to participate in things particularly with M&M events, the town hall and the reception? Is breakfast too early? Is there too much lag time before evening social events begin? The schedule used at the 2012 meeting in Dayton is preferred as far as the session schedule is concerned. Cindy will check with Marian Brainard and/or Don Foster to find out what the exhibitors prefer as far as session length. Do they want to continue the brief, recurring sessions? The Board has slated a deeper discussion of the meeting format for the February meeting.

Discuss program topic ideas: A list of ideas was generated. The idea of more round tables was determined to be important.

Review committee assignments: Dan will send these to the Board by the end of next week.

The meeting was adjourned for supper.

January 6, 9:30 AM

ORGANIZATIONAL HOUSEKEEPING ITEMS:

Communication Committee and Newsletter: The current format and timing of the newsletter was discussed. The Board would like to communicate with members more often and would also like to provide more information to members. A shorter newsletter was developed that will be distributed to members once a month. Each month will feature Upcoming Events, a Board Update and a Featured topic. Some months will feature member spotlights and some will feature history of the organization.

Jeannine will discuss the change with Barb Arilson, newsletter editor. Cindy will distribute the schedule for each month including topics and person responsible to the Board.

Scholarship and Fundraising: The Board discussed options for the Scholarship Committee to increase income. The location of the Silent Auction in Indianapolis was far removed from the other conference activities. A better location must be a priority in Salt Fork. Several ideas were discussed to try to boost income such as "Buy It Now" pricing, conference survival bags containing donated items that could be sold by the committee, online auction items for people not able to attend the conference, etc. David will share these with Steven Mentz, Scholarship Chair.

Bylaws: The bylaws state that the President-Elect is responsible for all communication going out under the association's name. This should be reviewed. Also Section 2, item e4 should be removed. More discussion of the bylaws will take place at a later meeting.

AACRAO dinner: Deb had two locations to consider. One was chosen and she will follow up to make this happen.

Secretary update: Cheryl moved to approve the minutes from the October meeting. Dan seconded. The motion was approved. Jeannine moved to approve the minutes from the November conference call. Dan seconded. The motion was approved.

Treasurer update: David shared the Balance Sheet and the 2013 Profit and Loss Statement

WEB PRESENCE REVIEW:

The Board agreed to investigate the possibility of AACRAO hosting our website. The current website does not work well on mobile devices. More of a task force approach should be considered for maintenance to avoid putting the entire burden on one person. Deb will follow up with Tim Rager at AACRAO.

OPERATIONAL COMMITTEES:

The Board would like to see more activity from the Government Relations Committee. Deb will talk with Jack and perhaps have him come to a meeting to talk about how we can support the committee's efforts.

The meeting was adjourned for lunch at 12:00 and reconvened at 4:50pm.

WORKSHOP AND OSI OVERVIEW:

Cheryl reviewed the workshops from the past year. She will keep the same calendar and format for next year subject to change after results of the planning meeting in February.

The Board agreed that the OACRAO Summer Institute (OSI) should be offered this summer, but then move to an alternate year schedule after that. Dan discussed the opportunities afforded to attendees if a "second level" session was held for previous attendees at the same time as the "first level" session that was presented last summer. The Board agreed that this might allow for some great interaction opportunities between the groups and would be a good use of resources as far as faculty time and meeting costs. Dan will check with the faculty members to gauge their continued interest. The Board also felt that the meeting should be held at Mochican State Park if possible. Dan will talk with Xanterra personnel about this. The 3rd or 4th week in July is the target date. Continuity planning was

also discussed. Should this become a duty of the Past- President and President-Elect? The VP for Workshops? Or should the President appoint someone to do it each year?

The meeting was adjourned for supper at 6:30.

January 7, 2014 8:55am

POSITION REPORTS AND CHECK IN:

Jeannine reviewed each person's "to do" list. Members shared other items that the Board could work on for this year. In particular, Cindy will check in with Dave Sauter as far as what records he is keeping as historian. She will also try to come up with prior committee listings. David suggested that the Board could work to standardize its identity and determine some standards to be used as far as font, format and making sure things include a clean copy of the logo. Molly will investigate other ways of reaching out to members via the online resources.

FUTURE MEETING DATES:

The Board determined future meeting dates, locations and topics as follows:

- February 14 (Fri) – Mt Carmel College of Nursing, Program Planning Meeting, Program format
- March 21 (Fri) – Salt Fork? Conference planning, Communications
- March 30-April 2 – AACRAO, Denver
- May 14 (Wed) – OSI location?, OSI
- June 11 (Wed) – Conference Call
- July TBD - Board to meet at OSI, Conference planning
- August 15 (Fri) – Otterbein, Conference planning, OSI wrap up
- September 12 (Fri) – Ohio State, Conference planning
- October 8-10– Salt Fork State Park – Annual meeting

The meeting adjourned at 10:05am.