

## OACRAO Retreat Minutes

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February 6, 2005

1. All were welcomed to the Retreat by President Connie Goodman
2. Overview – Connie expressed her plan to talk about “*larger topics*” that are important to OACRAO
3. Updates
  - a. ACT Conference – Admission people attend this conference. The reason why Admission folk do not attend the OACRAO Annual Conference is that it is the wrong time of year – they are busy with travel. Also topics in Admission are few at OACRAO and are often not worth their time. Connie gave Sue list of Admission topics and gave Bob a list of members.
    - i. Diversity issue or leadership – a comment in a session was “recruit *minorities* for ‘leadership’ not to add diversity”.
    - ii. Young people in Admissions – what is the Upward Career path? This is a possible program or workshop.
    - iii. Invite ACT leadership to OACRAO conference.
  - b. Newsletter – Cheryl’s Proposal.
    - i. Government Liaison
    - ii. Retirees
    - iii. “*Hot Topics*”
    - iv. Review of Annual Conference
    - v. Highlight a new member(s) – showcase with photo of each
    - vi. Track hits on web-site
    - vii. Distribution list – printed by Institutional Representative and routed?
    - viii. Hot button – News Nugget...
    - ix. Talk with Shelly Rogers @ AACRAO to get news
    - x. Have a prize for finding something “Y” in the newsletter.
    - xi. Change to “*page at a time*” rather than *whole document on the web*.
  - c. 2006 Conference – Toledo
    - i. Dan Kalb and Michelle Raub are working on LAC. They have questions on what to do. Nov. 1-3 2006 date selected.
    - ii. Dan knows of a state that has a “*Committee – that didn’t change*” to make arrangements each year. Perhaps 3+ Chair of LAC.
    - iii. Perhaps have a “*permanent*” consultant.
    - iv. AACRAO person can help.
  - d. 2008 – Joint Conference with Michigan and Indiana. November 12, 13, 14<sup>th</sup> at Dearborn – Hyatt Regency.
    - i. Also asked Illinois and Wisconsin, however, they declined at

this time.

- e. 2005 – Conference – Survey of members... slightly more than ½ said  
They were interested in paying conference and workshop fees via “Pay Pal”, but not for paying dues. Do any other states use “Pay pal?” Connie will ask Jack. Jack is investigating a large prize on Friday – perhaps Southwest Airline tickets. Must be present to win. Thursday dinner perhaps with a Host or Hostess or with two Hosts. More info later.
- f. Connie asked Don if he wanted a “debriefing meeting” after this year’s Conference? Don replied, “No”.
- g. Business Meetings – in the past we have had a Thursday Business Luncheon and a Friday Business Breakfast. Could we move Business meeting to Friday and schedule speaker at lunch or program.
  - i. Decide by end of retreat
  - ii. Check topicsFriday breakfast meeting 7:30 am – 9:30 am session and closing session.

### FALL CONFERENCE

1. Should we have one Business Meeting or two.
  - a. Reviewed Dayton Business Agenda–Thursday: AACRAO, recognized Guests, approved minutes, reports, election, door prizes. – 2 hours.  
Friday – Resolutions to Committee Chairs, Announced New Officers, Old and New Presidents talked. Question: should we reassign above activities to other times. (\* Long-term 2 full days or 3 days?)  
Tabled for later – Recognize when everyone is there.
    - Business Meeting Friday
    - Finish by 11:30

### Updates from Board Members

#### ***Steve:***

1. Corrected 2004 Annual Meeting minutes
2. Approved December meeting minutes with corrections.
3. Institution – Representative/voting member
  - Link needed on-website for Institutional Representative
  - Email reps to confirm
4. Will print institutional membership list and have at Planning Meeting for update.

#### ***Bob:***

1. Resource List
2. Sent list to Steve – Nursing School Change
3. Cindy Davis sent possible new rep.

4. Will meet soon with/M&M

**Sue:**

1. Program update on February 25 meeting – 23 scheduled to attend.
2. Concern with Admission Committee memberships
3. Setup / Breakfast / Lunch – same as last year

**Beth:**

1. Support staff workshops – Spring and Summer (usually in June or July)
  - Northeast Ohio site: John Carroll University – for July 19 is planned
  - Needs location for April workshops  
Amy Adams has offered Capitol University  
Same trainers as last year ?
    - a. Do we want to repeat in April?
2. Pricing – past: \$30 / head – most \$25 – if more than 1 per institution
3. Pre-conference/workshop - Diversity – from Xavier perhaps

**Don:**

1. Audit Committee Report – ½ hour meeting. When is best for meeting – January – 3<sup>rd</sup> week in transition. – Every other year. Guidelines – need assistance from Auditor. Marian will supply name to Don.
2. Dinner at AACRAO?  
Difficulty in selecting a restaurant .  
Decision to meet in lobby and go to some restaurants.  
New member connection in Newsletter

**Marian:**

1. Conflict of Interest Policy Statement  
Marian read policy and procedure
  - Meeting “*caller*” must signoff on all members’ reimbursement
  - Audit / Budget / LAC
  - Send notice to membership
2. All Board Members signed statement
3. Number hours for B.O.D. activities per week are needed for Conflict of Interest Statement – each BOD member recorded
4. Brief description of Fund Raising – discussion. Solicit new members from membership referrals. Should we contact other institutions – Marian will write up
5. Scholarship committee membership discussed
6. Nominating Committee – will pursue nominations

**Linda: Treasurer’s Report**

1. Presented Operating Account Analysis
2. Nine institutions that have not paid
3. 101 Member Schools
4. What do we do if dues are not paid? Discussed removal of benefits without payment – “*by-laws committee*” is to suggest consequences.
5. Send dues notice in July, payment due September 1, 2005

## 6. Institutional Membership Rate

### **Procedure**

- a. Bill in July based upon previous year enrollment
- b. Payment in September – with – Update to Information  
November 1 – Contact if not paid by October 1 – will need to pay non-member  
(*institutional member*) rate for Conference.
- c. List Category
- d. Update representative
- e. Linda to contact Institutions

### **Sue: Program Planning – Report**

1. Session rooms for 2005 Conference?
  - 5 rooms – 4 classrooms of 40 + 1 small
  - 7 sessions – Need 35 topics + vendor space
2. 25<sup>th</sup> planning meeting – reviewed plans for work, vice-chair

### **Don: Session Evaluations**

1. Do we want to gather information in a different way?
  - a. Program: *Each means something*
    - Ratings & Comments
    - Comments
    - number attending
2. Over Conference evaluations  
Ratings and comments – need
3. Collect region of institution 1-4

Questions that arose:

**Why not have “Town Meeting” session ask for feedback, how can we do this better?**

**Why not use Newsletter to obtain feedback? Connie to place in Newsletter. Perhaps use a focus group by e-mail**

### **Review of Website**

#### **- Update Now -**

1. Redesign of OACRAO Website –
  - a. Communications to design
    - Colors – blue/gray scheme
    - Limited “*flashing*”
    - “*Benefits of membership*”
  - b. Cascading style sheet
    - Tabs... change boxes
    - Longer – so ADA can read

- c. Website and plug-in logo
- 2. Logo Discussion – recorded by Communication Committee
  - a. Prize for development of logo
  - b. Release from winner – classes, individual, etc...
  - c. More modern look
  - d. See timeline
- 3. Assign update notification to BOD member – Steve

**Deb: Webmaster – hire workers – and design – defer logo – April 18**

- 4. Steve to contact – Cindy Davis, Chair
  - a. Style
  - b. ADA compliant
  - c. Colors
  - d. *“Bread Crumbs”*
  - e. Mission statements
  - f. *“Benefits”* of membership – see SACRAO site
  - g. Windows
  - h. Volunteer – *“Getting Involved in OACRAO”*
  - i. Rollover’s should be reduced or eliminated
  - j. NACRAO – Blue [nacrao.uni.edu](http://nacrao.uni.edu)
  - k. Style sheet – CSS – Cascading Style Sheet
  - l. *“Ethics”*
  - m. By Function – Organization Contact
  - n. E-mail link to use for contacting OACRAO Board
  - o. Use header from Newsletter
- 5. Change stationary to Newsletter style

**Meeting resumes Tuesday: 9:00 a.m.**

**Bob: M&M**

- 1. Ways to improve membership?
  - a. \*Like the 2 yr schools: law, nursing, graduation and other school meeting
  - b. \*Resource List of OACRAO member-experts
    - FERPA
    - SEVIS
    - Link on Web
  - c. How to bring Admissions into organization
    - Co-Conferences
    - Meet with leadership of OACRAO, etc...
  - d. Improvement to mentoring
    - Earlier contact with *“mentors”*
    - Structured follow-ups

**Discussion ensued**

- e. If not Admission Professionals, how about Admission Processors...?

**Further discussion**

- f. Perhaps workshop – ex. “*Difficult People*” – that could work for both groups

**\*Web Resource List – Communication Committee**

Do we have dates when a member became a member? Steve: Perhaps but might be difficult.

Should we offer to co-sponsor workshop?

Sue to approach \*OACRAO & \*OTC \*Two year meeting

Offer to swap attendance at OACAC Board meeting

***Beth:***

1. Reviewed topics for workshops
2. Asked how much she needs to have approved

***Marian:*** Retirees and Alums – things we can do to involve & recognize

1. Newsletter request – for names
2. Involve those that retire – discussion –  
Every retiree recognized or selected “*contributors to organization*”?
3. Collect retirees names – ask institutional reps and place notice in newsletter – by August.  
Communications Committee prints certification
4. Resolutions Committee – Marian will take to By-Laws Committee to discuss need for Res. Committee
5. Associate Members – “Retirees” from OACRAO  
Marian will prepare and present concepts.

**Future Meeting Dates – BOD**

02/25 Planning Meeting

04/08 Panara Bread – Northridge Crossing Westerville Road, Polaris Exit-East

05/20

06/24

07/22

09/09

10/07

11/01-04 in Columbus @ 6:00 p.m.

Retreat Next Year – Dick to check on Availability

Non-Superbowl week

Later on Sunday

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2005 – Columbus

2006 – Toledo

2007 – Golf – early (*Newark*) October 17, 18, 19

2008 – Joint States Meeting – Dearborn, MI – November 12,13,& 14

2009 – Cincinnati

Those attending NY – meet Wednesday to go for dinner

Retreat was dismissed at 11:45 a.m.



OACRAO ANNUAL CONFERENCE PLANNING MEETING - February 25, 2005

**10:00 - Called to Order with Welcome by Connie Goodman**

1. Introductions
2. **Linda** – Mileage / parking
3. **Steve** – update regarding Membership Information
4. **Jack** – LAC – update of arrangements and activities – Theme “*Experience Columbus, Experience OACRAO*”
5. **Beth** – update on staff workshops – June 21<sup>st</sup> – Residency Workshop  
Asked for possible Workshop
6. **Bob** – Update
  - Expand membership – Professional School – 2 year institution
  - Diversity
7. **Don** – AACRAO (*New York*) Dinner Plans
8. **Sue** - Welcome Planning Committee  
Assigned tasks to Sub Committee  
Reimbursement for “*outside*” speaker – mileage and meal.

Dismissed to allow Committees to work on Conference Topics

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**Board of Directors Meeting:**

**Connie calls meeting to order:**

1. **Jack** - Updates of LAC Activities –  
Recent Committee update
  - Concerned about High Numbers on Thursday – Volume of Vendors and members attending
  - May need to move vendors to larger space
  - Linda needs copy of contract of vendor paying
  - Possible speakers – Betty Montgomery and Paul Hamm
  - Host dinner – Thursday P.M  
Restaurants Guide – Style/Price/Format/Host  
Night-Life Guide  
Cocktail Reception first then entertainment (*movie*) afterwards

Additional Meeting Info: vendor name – portfolio and pen rather than bag – logo, or seal from Newsletter should be used  
Bag with “*touristy*” things, coupons, etc.  
Vendors w/supply bag for vendor day  
Registration

Early distribution of registration – May, June and September, October

- E-mail
- Mailed item
- List serve follow-up

Encourage member to pay in advance (*carry forward* \$)



Repeat in September and October

Charity (*Potter House*)

- Homeless Youth
- Donations
- Web-site Description

Lanyard/pocket schedule

*LAC/BOD Jerseys* – Color & logo / on vests

Conference Schedule

- Wed. - Meal a bit late – at 7:15 – reduce new member time – Introduce BOD at lunch move dinner to 7:00
- Thursday – exhibitors concerned break to short adjust 10:00 on by + 15 minutes
- \* add meet/great reception 6:15 – 6:45 exhibitor reception
- Discuss at 7:00 p.m.

Friday session # 7

- Have fewer break-outs because session attendance was low?
- Popular sessions – 4 instead of 5 sessions
- Possible future OACRAO sites  
2006 Toledo  
2007 Cherry Valley

Payment for registration via paypal?

- Online registration
- Payment
- Try at June Workshop

Jack needs to sign “*Conflict of Interest*” statement.

Time of workshop need to be longer or some may start at 9:00 a.m.

- Art/Trans workshop?
- Who to come from AACRAO

**Sue:**

1. Discussed Ohio Transfer Council Workshop – Pete presented – Counselors and Recruiters. People will want by Fall. OACRAO – OTC sponsoring will present when information available

**Linda :**

1. Presented Report – Balance
  - Taxes to be filed by Kathy soon

**Steve: No Report**

**Beth:**

1. Contacted Amy Adams and HR – Capital wants workshop on their campus – w/OACRAO co-sponsorship  
“*The Friendly Office*” Energizing your workplace
2. Restricting size a goal of Capital HR Director
3. April 6<sup>th</sup> projected date
4. Facilities reserved/meals available
5. ***June 21 Workshop – Residency*** at Otterbein
  - Linda Bishop
  - Jay Johnson
  - Insurance Representative
  - Food?

***Bob – No Report***

***Don – Retreat at ONU Nature Center – January 29<sup>th</sup> – 31<sup>st</sup>, 2006 ?***

**Meeting Adjourned**

DRAFT

OACRAO Board Meeting

May 27, 2005

Meeting Minutes

Columbus, Ohio

Members Present: Don Foster, Linda Young, Marian Hogue, Connie Goodman, Sue Schillings, Bob Kubat, and Stephen Midkiff. (Beth Egan absent).

1. Welcome – called to order @ 10:15 a.m.

Updates:

- a. June Board Meeting @ Perrysburg Holiday Inn – Friday 24th @ 10:00 a.m.
- b. Brad Myers – to discuss Great Lakes w/Michigan & Ohio @ Dearborn, MI.
- c. President's Reception @ 2005 Conference after Wednesday night dinner

9:00 – 10:00 p.m. to include:

- Board – Past Presidents
- Incoming Board
- LAC Co-Chairs (2005 & 2006)
- Committee Chairs
- Governmental Rep.
- AACRAO Rep.
- Newsletter Editor
- Webmaster
- Historian

d. The Newsletter has been distributed & posted

2. Distributed Minutes – Corrections by June 2 – Send revised for e-mail approval.

Steve is to Contact Deb to see if she needed to hire a student to assist with the revision of the website. Rate and number hours. Invoice by Deb – short contract / on behalf of OACRAO. Deb to develop the site, we may need to pay Deb and not student. Marian will check w/attorney. There is \$3250 in the budget for Web related expenses. Delay until hearing from Marian.

Jack – Annual Conference

1. Registration available in June
  - a. Pay Pal for conference fees -Approved by Board. There is a problem w/system says Linda
  - b. Maybe 20 will register in June - this would be a good test of Pay Pal
  - c. Keynote Speaker – being considered (Kathy Sullivan) @ dinner on Wednesday night.
  - d. Entertainment –Dinner; Reception @ Theater; Movies – Several choices available at that time.
  - e. President’s Reception was discussed
  - f. Program & other printing
    1. Pocket Program – two styles available
      - a. OACRAO @ Dayton style
      - b. NACUBO fold-up styleThe LAC will chose from the above.
    2. Shirts - three styles to review
      - a. Hockey Jersey
      - b. Vests
      - c. Windbreaker – zipper frontThe LAC will chose from the above.
  - g. Odds & Ends
    1. Exhibitors
    2. Pad/folio @ check-in
    3. Welcome (Survival Kit) in room
    4. Gift baskets as door prizes
    5. Website update
    6. Charity – Huckleberry House - Donations
    7. History Project – to use space in lobby. Profiles of Past Presidents, National Officers, Award winners, etc...

“What I get out of OACRAO ? “ paragraph possibly.

Personal and/or Professional to be prepared by LAC member.

Brad to build into “Experience OACRAO”.

2007 – mid/October Conference at Cherry Valley Lodge – future site will likely be sold. Will cause turnover Senior Staff. May need to wait until late summer to finalize or change to another site. Golf Course could close.

Bob suggests we select a permanent site selection team.

Treasurer's Report - Linda Young

1. March/April/May Reports

Spring Workshop – 1,130

1,032

≈ + 98 w/corrections

2. Past Dues – collections are up...payments have been received from several past due member schools.

3. Future Dues: Should we increase dues... discussion ensued. – will be considered a topic for the Board retreat...

- a. Board asked for historical look @ fees/expenses
- b. Membership dues statement to be mailed in July instead of August
- c. Pay Pal – move to set up dues payment
- d. Membership application on-line

VP – Program's - Sue Schillings

1. Change of Program Chairs / update on programs for Annual Meeting

- \* Lucille Hautau to Dave McGinnis
- \* Marian Sofish to Dave Sauter (Data Management)
- \* Joyce Steffan
- \* Stacy – Professional Development
- \* Sessions are coming in...
- \* Greater interest in workshops.

a. IPEDS – need to be a session rather than workshop

b. Workshops

1. Registrar 101 – Wendy Lambling

2. TAGS – Sue – Ohio Transfer & XML Transcript

3. Increase Recruitment – Noel Levigs/Admission – Jim Moeger

\* Vendor

\* SLA

Should we offer two or three workshops? Sue to provide more information at June meeting.

Discussed TAGS/XML progress & effect upon proposed workshop.  
Marian – suggested we look to offer an “Admission 101” - Sue to research.

Vice President – Membership & Mentoring – Bob Kubat

Report

1. E-Mail, to Committee
  - a. Diversity of membership
  - b. Speciality Schools
  - c. Resource book
2. Who for VP?

Sue to be liaison w/2 year schools

Donna Evans to do Orientation Sessions

Last meeting today

Past-President/Update – Marian Hogue

1. Tax Exempt application submitted
2. Nominations Committee to meet early summer
3. Asked for input from other Board Members

New E-Mail (Marian.hogue@case.edu)

Need to involve the big schools (13 Universities)

- \* Youngstown
  - \* Akron
  - \* Cleveland
  - \* Miami
4. Constitution
    - a. Corrections
    - b. Changes
    - c. Need for resolutions Committee

Lori changed ByLaws for submission of form 1023. Will review. Not a problem

Don Foster – No Report

Vice President - Beth Egan

1. April workshop – 64 attended with a lot of no shows. Positive Comments on Speaker / food.  
Was hot.

2. Residency Workshop coming up  
Not charging presenters and reimburse travel

3. Support staff – July 19th  
Denise Reading for morning  
Needs ideas for p.m. presenters...

a. Emotional or other Intelligence – Marian  
Sue recommends - \$20 per ½ day -Board did not approve.  
Ask Support Staff what future topics they might want

Old Business

None

New Business

OACRAO Listserve was discussed. If CSU was to give up hosting our  
listserv, what should happen...

1. house at a new institution?
2. have new manager?
3. add to secretary's duties?
4. Possible other schools: OSU, UC, Wright, Kent State, Toledo?
5. Connie to contact Amy and then Kent, Toledo, Wright State, U.C.

Meeting Adjourned

# DRAFT

OACRAO Board of Directors  
June 24, 2005  
Meeting Minutes  
Toledo, Ohio (Holiday Inn French Quarter)

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## **Members Present:**

Beth Egan, Don Foster, Connie Goodman, Sue Schillings

## **Members Absent:**

Bob Kubat, Marian Hogue, Steve Midkiff

## **Guests:**

Jack Miner, OACRAO 2005 Columbus LAC Co-Chair

Dan Kall and Michelle Rable, OACRAO 2006 Toledo LAC Co-Chairs

**President Connie Goodman called the meeting to order.**

## **President's Report – Connie Goodman**

- Connie asked Lorinda Bishop to take over the responsibility of the OACRAO listserv. A response has not yet been received.
- We need to be thinking about how to identify the voting members at the fall conference (yellow cards, etc).
- Brad Myers will be the Ohio liaison for the tri-state 2008 annual conference in Dearborn.

## **Approval of Past Minutes**

The minutes of the past meeting will be presented for approval at the July meeting.

## **Secretary's Report – Steve Midkiff**

Steve was unable to attend the meeting. Don Foster recorded the Toledo minutes in his place.

## **Treasurer's Report – Linda Young**

Linda was unable to attend the meeting. Connie Goodman gave the report.



- Two institutions have paid their annual membership fees through our new affiliation with PayPal. A few annual conference registration fees have been submitted via PayPal as well.
- Beth Egan reported that \$410 in registration fees were paid through PayPal for the June residency workshop. PayPal charged \$20.62 for this service.

### **2005 Conference Report**

Jack Miner presented the report.

- Screen prints of the conference website were distributed.
- The next meeting of the LAC will be in mid to late July.
- Entertainment is still being worked out, but will likely be provided students groups from member institutions.
- Windbreakers and vests for the conference staff were discussed.
- The target date for publishing the conference program is the first week of October. It is best to hold off as long as possible on publishing to reduce the number of potential addendums. Publishing will consist of the pocket program and the conference website. No 8 ½ x 11 program will be printed and mailed.

### **VP Programs – Sue Schillings**

- Dave Sauter has offered to arrange a few more Records and Registration sessions since we are light in that area. Sue will advise him to pursue this.
- 29 sessions have been lined up to date plus 5 exhibitor sessions. There may be a need for a 6<sup>th</sup> session room on Thursday. Jack will arrange.

### **VP Workshops – Beth Egan**

- The residency workshop was a success. There were 49 in attendance. Registration fees totaled \$1,045.
- There was discussion as to whether to charge no-shows who have not paid the registration fee. In the case of the residency workshop, the only loss was the price of a box lunch. No decision was made. We'll continue to monitor no-shows at future events.
- Registration has now been opened on the website for the July workshop. It is preferable to have registration opened sooner if possible.

### **VP M&M – Bob Kubat**

Bob was unable to attend the meeting. There was no business to report.

### **Past President's Report – Marian Hogue**

Marian was unable to attend the meeting.

- Marian is checking with the attorney who advised us on incorporation on options for paying for website development by Ohio University students.
- We are still awaiting word on our application for tax exempt status.
- Additional names were offered for officer nominations.

### **President Elect's Report – Don Foster**

There were no items to present.

### **Old Business**

There was no old business.

### **New Business**

The purpose of meeting in Toledo was to select a site for the 2006 conference. After touring the Holiday Inn French Quarter, it was decided the amount of meeting space was simply not sufficient. We then toured the Toledo Hilton adjacent to the campus of the Medical University of Ohio. The hotel is being renovated and looks very good. There is plenty of free surface-lot parking and the grounds are attractive. Most of the meeting space is in the adjoining Dana Conference Center owned by the medical school. It was decided to go with the Hilton and the Dana space. Dan and Michelle will be asked to obtain a revised contract based on the verbal negotiations conducted with the hotel management during our visit.

The meeting adjourned.

**OACRAO Board Meeting  
July 21, 2005  
Meeting Minutes  
Galena, Ohio**

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**Members Present:** Connie Goodman, Don Foster, Beth Egan, Marian Hogue, Stephen Midkiff, Linda Young

**Member Absent:** Sue Schillings, Bob Kubat

**Guests:** Brad Myers, Jack Miner

**President:** Connie Goodman called the meeting to order.

**President's Report – Connie Goodman**

- Reported that Bob Kubat (*OACRAO VP for Membership and Mentoring*) has accepted the Registrar's position at Purdue University.

**Approval of Past Minutes**

- The May 2005 minutes were approved unanimously, with corrections, on a motion by Marian Hogue and seconded by Don Foster.
- The June 2005 minutes were approved unanimously, with corrections, on a motion by Beth Egan and seconded by Linda Young.

**Secretary's Report – Stephen Midkiff**

- Steve reported that Deb has been revamping the OACRAO website.
- It was decided to place the By-Laws first on the website, to be followed by the Articles of Incorporation.

**Treasurer's Report – Linda Young**

- A detailed report of income/expense for 2005 was reviewed. Marian asked if a comparison of income/expense with 2004 would be useful...
- Pay-Pal payments are not showing up on monthly statement. Linda is to investigate. Pay-Pal changes were discussed.
- Dues statements for 2005-2006 have been mailed to members.

**Past President's Report – Marian Hogue**

- Nominations Committee has been meeting and hopes to soon have a slate of officer candidates to stand for election. Plans to announce slate in late August.
- Marian is to request information of any retirees this past year.
- Honorary membership was discussed and By-Laws on the topic were reviewed. This will be a topic to be discussed at the Board Retreat.
- “Not For Profit” status was reviewed – nothing new to report.
- Implications of hiring an employee were referred to the attorney. No answer as of yet.
- The Constitution and By-Laws Committee – Marian has been reviewing Constitution and By-Laws for possible changes. One possibility is to add section clarifying how to address members with un-paid dues.
- The Resolutions Committee was discussed. On a motion by Don Foster and seconded by Beth Egan, the Board approved the recommendations to eliminate the Resolution Committee. The constitution and By-Laws Committee will need to review this recommendation.

#### **President-Elect Report – Don Foster**

- Visited the proposed site of the 2006 Annual Conference (*Toledo*) – the Holiday Inn was rejected as being “*gloomy*”. Also visited an alternate site, The Hilton. It was considered a much better choice. Review of possible costs is underway.

#### **2008 Great Lakes Joint Conference – Brad Myers**

- Brad reported that Michigan is interested in a joint conference with Ohio and Indiana. Michigan already has a contract for the Hyatt in Dearborn.
- The Hyatt wants a guarantee of rooms – will guarantee meeting room availability accordingly.
- Proposed dates: November 12-14, 2008. A contract is in negotiation. Room cost projected - \$127.00.
- Connie will review the contract. Costs are to be proportional by state according to number attending from each state.
- The conference format will likely be similar to the Joint Conferences in Toledo and Indianapolis .
- The state “*Chairpersons*” of the LAC are: Lorraine Kitchener, Diane Braid and Brad Myers.
- Each state may be asked to provide \$1000 “*seed money*” to be support planning expenses.
- Don Foster moved the Board authorize Brad Myers to proceed with plans for the Dearborn Conference in 2008 and to sign any agreements on behalf of OACRAO. Marian seconded the motion which was approved unanimously.

#### **2005 Columbus Conference – Jack Miner**

- Kathy Sullivan, for Astronaut, has agreed to speak on Wednesday night.

- Friday session will have a San Diego theme (*including animals*).
- Registration is now open.
- Conference web-site is up and running.
- Budget-related discussion is included.
  - 13 Vendors are booked to date
  - Pre-Conference workshop fee was established - \$40.00.
  - Other fees remain as is.
- A discussion of how to handle vendor presentations was held.

**VP – Programs Report – Beth Egan for Sue Schillings**

- Conference schedule was reviewed and suggestions made for improvement.
- Need two session topics.
- Discussed additional sessions for vendors and AACRAO Representative.
- Discussed ways to strengthen Friday’s schedule of sessions, including possibly moving sessions from other days.
- Both would discuss proposals with Sue.

**VP – Workshops – Beth Egan**

- Support staff workshop at John Carroll had 36 attending. Speakers, location, food were excellent. Questions:
  - 1) Is there a better way to distribute information concerning the workshops?
  - 2) Should the regional workshops be continued or should all workshops be in Columbus.
- Above will be discussed more fully at future Board meetings.
- Pre-Conference Workshops:
  - 1) Sue is working on having a XML-transcript workshop.
  - 2) Wendy Lambing’s Reg 101/102 needs presentation as mini topic.
- Next workshop in April possibly at Capital University.  
Will discuss at Board “*Retreat*”.

**VP – Membership and Mentoring – Presented by Connie Goodman**

- Bob Kubat will send information to Connie
- Want to involve first-time attendees
- Don will assist at the session
- Decided to scrap M & M lunch for new members/attendees.
- Need a good “*ice breaker*” game.

Connie announced that OACRAO is looking for a new host for the “*list serve*”.

Meeting Adjourned.

**OACRAO Board of Directors  
September 16, 2005  
Meeting Minutes**

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**Members Present:**

Beth Egan, Don Foster, Connie Goodman, Sue Schillings, Linda Young

**Guests:**

Frank Yanchek, OACRAO 2005 Columbus LAC Co-Chair

**President Connie Goodman called the meeting to order.**

**President's Report – Connie Goodman**

- Hotel contracts for the Toledo (2006) and Dearborn (2008) conferences have been signed. The Dearborn conference will include the Indiana and Michigan state associations.
- Brad Myers from Ohio State has indicated that planning for the Dearborn conference will begin next summer. He will provide the Board with a progress report at that time.
- Dave Sauter from Wright State is developing a proposal for a Past Presidents' Scholarship to be awarded by the Scholarship Committee.

**Approval of Past Minutes**

The June 21 minutes will be approved at the October 7 meeting.

**Secretary's Report**

Steve was unable to attend the meeting. Don Foster will record today's meeting minutes.

**Treasurer's Report – Linda Young**

- Second notices for membership renewal will be sent. We are at the halfway point with receiving dues.
- The Scholarship Committee submitted the names of the five scholarship recipients who are from Capital University, Marietta College, Miami University, The Ohio State University and Ohio University respectively.
- Mileage reimbursement has increased to 48.5 cents to match the revised federal rate.
- There are some checking account reconciliation issues with PayPal. Frank Yanchak will refer this to Jack Miner for resolution.

### **Columbus LAC Report – Frank Yanchak**

- The LAC last met in August at Franklin University.
- A reminder about the Columbus conference will be sent to the membership soon. Sue Schillings will route the reminder to the Ohio Transfer Council listserv person.
- The hotel web information is not correct.
- The Thursday night movie is for sure. The Columbus Blue Jackets hockey team has an away game.
- LAC is working on giveaways.
- Huck House will be the recipient of our giving-back-to-the-community effort. Jack Miner will notify the membership of donation details.
- Jack will also send reminders to the membership about door prize donations.
- There are more exhibitors than previously anticipated. All will be accommodated.
- Windbreakers and vests were discussed again. Jack will be asked to do further checking.
- Restaurant hosts for Thursday night will be sought.
- Frank will see if Jack can put the sponsorship opportunities for exhibitors on the association website.
- Frank distributed a written LAC update as well.

### **VP Programs – Sue Schillings**

- The latest version of the slate of sessions was distributed.
- There is the possibility of an additional session on Thursday.
- The number of exhibitor sessions has not been limited. Do we need to limit these? Don will add this topic to the Board retreat agenda.

### **VP Workshops – Beth Egan**

- The two pre-conference workshops are finalized.

### **VP M&M – Don Foster**

- Don will ask Wendy Lambing to arrange for staffing of the M&M table at the registration check-in area and also identify what items are to be available at the table.
- Sue will ask Amy Adams from Capital University to be the facilitator at the new member meeting including being in charge of the new member bingo activity.
- Don will ask Jeannine Shambaugh from Aultman School of Nursing (who is an M&M Committee member) to solicit for mentors via the OACRAO listserv.
- Connie will ask Jack Miner to periodically give her the names of new members who have registered.

### **Past President's Report – Connie reporting for Marian**

- The Board nominations for presentation to the membership are: President-Elect: Sue Schillings from Cuyahoga Community College; Secretary: Mary Southards from Kent State University/Stark; Vice-President Membership & Mentoring: Frank Yanchak from Franklin University; Vice-President for Programs: Treva Hanseman from University of Cincinnati.
- The By-Laws Committee needs to address what to do about institutions that do not pay their annual membership dues.
- Reminders need to be made throughout the conference for voting members to bring their ballots to the Friday business meeting.
- Linda needs to bring a list of paid voting members to the conference.
- Marian needs to prepare two ballots: (1) the slate of Board officers including "Other" beside each position in case of write-ins and (2) the slate of Nominating Committee members.

### **President Elect's Report – Don Foster**

- A draft of the 2006 OACRAO budget has been prepared and will be finalized for distribution at the next Board meeting.

### **New Business**

- Connie moved and Beth seconded the following award nominations: Lorinda Bishop from the University of Toledo for the Garland G. Parker Award; Dave Sauter from Wright State University for the Linus J. Ryland Award. Motion passed 5-0-0.

The meeting adjourned.



**OACRAO Board Meeting  
October 7, 2005  
Meeting Minutes**

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**Members Present:** Don Foster, Connie Goodman, Sue Schillings, Beth Egan,  
Linda Young, Marian Hogue, Stephen Midkiff  
**Guest:** Jack Miner (by telephone)

**President:** Connie Goodman called the meeting to order.

**1. Annual Conference Report – Jack Miner**

- a) Reviewed general preparation for the conference
  - Registration going well
  - Hotel Reservations going well
  - Reminder postcard will be mailed to members
- b) Exhibitors
  - 18 scheduled
  - Sponsorship opportunities almost gone
- c) Speakers
  - Still looking for a few “*brief*” speakers
  - Added speaker for Wednesday night – presentation by Huck House
- d) Program
  - Must be finalized to go to print by 10/24
  - Other items must go in pad/folio
- e) Hospitality Items
  - Local business items will be provided in “*Welcome*” bags
- f) Door Prizes
  - Plan to run Power-Point before sessions with names of individuals that have not picked up prize

**2. Secretary’s Report – Steve Midkiff**

- September’s minutes approved on a motion by Beth Egan and seconded by Sue Schillings

**3. Treasurer’s Report – Linda Young**

- Reviewed monthly report with Board
- Discussed membership fees
- Membership info collected with fee payment to be forwarded to Secretary
- PayPal payments working very well
- Secretary is to provide list of voting members to the Treasurer and LAC. Linda to discuss late fee payments with registration desk staff

- Plan to stop accepting fees at 4:00 P.M. Thursday

#### **4. VP/Programs Report – Sue Schillings**

- Need hosts for vendor presentations – members of the Board volunteered to be hosts
- Met with OBOR staff to discuss workshop
- Reviewed program schedule, assigned rooms and hosts for vendor sessions

#### **5. VP/Workshops – Beth Egan**

- Needs evaluation forms collected at each session
- Registration for workshop now on the web
- “*Reg 101*” presenters will be added to description on the web

#### **6. Past-President’s Report – Marian Hogue**

- OACRAO has been assigned an IRS agent to review Non-Profit Status. Attorney will meet with the agent

#### **7. President Elect’s Report – Don Foster**

- Presented Proposed Operating Budget for 2006
- Discussion was held concerning level of detail necessary in the budget. No change was necessary
- Proposed 2006 Operating Budget was approved unanimously on a motion by Don and seconded by Marian

#### **8. Conference Issues**

- Have membership list printed for registration desk
- Have listserve list printed for institutions to review and update
- Reviewed AACRAO’s Representative List
- Board will meet Tuesday evening before conference
- Parliamentarian (*Brad Myers*) will not be appointed
- Discuss the President’s “*Thank You Reception*” – moved it to Wednesday, November 2 @ 9:30 p.m.
- Reviewed Recognition Luncheon script – revised plans somewhat. Discussed how to determine honorary members. Definition is in By-Laws – 10 years as OACRAO member w/outstanding contribution

#### **9. Membership and Mentoring Report – (*Don and Sue Reporting*)**

- Will have M & M Table near Registration Desk
- Jeannine Shambaugh will recruit workers for table
- Brad Myers will review Bingo information

- Will need a prize for the M & M Bingo winner. Don will locate a prize

#### **10. Old Business**

- Have revised Committee Participation Form by adding description of Committees on back. Will be placed in packet for distribution
- The OACRAO website has been revised by Deb Benton Board members were asked to review the site and forward any comments to the Secretary by October 12<sup>th</sup>. Secretary is to forward same to Communication Committee and Deb Benton

#### **11. There was no new Business**

Meeting Adjourned

OACRAO Board Transition Meeting  
December 8, 2005  
Meeting Minutes

Members Present: Don Foster, Connie Goodman, Sue Schillings, Beth Egan, Treva Hanseman, Frank Yanchak and Mary Southards

Guests: Jack Miner, Michelle Rable and Dan Kall

Call to Order

President Don Foster called the meeting to order and welcomed all present to the Board's Transition meeting.

Approval of Past Minutes

The minutes of the October 7, 2005 meeting were distributed on behalf of Steve Midkiff who was unable to attend the December 8 meeting. Connie Goodman indicated that a correction needed to be made to the spelling of Jeannine Shambaugh's name and moved that the minutes be approved with the correction. Beth Egan seconded the motion and the minutes were approved.

Treasurer's Report

Don Foster provided a brief Treasurer's Report on behalf of Linda Young who could not attend the meeting due to illness. The report focused on the proceeds of the Scholarship Committee's fund raising activities which totaled \$3,448.00.

2005 Conference Wrap-Up

Connie Goodman stated that comments from participants, exhibitors and presenters were very positive.

Jack Miner presented the final budget report for the conference. Jack reported that while not all items and expenses had been verified, the conference budget to date showed an estimated reserve of \$6,780.24.

Jack stated that:

- Conference evaluations were positive with regard to the location and speakers.
- LAC needs to improve pre-conference communication and not rely exclusively on e-mail and the website.
- Attendance for Friday sessions improved from past conferences.
- Exhibitor sessions and sponsored events were well received.

Sue Schillings stated that there were complaints that meeting rooms were very cold, but overall the session evaluations were positive. A detailed analysis of evaluations will be available at the February meeting. Sue also commented that it was good to see more sessions for admissions professionals.

Connie Goodman noted the need to make sure that future President's Receptions are held in a facility other than the hotel bar, in consideration of our members who are restricted by their institutions from attending functions in a certain setting, such as a bar.

Don Foster commented on the need for new session topics.

Sue Schillings recommended that session topics should reflect the AACRAO national agenda; access to higher education, the Higher Education Reauthorization Act and potential federal transfer mandates. Sue also commented that AIR might be a good partner in identifying new session topics.

Beth Egan reported that the pre-conference workshop on transfer issues was very popular with OACRAO members and Ohio Board of Regents staff and might be a possible repeat for 2006. The new IPEDS requirements, legal issues and a federal update are also potential workshop topics. The observation was made that pre-conference workshops need to be promoted sooner so that members can get them on their calendars.

The 2006 Conference Wrap-Up concluded with the recommendation that refund and cancellation policies should be topics for discussion at the next Board meeting.

#### 2006 Conference Report

Don Foster provided a draft for the 2006 conference format based on the successful 2005 conference and distributed committee lists.

Michelle Rable and Dan Kall commented that the Toledo LAC needs some additional members and that they would begin to do some recruiting for members before the holidays. Dan also indicated that he would try to contact all current LAC volunteers before Christmas and hold the first LAC meeting in late January, 2006.

Sue Schillings recommended that consideration be given to creating a new committee with both permanent members and rotating membership that would be responsible for conference site selection.

#### Transition of Officers

Incoming 2006 officers and LAC chairs met with outgoing 2005 officers and LAC chairs to discuss issues and transition of responsibilities.

#### Lunch and Gift Exchange

## OFFICER'S REPORTS:

President's Report: none

Secretary's Report: none

### VP for Programs Report

Treva Hanseman reported that she will get a notice out to all committee chairs to "save the date" for the February 17<sup>th</sup> meeting at the Mount Carmel College of Nursing.

The meeting will follow the same format as past years to develop programs and identify possible presenters. A list of previous session topics as well as session evaluations will be provided. Committees will also be encouraged to develop sessions that relate to the AACRAO agenda.

### VP for Workshops Report

Beth Egan reported that two pre-conference workshops were scheduled, but one had to be cancelled. Beth requested that any possible workshop topics be forwarded to her.

### VP for Membership and Mentoring Report

Frank Yanchak reported that he has updated the New Member Handbook and will be contacting the new members of the M&M committee so that they can begin planning membership development strategies.

### Past-President's Report

Connie Goodman reported that after manipulating some regional team assignment for the Scholarship committee, all committee assignments had been finalized and were ready for Board approval.

Connie asked if the Resolutions Committee was necessary, since much of its work is done by the Board and other committees. After some discussion, the decision was made to have the Board review the by-laws at the retreat and then ask the By-Laws Committee to review the functions of the Resolutions Committee and make a recommendation to the Board on the disposition of the Resolutions Committee.

Connie moved that the 2006 committee assignments be approved. Sue Schillings seconded the motion and the motion carried.

### President-Elect's Report

Sue Schillings gave a very comprehensive report on the activities and sessions at the workshop for new state association presidents.

Sue indicated that there was much discussion of the AACRAO Strategic Plan and how it will impact the agendas of the State associations. Sue identified the following 3 main issues:

- Technology and the demands that it places on staff.
- Increased accountability reported through IPEDS that will not allow for differences in institutional (2 year/4 year) mission.
- AACRAO and the need to diversify its membership through improved marketing and communication.

Sue gave a summary of the sessions that she attended on leadership, promoting volunteerism, insurance and legal issues, and strongly recommended that the Board evaluate insurance (conference cancellation, equipment in transit, serving alcohol, etc.) at the retreat.

Sue expressed strong concerns that at present there is no good mechanism for keeping the Board apprised of insurance and legal issues.

Sue stated that the workshop session on legal issues raised a number of questions in her mind regarding OACRAO's future 501(C)(3) status. This status will definitely impact the fundraising activities of the Scholarship Committee and require a system for providing the estimated value of prizes and tax receipts.

Sue concluded her report by requesting time at the retreat to discuss legal issues.

### Old Business

Don Foster brought up the need to finalize the letter that Lori Coticchia, Esq. is drafting to the IRS regarding 501(C)(3) status. A recommendation was made to strike the use of the term "charitable organization" throughout the letter.

Jack Miner volunteered to help answer some questions regarding 501(C)(3) status based on his past and present experiences on the boards of 501(C)(3) organizations.

Don concluded that he would follow up with the attorney and provide the Board with feedback.

### New Business

Based on 2005 conference evaluations, Cincinnati is a strong possibility for the 2007 annual conference. Wendy Lambing is willing to begin the search for a site. Connie

Goodman recommended that the Board ask Wendy to initiate contact with the Cincinnati area hotels, requesting proposals for November 1-3 and November 8-10, 2006.

Meeting Adjourned

There was no additional new business and the meeting was adjourned.