

OACRAO Executive Board Meeting Minutes
October 10th, 2011
Deer Creek State Park

Present: Jack Miner (President), Treva Hanseman (Past-President), Mel Severns (President Elect), Dan Wilson (Secretary), Carol Jones (Treasurer), Jeannine Shambaugh (Vice-President, Membership & Mentoring), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops)

Jack convened the meeting at 5:00 PM

He announced that due to personal issues Bruce Cunningham would be unable to attend, but that Michael George from SACRAO was going to be in attendance.

There were reminders that there would be no check-in on Tuesday, but that anyone who wanted to would be permitted to attend the Tuesday Dinner. Anyone who didn't preregister for the dinner can pay when they check-in on Wednesday.

Golf is scheduled to kick-off at 10, with a 9:30 sign-in.

The Board reviewed last minute logistics and reviewed the meeting scripts.

Treva and Carol will cover the budget and by-laws topics at the Town-Hall meeting. It is expected that there will be no questions from the floor at the Business Meeting, particularly since these topics will both be covered in detail at the Town-Hall meeting.

The Ohio Department of Education had someone who wanted to come to a single session for free to see what was being said about them. Jack responded that they were welcome to send someone, so long as they paid either the one-day or full-conference registration fee for the individual.

There was also a reminder that the conference evaluations would be sent out electronically this year, following the conference. It is hoped that this arrangement may increase the response rate and give people a bit more time to compose considered responses.

There was some discussion of the idea for offering a "leadership series" beyond the scope of the conference. This is a topic that will be covered more fully at the Board retreat.

Dan distributed the minutes and after a brief review they were unanimously approved.

After discussing the Board Retreat, the meeting adjourned.

OACRAO Board of Directors
Meeting Minutes
Deer Creek State Park, January 24th, 2011

Present: Jack Miner (President), Mel Severns (President Elect), Treva Hanseman (Past-President), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Misty Singer-Mahefkey (Vice-President, Workshops), Carol Jones (Treasurer), David Schneider (LAC Co-Chair), Malinda Handy (LAC Co-Chair)

Absent: Susie Ward (Vice-President, Programs)

Welcome and Facility Tour:

Once everyone arrived, the Board toured the facility with the LAC Co-Chairs and determined how to use the spaces for the conference.

Past-President Report:

Treva distributed an updated listing of Committee Appointments.

She said she had notified the past-presidents regarding the OACRAO scholarship, and had received responses from several people already.

She said that the Nominations and Elections Committee would begin meeting soon. With several positions to fill, this year will be a busy one for that committee.

Several items were discussed for the newsletter.

President Elect Report:

Mel discussed options for the Ohio dinner at AACRAO in Seattle.

He also said that Bruce Cunningham had been secured as the AACRAO representative for the fall OACRAO conference.

The meeting adjourned for one hour for lunch.

Government Relations Conference Call:

Dave Sauter participated in a discussion about OBoR and Ohio 5-0 via conference call.

The Ohio 5-0 group's purpose is to facilitate shared information and opportunities among the difference groups (OACRAO, OACAC, OTC, OBoR, OAAA, etc.), as well as to improve the leverage these groups have in dealing with OBoR and other governmental organizations. Ideas discussed included opportunities for joint conferences etc.

During recent meeting with OBoR, the Board of Regents indicated an intention to create a “portal” for all Ohio public institutions through which students could check on schedules, register, etc. for any of the public institutions from a single point of entry. They also discussed setting data standards for transcripts, with the intention to offer the ATC system to Ohio Private institutions.

There are some questions as to the future staffing and leadership of OBoR. Quite a few individuals have already left the OBoR since the election of the new governor.

The Governmental Relations committee will provide information via the list-serve and the newsletter regarding issues such as the State Data System.

The Ohio 5-0 group will be offering a workshop on the data system sometime in April.

Some other ideas for/from the Ohio 5-0 group include:

- Share content in the newsletters.
- Share the best/most applicable conference sessions.
- Invite other groups to each others’ workshops.

Sometime in April there will also be a meeting to bring together the M&M leadership of the different organizations to enable sharing of ideas and strategies for membership and mentoring.

Jack asked that the Board be thinking about who would be a good person to link with the OBoR for ATC?

One of the purposes of the Governmental Relations Committee should be to keep the Ohio 5-0 group going.

Treasurer Report:

Carol reported that things are going smoothly, and she had invited Linda Young to come at 2PM to Deer Creek to hand off the documentation and files.

Secretary Report:

Dan distributed the minutes which were unanimously approved.

Treva requested that Dan double check the Committee Directory with the updated Committee listing.

M&M Report

Jeannine is in the process of updating membership lists.

Workshops Report

Misty will be sending out the Support Staff Workshop registration message in the next few weeks. The menu will be pizza and salad.

She is also beginning the preparation for the residency workshop.

Programs Update

Jack distributed the guidelines for presenters.

The Board will be performing more quality control on the session topics this year. This will include checking for hot-topics as well as ensuring we have a selection of “meaty” sessions.

Web Issues

Following a discussion of the progress of web-development, the Board unanimously authorized Jack to spend up to \$3000 toward hiring someone to get the new web-site up and running so we can then turn maintenance over to Becky Jolly et al.

OACRAO Board of Directors
Meeting Minutes
Mt. Carmel College of Nursing
February 18, 2011

Present: Jack Miner (President), Mel Severns (President Elect), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops), Carol Jones (Treasurer)

Absent: Treva Hanseman (Past-President)

Board Meeting:

Jack called the Board Meeting to Order at 10:20 AM.

President's Update:

Jack informed the Board that there would not be a formal meeting for the Board and/or past-presidents at AACRAO because so few people would be attending the Seattle meeting from those groups.

He then gave a brief update on the web, and indicated that Intuit does not have the capability we were expecting, and thus will not handle individual password protection. He said that since feedback on the use of Survey Monkey was very positive, we probably do not need to use the web-site to handle logins and voting.

President-Elect Update:

Mel said that the OACRAO dinner for Seattle was all set up at a restaurant call the "Post", with online registration through Credentials, with four meal options.

Secretary Update:

Dan presented the minutes of the January Board meeting. The minutes were approved unanimously.

Treasurer Update:

Carol reported that she had all of the books caught up through December. She said that though it appeared as though we lost 7500 on the conference, this was due to money being deposited in January 2011 rather than December 2010. She reported that she now has a backup for all of the records, and is working on invoicing improvements.

M&M VP Update:

Jeannine said she is will move ahead with the survey for Admissions people within the next week.

Jack and Jeannine will work together to determine how best to target non-member institutions to encourage membership in OACRAO.

VP for Workshops Update:

Misty informed the Board that there were +/- 85 people registered for the Support Staff workshop, with several on a waitlist in case others drop out.

If we have a problem with no-shows, we may charge a fee for not showing up next year, even if the workshop is still free.

She still has a residency workshop in the works for mid-June.

Jack said he would contact Navigator to see if they might be able to supply thumb-drives for the support staff workshop.

VP for Programs Update:

Susie is considering ways to fit hot-topics in, and perhaps give a prize to the session voted "best". She would like to repeat popular topics, either opposite hot-topics or niche topics.

Fall Conference Update:

Frank Yanchak is working on the Golf outing for Deer Creek. LAC is asking about the start time to see if we may be able to have an early morning start time. This would allow people to participate in Golf in the morning, then shop or set up kickball as an afternoon option.

The Board meeting adjourned and the Board joined the program committees as they brain-stormed session topics. Dan Wilson will transcribe the resulting flip-charts and distribute as appropriate.

OACRAO Board of Directors
Meeting Minutes
Aultman College of Nursing
April 1st, 2011

Present: Jack Miner (President), Treva Hanseman (Past-President), Mel Severns (President Elect), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops), Carol Jones (Treasurer), Janet Duber (Scholarship Committee Chair), Ann Dulany (Scholarship Vice Chair)

Board Meeting:

Jack called the Board Meeting to Order at 10:20 AM.

Scholarship Committee Update:

Janet and Ann gave the Board an analysis of scholarship applications, broken out by institution type, office in which the student worked, etc.. There was some discussion regarding ways to verify authenticity of applications, as well as whether to accept applications from non-OACRAO affiliated offices. In each case the decision was made to do nothing yet, but rather to continue to monitor applications in the future and see if any patterns develop that cause concern.

The subject of the Past-President Scholarship was raised, with some concern as to whether the current process is viable and feasible given some comments that were received during the last iteration of the scholarship. After a lengthy discussion, the decision was made to put together survey that could be distributed by the Scholarship Committee to past-presidents. Janet and Ann were tasked with putting together a survey, and Treva will send them the contact information for the past presidents.

Ann pointed out concerns regarding an inequitable number of readers by institution type/region, and the decision was made to recruit more people to become involved as readers.

Next some ideas were mentioned for the Silent Auction. The ideas included:

- Themed Baskets
- A live auction for some of the big-ticket items
- E-bay style auction for specific items.
- Raffle tickets for certain items
- Target hotels (particularly target hotels that OACRAO will be meeting at in the near future)
- Have a Trash & Treasure category of items for the auction.
- Offer a live auction for a white-elephant (gift in a box) item with a live auction.

Web-Site Update:

Jack said that the people he had in mind to help get the web-site updated were no available. He is still searching for someone that could help with this.

The intention for now is to stay with Intuit, even though it is not (as-is) capable of handling password protection to the level that we were told.

Conference Updates:

As for the Conference Web-Site, David, Malinda, and Jack developed a Visio representation of the conference web-site and turned that over to Becky for implementation.

Next Jack distributed a handout from the LAC with conference information.

In order to save money on the name-tags, the recommendation was made to have people turn in their name badges at the end of the conference to be entered into a drawing. This would allow name-tag holders to be reused over and over.

Next the issue of exhibitor fees was discussed. After working out the details of the break-out sessions, the board unanimously voted to approve the following fee/sponsorship structure:

- To sponsor the Keynote: \$250
- To sponsor the Exhibitor Break: \$500
- To sponsor the Exhibitor Reception: \$500
- To sponsor the Wednesday Evening Entertainment: \$500
- To sponsor the Thursday Evening Entertainment: \$500
- To sponsor the Golf Outing: \$500
- To offer a normal 1 hour session: \$125
- To offer 3 twenty minute sessions: \$150
- To offer 1 twenty minute session: \$75
- To have a table display: \$450
- To have items stuffed in the bags: \$50

Past President Report:

Treva requested N&E recommendations be emailed to her. She said that to save \$\$ the N&E Committee will do its work via conference calls.

President Elect Report:

Mel reported that the dinner in Seattle was a success.

Treasurer Report:

Carol reported the net income as \$10183.29. She brought up the question of how to bill regional campuses. She will work with Jack on this. She also reported that the taxes were almost complete.

Secretary Report:

Dan presented the minutes. After a minor change they were approved unanimously.

Vice-President, Membership Development Report:

Jeannine said that she has planned a scavenger hunt for the new members at the conference, with a drawing for the scavenger hunt winner on Friday.

She said the OACRAO session is being moved to session 5, and there will not be a discussion of the Board responsibilities at the session as the new members are a bit too overwhelmed to care at that point.

She then reported that there are 52 accredited schools in Ohio that are not currently members of OACRAO.

Vice-President, Workshops Report:

Misty distributed a report on the feedback from the workshop.

She said she is currently in the process of preparing for the Residency Workshop.

Vice-President, Programs Report:

Susie said she had sent out a timeline to the Program Committee Chairs, with the next due date of April 18th for session titles and descriptions.

Prior to the next meeting Susie will have a grid of sessions out to the Board.

As of the time of the meeting, she had not yet heard back from the Professional Development committee.

Future Conferences:

There are plans to have a Great Lakes conference in 2013 or 2014, probably 2013. Currently the group is looking at hotels in Indianapolis. The plan is to have a group of the three association presidents and the boards develop procedures for the conference. The Program Committee will be made up of 2 from each state, with committees under them, probably state by state.

The next Board meeting will be at Muskingum University, with representatives from the Government Relations Committee in attendance.

OACRAO Board of Directors
Meeting Minutes
Muskingum University
May 13th, 2011

Present: Jack Miner (President), Treva Hanseman (Past-President), Mel Severns (President Elect), Dan Wilson (Secretary), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops)

Absent: Carol Jones (Treasurer)

Board Meeting:

Jack called the Board Meeting to Order at 10:00 AM.

Conference Details for 2013:

Jack gave a report on the results of the hotel options for the 2013 joint conference. Of the 3 options they checked, they selected the Sheraton. It is \$129/night, connected to a mall, and is in a nice area. The plan is to have the conference Nov. 6-8, with a \$235 Registration fee.

The board discussed some options for an LAC Chair that would be good at working with people from the other states, and decided to ask Wendy Lambing if she would be willing to do it.

Government Relations Committee Update:

Barmak Nassirian is flying to Ohio to meet with our G.R. group, probably in July. Jack plans to invite the Board to that meeting.

Newsletter:

Sheryl is putting together a newsletter, with plans to send it out in the beginning of August. Potential topics for the newsletter include:

- Letter from the President
- Updates from LAC
- Golf Outing info.
- 2-3 member profiles:
 - o Ann Dulaney
 - o Danielle Krosniak
 - o Dan Kall
- Educational items:
 - o FERPA Changes
 - o Distance Education Information

- Credit Hour rule changes
- Announce Wendy as Co-Chair
- AACRAO Info/Federal Update
- LAC 2012
- LAC 2011
- Institution Updates
- OBoR
- Transfer Credit Council
- 4-5 Topics from upcoming conference (teasers for meatier topics)
- Pro-Con for PSEO (Anonymous)

Web-Site Update:

A proposal was made and unanimously approved to find a new volunteer web-manager. No changes to the site have been seen since it went live. Jack put together a site-map for the conference web-page.

Once the web-site is up and running, we will still need someone to turn the site over to once it is delivered.

We need someone who is willing and able to write the text for the site.

Past-President's Scholarship:

Based on the results of the Past-President's Scholarship Survey, a proposal was made to discontinue the Past President's Scholarship, and instead encourage the Past-Presidents to go together on a gift basket for the silent auction, to be coordinated by the immediate Past-President. The proposal passed unanimously.

Past President Report:

Treva is in the process of finalizing by-law changes.

President Elect Report:

Mel reported that he had no report.

Treasurer Report:

Jack reported that most of the schools that had not yet paid as of the previous meeting were now up to date.

Vice-President, Membership Development Report:

Jeannine said she had asked Frank to help with the “Help it’s my 1st OACRAO” session. Jeannine asked that this session be in either time-slot 4 or 5.

She said there has not yet been any action on the 52 accredited non-member schools.

Vice-President, Workshops Report:

Misty is continuing to pull together the Residency Workshop. No date is yet assigned.

Marcia Venus is going to do an Office Politics session, the Board agreed to pay her mileage and meal. She is a professional speaker who is doing this session gratis.

Vice-President, Programs Report:

Susie led the Board in assigning sessions to time-slots.

Once this was done, it was suggested that the newsletter include teasers for the following sessions:

- Positive Office Politics
- Immigration 101
- Culture Shaping
- Bright Idea

Meeting adjourned at 2:00 PM

OACRAO Board of Directors
Meeting Minutes
Columbus State Community College
July 13th, 2011

Present: Jack Miner (President), Treva Hanseman (Past-President), Mel Severns (President Elect), Dan Wilson (Secretary), Carol Jones (Treasurer), Jeannine Shambaugh (Vice-President, Membership Development), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops), David Schneider (LAC Co-Chair), Malinda Handy (LAC Co-Chair)

Jack called the Meeting to Order at 10:18 AM.

LAC Report:

David and Malinda distributed budgets, logo designs, and other information regarding the upcoming Conference at Deer Creek.

They discussed the creation of re-usable program holders to be used outside of the rooms at fall conferences. The Board approved of the idea and made some suggestions regarding the designs.

Next the schedule was discussed in detail to ensure everyone had the same understanding.

David reported that they planned to purchase 300 name tag holders from Credentials. The name tags will be purchased in three different colors: Black- Regular members, Red – New members, Blue – exhibitors. The idea is to collect the name tags and re-use them at the next conference.

LAC will be invited to the September Board meeting at Mt. Vernon Nazarene.

Vice President for Programs Report:

Susie said things are going smoothly. She asked each committee to have at least one back-up session on hand in case of cancellations.

After discussing the idea of a transition meeting, the decision was made to schedule the transition meetings for breakfast on Friday.

President Report:

Jack discussed the Government Relations meeting that occurred with AACRAO's Barmak Nassirian and Michelle Cormier the previous week. AACRAO is interested in our GRC, and the Ohio 5-0 concept for a number of reasons. As we are the first state organization to try anything of the sort, they want to see how successful it is and perhaps expand the ideas to other groups. They are especially interested in Ohio since it is the home state of the Speaker of the House, John Boehner. AACRAO plans to help us put together a "lobbying" workshop in December, and we hope to partner with the other Ohio 5-0 groups for this event.

After briefly discussing Barmak's advocacy mailing list, Dan Wilson was asked to forward a link to that list to the Board members.

Past President Report:

Treva gave an N&E update. The N&E Committee plans to meet with the Board in August with recommendations. The official "asks" will be made once Board Approval has been obtained, with plans for each position to have a 1st, 2nd, and 3rd choice.

The By-Laws Committee is scheduled to meet the first week in August. Jack will supply information to Treva regarding the proposed GRC information. The President Elect will be the Board Liason to that Committee.

Treva reported that the past-president basket for the Silent Auction was nearly complete.

President Elect Report:

Mel reported that he had no report.

Treasurer Report:

Carol said she intends to have invoices out soon. She said that she received notification that taxes were not filed on time, but they were. Jack and Carol will work on that to ensure everything is OK.

Carol is making a move to more e-banking. This should eliminate some of the hassles she has experienced in the past few years.

Secretary Report:

Dan distributed the minutes from the last meeting. The minutes were approved.

Vice-President, Workshops Report:

Misty said the Residency Workshop is scheduled for August 12th. The cost will be \$50, and it will be held at CSCC.

After discussing the two pre-conference workshops (FERPA and Articulation), the decision was made to change the Articulation workshop from 2 to 3 hours in length.

Newsletter:

Jack reminded everyone to write their pieces for the newsletter.

Meeting adjourned at 2:00 PM

OACRAO Board of Directors
Meeting Minutes
Jack Miner's Bistro
August 16th, 2011

Present: Jack Miner (President), Treva Hanseman (Past-President), Mel Severns (President Elect), Dan Wilson (Secretary), Carol Jones (Treasurer), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops)

Absent: Jeannine Shambaugh (Vice-President, Membership Development)

Jack called the Meeting to Order at 10:19 AM.

Web-Site Update:

Jack reported that the web-site is officially live and working. He discussed the fact that some functionality we had originally intended to have available, may no longer be necessary.

- Individual passwords were originally requested, but there is a procedure in the works for updating membership information that does not require individual passwords/privileges.
- Secure online voting was originally requested, but voting was handled with Survey-Monkey in 2010 and appeared to work seamlessly.
- Job postings were going to be hosted behind a "firewall", but they probably provide more utility if they are available to all.
- Online store functionality was being considered, but we can easily stay with Credentials for this while saving money and minimizing overhead.

LAC Update:

Registration for the Fall 2011 Conference is open and proceeding nicely.

The Board was reminded to NOT register for Tuesday Dinner if they were registering for Golf, as dinner is included in the Golfing Activity Fee.

The Board will have a meeting at Deer Creek on Monday, October 10, 2011 at 5PM. This should allow time to deal with any last-minute issues that may arise.

Vice President for Programs Report:

Susie distributed a sheet of sessions, and reported her progress in getting final confirmations from presenters and program committee chairs.

President Elect Report:

Mel reported that the retreat is scheduled for November 6-8, and he is in the process of confirming this with Ohio Northern.

Treasurer Report:

Carol reported that checks are coming in for annual membership dues. She is in the process of correcting some name/position discrepancies.

Past President Report:

Treva had been involved in a concurrent meeting of the N&E committee. She joined the Board Meeting and presented the slate of candidates. She reported that N&E strove to have a balance of candidates across gender, school type/size, geographic location, etc.

The Board voted unanimously to "affirm the slate of candidates and ask Treva to confirm nominations with the candidates".

Next the budget for 2012 was presented and unanimously approved by the Board.

Treva then presented the By-Law change proposals. After a few modifications were made, the Board approved the amended by-law changes for presentation to and vote by the membership at the annual meeting.

Vice-President, Workshops Report:

Misty reported that the Residency Workshop had 47 attendees.

She is in the process of putting together a Residency Conference Call, scheduled for Early September. She will solicit questions prior to the event, and Jack's office will supply a conference phone line for the event. This event will not be interactive.

There was a question raised as to whether or not we should offer a Residency 101 Workshop.

Meeting adjourned at 3:15 PM

OACRAO Board of Directors
Meeting Minutes
Mt. Vernon Nazarene University
September 16th, 2011

Present: Jack Miner (President), Treva Hanseman (Past-President), Mel Severns (President Elect), Dan Wilson (Secretary), Carol Jones (Treasurer), Jeannine Shambaugh (Vice-President, Membership & Mentoring), Susie Ward (Vice-President, Programs), Misty Singer-Mahefkey (Vice-President, Workshops)

Jack called the Meeting to Order at 10:00 AM.

Annual Retreat:

The retreat center is unavailable this year. Alternatives explored included Mohican and Punderson Lake State Parks. Mohican is much more central for everyone. The retreat will be scheduled for October 30th through Nov 1st.

LAC Update:

We are on target to clear around \$2500 on the conference this year. Around 14 exhibitors have confirmed their attendance. The Board reviewed the LAC materials and discussed how to handle surveys. In the end the decision was made to go with online conference evaluations, while session evaluations will still be handled on-site.

Bruce Cunningham will be the AACRAO representative, and SACRAO also intends to send a rep.

VP M&M Update:

Jeannine plans to distribute committee signup sheets at sessions.

The same boxes used for collecting session evals will be used to collect signup sheets and new member scavenger hunt forms.

President Update:

Jack distributed scripts for review.

One question was raised regarding whether or not Committee Chairs should have to be voting members. This question will be left for future by-law reviews.

President Elect Report:

Mel said he had nothing to report.

Jack, Mel, and Dan had discussed who should go to the AACRAO meeting in December for State Board Reps, and had determined that David Schneider will participate this year on behalf of OACRAO.

Treasurer Update:

Carol said she is continuing to work to get all of the files moved to electronic formats.

Secretary Update:

The minutes were edited and approved.

VP Workshops Update:

The minutes prompted a discussion of the Residency Workshop Webinar/Conference Call. This call has been indefinitely postponed.

Past President's Report:

Treva asked if it was necessary to count the votes at the Business Meeting. The answer is no, unless the vote is very close.

There will be 3 votes at the Business Meeting, one on the Budget, one on the By-Laws, and the final one on the Minutes from the last meeting.

The By-Laws Committee will meet sometime during the conference, but Treva was not yet sure exactly when that meeting would take place.

VP Programs:

The Board next reviewed the sessions/times and made some changes. It was requested that Jack offer a session on Diversity on Friday. It was expected that this would be a good session to draw people to attend sessions on Friday.

Meeting adjourned!



2011 OACRAO Retreat

Agenda to 'Maintain Our Momentum'

Sunday, October 30 through Tuesday, November 1

Mel Severn called meeting to order to 2:13 pm

Attendees: Mel Severn, Jack Miner, Dan Wilson, Janet Duber, Carol Jones, Lisa Kasunic-Spinden, Misty Singer-Mahefkey, and David Schneider. Sue Shepherd had not arrived yet.

- **Letterhead**
 - The committee discussed using the letterhead with full board members down the side or a simpler version. Jack will distribute the simpler version for usage.
- **Reimbursement forms**
 - were distributed and asked to be filled out and return to Carol Jones for reimbursement.
- **Dates for meetings**

Date	Location	Special Topic
Dec 5	(conference call)	Updates from Board Retreat
Jan 6,	Dayton - Marriott	Conference Hotel - LAC
Feb17	Columbus @ Mount Carmel	Program Planning
March	-no meeting-	
April 20	Canton – Stark State CC	
May 25	Oxford – Miami University	
June	Delaware – Columbus State CC	
July 10	Cleveland – Baldwin-Wallace College	
Aug 10	Worthington – Jack's House	
Sept	Mount Vernon – MVNU	
Oct	Dayton - Marriott	Local Arrangements

- **2011 Conference Recap and 2012 Conference Planning**
 - Dave & Malinda did a great job on the conference.
 - People like the facility but it was not clean. We had no control over this part.
 - Food was good but service was poor.
 - Having President's reception on Tuesday was very successful. No competition. Anybody could attend. This reception is out of pocket for the president.
 - Bright ideas was well attended
 - Book club was successful
 - More sessions was successful
 - **Some suggestions:**
 - Have naturalist do a session Tuesday
 - Coffee and water all day available
 - Continue to publish menu ahead of time
 - Bring back dueling piano players

- Go back to parks
- Change the name of president's reception on Wednesday to reception. Get sponsorship for this event.
- **Discussion on attendance**
 - 150 average 110 people in 2011
 - Colleges are having to pick and choose what they want to attend
 - Budget cuts are happening at colleges
 - Is it worth surveying?
 - Jack discussed working with the park system again.
 - The discussion of shorter conference took place but problem is that contracts are written with benefits to room nights.
 - Discussion on every 3rd year hold it in Columbus to make it central for everyone.
 - Talked about building up Thursday to make it more appealing to people for a one day trip in.
 - Possibly working with Ohio Transfer Council on a Wednesday workshop and sharing the conference for a day. We would share the cost. Ohio Transfer would do a workshop in the morning.
 - Possibly hold more workshops during the summer for membership.
 - We are committed to Indianapolis. We will look closely at attendance etc.
 - Some membership might attend SAACRAO instead of AACRAO. It will be held in Kentucky in February.
 - It was recommended that President and President Elect go.
- **2012 Conference Times were adjusted to be to include break**
 - Dave Sauter and Tammy Bash is planning a Halloween Theme
 - Wednesday will remain the same times
 - Thursday will be adjusted
 - Breakfast from 730-815
 - Session 3 will begin at 815
 - Session 7 will be 230-330
 - Break between session 7 & 8 will be 330-4
 - Session 8 will be 4-430
 - Session 9 will be 445-545
 - Exhibitor Reception will be 6-7
 - Dinner 7 to 8
 - Entertainment 8 on
 - Friday will be adjusted slightly
 - Session 11 will be 930-1000
 - Closing Session will be 1030-1130
 - Silent Auction check out will be 730 to 12
- **Suggestions for future conference**
 - Energizing kickoff speaker
 - Suggested speaker-John Glenn or his wife, retired registrar
 - Rescue shelter could be a fund raiser
 - Cooking showing
 - Speaker could be past president of OACRAO
 - Book club longer lead time with announcing the book
 - Board picks the book.
 - Dress for conference is casual and business casual for presenters on day of presentation. School attire acceptable
 - Eliminate bingo
 - Scrapbooking---All supplies would be given to each person
- **Suggestions for improvement**

- The vendor sessions needs a session host
- **Pre-conference workshop**
 - 10 in attendance
 - Limit OBR talking time
 - Went well
 - Past attendance was 15
 - Suggestion was to make workshop free and not serve lunch
 - Offer a light breakfast
 - Suggested topics for future workshops
 - E transcripts
 - Identify felons
 - Immigration
- **Discuss program topic ideas**
 - Obtain topics from AACRAO and other conferences to review during planning meeting in February.
 - Have 10 to 12 good ideas to start with
 - Work right away on getting presenters
- **Scholarships review**
 - Has a good amount in budget
 - Offer 1 extra scholarship to group that has most applications
 - Silent auctions are bringing in good money over the last couple of years and Indy will bring more than Ohio conferences.
 - Admissions and sophomores are the major areas for applicants
 - 4 yr. private colleges have more student workers
 - Judgment call by the scholarship committee for offering 4 instead of 3 for the year.
 - Mel will look into endowment for the Scholarship fund.
- **Conference planning beyond 2013...**
 - 2012 Dayton October 31-November 2
 - 2013 Indianapolis (OH, IN, MI)
 - 2014 Columbus (need location)
 - 2015 State Park (Jack will meet with park people to start talks)
- **Organizational Housekeeping Items**
 - **Review Committee Appointments and succession planning**
 - All vice chairs will move up to chairs
 - Janet will work on vice chairs and any chairs that we will need.
 - LAC did an excellent job of communicating this year with everyone
 - **Exhibitor Involvement in Committees**
 - Marian Brainerd was suggested to be chair of Exhibitors
 - Get sponsorships money for reception
 - Get them more involved with program committee and LAC
 - **Communications Committee & Newsletter**
 - Cheryl is going to try to find a new newsletter write
 - Amy Hartmann was suggested
 - Communication committees needs to be become more active
 - Add message board to website to supplement listserv
 - There are free programs to run message boards. Some message boards can do surveys.
 - There is a lot of potential with our website
 - Newsletter can be cleaner
 - Get communication committee participate in each newsletter
 - Content about information on colleges, hires and retires

- Membership profile articles
- Exhibitor profiles
- Deadlines need to be met
- Change format of newsletter
- Board will set schedule when newsletter will go out
- Back file when it goes out
- Communication committee needs new blood involved
- Goals for the newsletter
 - Mid to end of July (conference info, summer workshop highlights)
 - Mid November-(recap of conference, board retreat, session write-ups, showcase bright ideas)
 - End of April (summer workshop schedule, overview of support workshop, recapping of AACRAO conference, private registrar's mtg)
 - President's corner
 - Teaser for next year conference
- **Scholarships and Fundraising**
 - Most items come from same organizations
 - Past presidents created some packages
- **Review any Bylaw Issues**
 - Need to fix bylaws for fiscal committee t 1 member at large
 - Most years the budget is the same.
 - Bylaw committee needs 1 member at large. Sharon Purvis and Mike Whitnabe were suggested.
- **Planning for National Conference Dinner**
 - Dan will look for restaurant
- **General comments**
 - OBR participating was overstepped during the 2011 conference. Mel, Jack and Dan will set up meeting with OBR to discuss their part in the OACRAO conference.
 - Charge non-member fee for attending. \$1,000 plus conference fees per person.
 - Looking into updating and making membership searchable on the website.
 - Yahoo group will be used by the board for communicating to each other.
 - Dan updated the account.
- **Budget Review**
 - Change calendar of dues to go out in June
 - Need to look into accepting credit cards. Credentials will be approached to possibly help us.
 - Capture vendor numbers for us
 - Update membership before we mail out invoices
 - Carol discussed transition of treasurer to be end of conference not end of year. With David this transition will be smoother. We are still under budget for everything.
 - 5 new schools joined this year
 - 2 schools did not rejoin this year
 - Residency workshop not all paid yet. Sinclair has not paid. Carol will contact them.
- **Review Website**
 - Facebook. Lisa will be this person as secretary.

- Will give updates on schools, conference information, workshop information.
 - **Workshops**
 - Misty handed out summary of workshops held in 2011
 - Develop different levels for people
 - Suggestions
 - Bird of feather for like jobs
 - Customer service component
 - FERPA for the front stations
 - WORD
 - Offer 2 sessions
 - 1 technology
 - 1 customer service
 - Email etiquette
 - Work smart not harder theme for next year
 - Short cuts to doing job using email
 - Yes to keep it free
 - Need more help on technology side
 - Misty will look for someone for customer service
 - Janet will look into the IT person
 - Do some on VA best practices
 - hold in January
 - charge \$50
 - Hold again on the Delaware campus of Columbus State
 - Dual Enrollment best practices
 - Pay presenter mileage
 - Residency workshop
 - Do a pre-conference webinar to get everyone on the same level
 - Hold in July
 - Write down questions prior to workshop so they can be covered during the workshop
 - **Government Relations Committee**
 - Projects ongoing
 - Follow up on residency workshop
 - Common definitions
 - How to lobby legislatures. Educate them
 - Leg work in the morning and talk in the afternoon
 - Education on both sides
 - Have a regular article in the newsletter
 - Need more information pushed out to the membership
 - OACRAO have representatives on OBR committees
 - We need to be at the table when policy is made
 - We are very unique with having Rob Portman being on Sherrod Brown staff
 - Learn how to educate people on the impact of laws.
 - **Check in with each role (general reports, did we miss anything, questions on next steps, etc.)**
 - **President Elect**
 - Suggested Luisa Havens as AACRAO representative
 - Leadership track workshop
 - Based on training session no longer offered "Registrar 101"
 - Deb Benton worked on this previously

- Board to work on this over the next yr. to be launch at fall conference
 - Want first year to be small group
 - Need to create topics to research
 - People to lead (possibly retirees, membership with interest in this.
 - 2 different tracks for the membership
 - This will win us an AACRAO award
 - Could be marketed to other states
 - Could be held at parks and worked into overall cost of other functions at parks-Jack
- **VP Programs**
 - We have already revamped time frame for sessions
 - Will continue with exhibitor blocks
 - Review survey monkey for programs. Janet will be adding fields for time, room, program number, presenter, session **facilitator**. This can be downloaded and published.
 - Planning committee again Mt. Carmel in February
 - Gather old session list for popular sessions to reoffer.
- **VP Membership & Mentoring**
 - Update new member handbook
 - Email sent to Jeanne to talk about retirees. They stay on listservs
 - Create separate spreadsheet for retirees
 - Discussion on mentoring. Board would like to see this come back
 - M&M luncheon should continue and orientation to introduce new members to mentors
 - Send packets to new members information them about OACRAO
 - New members stated they wanted more stuff for them on Thursday
 - Move M&M session (luncheon) to breakfast on Thursday morning.
 - Thursday had more new members attending than Wednesday
- **Secretary**
 - Send Connie PDF format for website of all notes, minutes board/committee membership
 - Send all documents in a lower version of word
 - Dave is going to suggest to Cheryl that Amy would be the replacement for newsletter
 - More articles needed for newsletter
 - Make sure deadlines are met for newsletter
 - Communication Committee needs to become active
 - Have a communication committee meeting this year
- **Treasurer**
 - Liaison to scholarship committee
 - Look into credit card machine. Sam's Club has machine that loads in information and saves it onto a Sam's club which then can be cashed in
 - Audit for next year—all transactions saved as .pdf
 - Carol is going to create a procedure document for the treasurer
 - Tax procedure will be documented also
 - They are due in May
 - Insurance policy, single against liability both as individuals and group. Paid annually in March.
 - 2 cases of past documents will be scanned and saved as .pdf
 - Tax filings would be kept but not supporting documentation

- **Expansion of membership**
 - Targeting Admissions
 - Offer more sessions for them
 - Targeting non-member schools
 - Send OACRAO packet to show what OACRAO has to offer
 - Should we consider for profit schools?
 - Sue will obtain profit school listing and contact them
 - We need them in the loop.
 - 30 new attendees for 2011, but where are the oldies?
 - Jack and others will analyze past conference attendees



2011-2012 OACRAO Board

Meeting December 5, 2011

Conference call meeting 2:00 PM

Mel, Jack, David, Misty, Janet, Sue, Carol (joined later), David, and Dan all participated.

Monthly Reports

Mel welcomed everyone 2:04 pm.

President – Mel Severns

1. January meeting setup for Dayton. Jan 20, Dayton Marriott. Tami & Dave will meet us.
2. Mel emailed out the latest listing current mtg dates.
3. Connie informed Mel that outside agencies have been posting jobs on our website and want to continue doing this.
 - a. Most states do it for free. Regionally and National charge a fee. We decided to continue not to charge a fee.
 - b. Small amount of work to post these jobs.
 - c. Service to our members.
 - d. We do not have a lot of jobs posted to our website the entire year.
4. Kickoff to conference possibly something from Dayton air museum. More interactive than straight lecture.
5. Jack, Dan & Mel set up meeting with OBR for Thursday, December 7, 2011.
 - a. Opportunity to start relationship between privates and OBR.

Past President – Jack Miner

1. All of the committees are stabilized now.
 - a. If a person signed up for a committee during or after and already on the committee he extended their term.
 - b. In addition to sending everyone assigned to this committee, he sent something out to everyone on the committee in the past and asked if they wanted to extend their term.
 - c. Sent out something for people continuing informing them the committee chair and co-chair.
 - d. Lots of new members joined committees.
 - e. Bylaws committee needs a member still. May add a person as we get closer to final draft of bylaws.
 - f. 2013 conference what the structure would be. Steering Committee (Connie Goodman would represent Ohio) would be 1 person from each state. Under steering Committee 3 separate committees
 - i. Exhibitors (Michigan Chair)
 1. Ohio would have no role in this committee
 - ii. Local Arrangements (Indiana chair)
 - iii. Program Committee (Ohio Chair) each state would have 2 representatives
 1. Only the best of best would be offered
 2. Misty & Janet (would be Ohio Chairs)
 - a. the committee would work independently from state boards
 - b. Our program committee would submit program request same as now
 - iv. Lots of equality and not one state carrying the burden.
 - v. Leadership group will get together prior to our Dayton conference to start talking.

President Elect – Dan Wilson

1. Narrow down restaurants in Philadelphia for AACRAO

VP Programs – Janet Duber

1. Newsletter was good.
2. Something in newsletters about looking for someone to replace Cheryl.
 - a. Amy, the possible replacement, is now working for Columbus Visitor's Bureau, so not an option.
3. Janet went to websites and printed state & national programs to get some ideas and thoughts.
 - a. Group by committee and send out to the committee chair.

VP Membership & Mentoring – Sue Shepherd

1. New member handbook updated and sent to Connie for posting to website.
2. For profit listing schools mailing
 - a. Brochure about OACRAO and invitation to join
3. Honorary and Retirees members
 - a. No where to list honorary members
 - i. Create school code and list all of them with name, phone and email.
 1. Honorary would have Honorary behind their name

VP Workshops – Misty Mahefkey

1. Conference call with Doug Burgess (Veterans)
 - a. To be held in February at Delaware Campus
 - b. Support Staff day
 - i. Early March to mid March (Jack and Misty will confirm a date)
 - ii. Ohio State University site
 - iii. Sessions
 1. FERPA
 2. Customer Service
 3. IT session
 - a. Make sure all on same version
 - b. Most concern is skill level of participants
 - c. Microsoft Word® - offer basic and advanced sessions
 4. Lunch hour
 - a. Birds-of-a- Feather—same student information systems

Secretary – Lisa Kusunic

1. Nothing to report

Treasurer – Carol Jones (and David Schneider – Treasurer Elect)

1. Balance Sheet
 - a. David Schneider has all receipts in, but has some more checks for deposit
 - b. Membership dues from schools are good
 - c. Expenses all imaged
 - d. We are in good position financially
2. We are paperless
3. Scholarship fund
 - a. Continue to do as planned – 4 scholarships for 2012 conference
4. \$10,000 CD
 - a. When it comes due we would withdrawal it and reinvest it – and may add money to it since we are in good financial position to do so right now.
5. Profit and Lost
 - a. Workshops
 - i. Profit (\$100) changed from Support Staff to Residency

Other

Credit Card—Still not in Carol and Mel's name. Jack will look into it again.

Committee listing on website — Jack confirmed the latest version on the website

Dan—

- AACRAO is putting forth some bylaw changes.
- The board construction will be changed.
- Workshop ideas—Re-engineering business processes. Teaching people how to look at offices and restructure them.
- AACRAO now requiring you to submit 3 learning outcomes for workshops. We may want to consider a small statement in our program as well for each session. (?)