

BOARD MEETING MINUTES

JANUARY 20, 2012 – DAYTON

Dan

Working on restaurant in Philadelphia. He will call hotel concierge for suggestions. \$40 limit. Ideas for Summer Registrar Program should be sent to Dan. Hoping to have framework done this summer. Planning first intensive focus program July 2013.

Jack

Interviewing candidates for AACRAO Executive Director in Washington D.C. next week. Jack will coordinate Book Club and Debate at conference.

Carol

Circulated profit-loss statement. We are in good shape. IRS concerns – not employee taxes required. Discussed switching banks but decided to keep Huntington but switch branches.

David

Starting graduate school project that will focus on OACRAO stakeholder needs and strategic plan. Might be a good session.

Sue

Asked about inviting non-profits to join—accreditation is important. Sue is going to create a mini-newsletter and circulated some nice samples. Plans to add new member info to our website. Reach out and invoice. Review schools that used to be members but are not now—new contacts? Retirees and honories were pleased to give their contact information.

Janet

Discussed planning meeting. Main thing is to keep it moving. Bullet sessions with a lot of variety including Financial Aid. Slot one or two times for OBR. Send out reminder email 1st week of February. Lisa will type up session sheets. Email Board session titles in March or arrange conference call if needed.

David Putman from Ohio College of Podiatric Medicine has agreed to be Vice Chair of Data Management and Research.

Misty

Veteran Benefits Workshop scheduled at OSU on March 2. Dick Burgess will present. Expecting good turnout. Support Staff workshop scheduled at OSU on March 20. FERPA, Word and Diversity will be topics.

General Discussion Topics

Newsletter – Send out Friday have planning meeting Cheryl Gloege will do it one more time and then Barb Arilson from Lake Erie will take over.

October Board Meeting – Needs to be in Dayton for early conference walk through, if necessary.

Facebook – Lisa should tell members to link in. Post workshop invitation. Are all administratives on Facebook?

Great Lakes Conference – Dan will check with Bob Kubat. Proposal sent to identify people in charge but no response.

Ohio Board of Regents – Jack, Mel and Dan reported on their meeting with OBR. Disappointed in discussion and their lack of professionalism at conference. Decided they are a governing body, non-member and therefore can only present at future conferences. We will pay mileage and they must present on a topic approved by OACRAO at the Planning Meeting. They will then offer a general Q&A session for our members. Will schedule for the last two sessions on Thursday. .

Motion was made and seconded to revoke \$1,000 non-member fee. Exceptions will be handled on a case-by-case basis by Board.

Marian should make it clear to the vendors that they need to provide the names of all those coming with them. The guests must pay \$75 each. We need to know who is there for liability reasons. Department of Education people should not be invited.

Mel thanked everyone for coming and wished us all a safe trip home.

Board Meeting
February 17, 2012
Mt. Carmel College
Planning Meeting for 2012 Conference

Mel welcomed everyone.

Announced that Misty could not make it.

President

Connie Goodman forwarded an email to approve a Corporate presentation policy for review.

Review documents prior to conference. Marian was going to talk to vendors at SACRAO about our conference. Marian also suggested that each room have an official time keeper to track time to keep the speedy vendor sessions on track.

Newsletter articles—

- Member profiles
- Treasurer report will look bad for the year. Talk about Connie Goodman, paid 2 years for internet for website. Saving money thoughts. How we are doing on getting dues back. Free workshops are getting more people involved and pay to join.
- Ohio Board of Regents update. Good opportunity to contact Paula Compton for an article.
- Profile of members. There are currently 4 people being interviewed.
- Goal is to publish next Friday, February 24

Barb Arilson from Lake Erie College will take over newsletter this spring.

Idea for newsletter: When someone sends out an email to the listserv asking for responses, ask them to do an article on their survey/results.

Past President

AACRAO has new Executive Director, Mike Riley. He will take position April 1. He is from Washington. Strong legislative background. His background is admissions and enrollment background. We will ask him to come to OACRAO as our representative.

AACRAO bylaw changes will make business meeting interesting. Biggest changes are board will be strategic instead of portfolio.

President Elect

Dan discussed AACRAO dinner is at a place called Lucky Strike. It is a private room. High end night club with bowling etc., but very informal. The room will hold 60 to 80 people.

Suggested having a debate at the conference. Some ideas PSEO, CTAG, OBR 3 yr degree. Dan and Jack agreed to do the debate. Mel will facilitate.

VP programs

Janet met with chairs and gave them the timeline that has been used previously. Janet will send us the timeline.

OBR---2 sessions. Mel will handle contacting them.

There was discussion on topics repeated from last year.

Conference home page needs to be changed around. Janet will talk with Tammy Bash.

VP Membership & Mentoring

Sue—Prior to sending invoices there was discussion that the website be able to take credit card payments. Jack will talk with Credentials Inc. to see if possible.

Website--- Connie was working on updating information on the database and looking into possibly changing data via the web.

VP workshops

Veteran Summit/Workshop

- 98 people, 50 schools confirmed
- 5 people attending not paid
- 6 people on waiting list and 6 people never been a member
- It is full
- Box lunches for everyone
- All in the same room all day
- Doug has done an excellent job asking for questions ahead of time
- Good mix of positions attending - Business Office, Admissions people as well as Registrar's Office

Support Staff Workshop

- Morning---options Intro to Word or Diversity option: afternoon FERPA or Advanced Word.
- Free workshop to all attendees

Secretary

Highlight/Update Facebook more. Pictures from planning meeting will be taken and posted to website.

Treasurer

Profit & Loss statement

- AACRAO payment but we will get that back.
- Scholarships went out
- \$1450 web maintenance for the next 2 years but we actually only paid for 18 months.
- Some colleges have not paid. 10-15 schools not paid yet.
- 2 nursing colleges have discontinued operations.

Still fighting with IRS. Sent things in November but Feb 17 to call IRS to see if they got. Past 3 years we did not file 944 form. 944 form what we pay employees. We should have filed something to file we don't have employees to pay. 944M nonprofit - due May 15. Made money 2011 file online not by paperwork.

Miscellaneous

Dan discussed a Summer Institute for 2013:

- Summer late June/early July
- Utilize one of the smaller state parks or a college hotel
- 3 days 2 nights
- Designed for people new to profession. Open to Registrars or Admissions
- Do it year in Indianapolis summer 2013.
- Limit to 30
- Market to surrounding states.
- Motivation
- Audit
- Office Management
- Initial team building

April 20, 2012
OACRAO Board meeting
Stark State College – North Canton, OH

Mel welcomed all. Dave (Treasurer Elect) was not in attendance. Meeting started at 10:10 am.

VP of Workshops – Misty Singer

March busy with workshops

- March 2 VA Summit—82 attended 38 institutions
- Misty handled evaluations
- Good comments from the attendees

March 20 Support staff day 45 attendees 14 institutions

- Misty handled evaluations
- Good comments
- Workshop was free
- Belmont joined OACRAO due to the Support Staff Day

Newsletter great opportunity to cover these events.

Off cycle workshop from the regular conference targeting support staff and free is unique.

Comparing our conference/workshops to AACRAO:

- Comprehensive what we have done in training and planning for the conference. We have been able to maintain enrollment over last 4 years.
- Managing conferences in a down economy. More translatable free workshops could benefit any size organization.
- Mel and Jack looking into nominating the organization for a national award through AACRAO.

Residency workshop –

- Michelle from OBoR.
- MaryKay Weis suggestion to facilitate. Same format as last year.
- Pre-conference 2012 workshop--VA and Felony workshop was suggested

Past President report – Jack Miner

Jack reported on Dayton Conference

We have lost Wendy Johnson from the Admissions and International Committee. Susie Ward will take her place. Beth Delonzo will be co-chair.

Scholarship Committee report--Ann Dulaney took a job in the academic affairs. Beth Egan will move up to chair. Steven Mentz will move up to vice chair.

Great Lakes Conference

- 3-person steering Connie Goodman is our Ohio rep. Janet Duber will be chair the program committee.
- Misty will continue on for the Great Lakes Conference for workshops and assist Janet.
- New person for VP of Workshops will concentrate on Summer institute and 2013 workshops.

Credentials will make paying by credit card for dues, conferences, Ohio dinner for AACRAO, and workshops online. They are changing their way of web and will be outsourcing it. Cost is we don't pay Credentials. Administering cost is picked up. In exchange we give them a booth and presentation. New model –3rd party they will continue to cover cost for everything up to \$1000. This is a great idea for us. It is set up for us to be able to use for other things.

Jack made a motion to approve the new contract with Credential Solutions with the 3rd party outsourcing. Mel 2nd the motion. All voted in favor.

Treasurer Report – Carol Jones

Carol discussed Profit & Loss report.

- There was discussion on LAC cost and balancing the budget at the end.
- Taxes are due May 15.
- Carol got into online banking through Huntington and the organization is totally online and electronic.
- Budget for LAC needed some tweaking that Jack Miner worked on and resolved.
- Budget is in good shape financially.
- Giveaways can be ordered in July or August when we know how much money is left for them.
- Put more money into entertainment.
- Dave Sauter & Tammy Bash, LAC chairs, should be at next meeting since it will be at Oxford.
- Increase conference cost – not this year, but maybe for Great Lakes Conference in 2013 or year after back in Ohio.
- Hotel cost is around \$125 per night.
- We have been making profits from the state parks conferences to help offset Dayton conference.
- The board recommends completing the cost same as last year and the board will front \$3000 (\$1000 from each of the last 3 stark park conference) toward the 2012 LAC budget.
- Talk about ride share to conference to promote more attendance.

Dan made the motion that \$3000 of reserve be made available for the Dayton Conference to keep the fee same as last year. Janet 2nd. All voted in favor.

President Elect Report – Dan Wilson

Tri-state meeting conference call took place April 16, 2012.

- Budget question - steering committee comes up with budget, needs, setting fees. Budget then comes back to state board for approval.
- Costs are easy to determine. Big question for steering committee is 'How do we want mileage to and from LAC meeting work?' Each state was responsible to for mileage to/from the Dearborn, Michigan conference. Should LAC budget include mileage for all? It should balance from the LAC total budget. Tri-conference host (Indiana for 2013) uses their treasurer and the person is automatically part of budget committee and manages the money.
- Registration issue. Split profit/loss. How split? Steering committee call if successful or not.
- Exhibitor: we need 1 person and 1 person on LAC
- Also, we continue the Tuesday night event and Ohio only in the hotel. Golf outing – probably note. New member lunch on Wednesday? Ohio members only.

The Ohio AACRAO dinner went well at Lucky Strike in Philadelphia.

Dan is working on summer institute for 2013.

Next board meeting will be in Oxford---Thursday, May 24. 10:00 start time. Please let Carol know if you need hotel reservations.

Other miscellaneous topics—

Mileage for speakers driving in---we ask the speaker to do the talk and we offer to pay if no one else in our organization can speak on that specific topic. They do not come and ask us about getting paid. Janet needs to send reminder to chairs that we do not pay mileage for speakers. Any exceptions must be approved by BoD.

VP for Membership and Mentoring – Sue Shepherd

- Thursday morning breakfast for New Members in separate room and BoD mixing with them. Or free time ice breaker on Wednesday.
- Contact for M&M September starting.

- Wednesday new member orientation
- Thursday session – ‘This is my first OACRAO’. Mel, Dan, and Jack lead it.
- Directions for mentors. David Schneider & Barb list of new questions asked and roll out over the last year.

Secretary Report – Lisa Kasunic

There have been any committee meetings yet. Should there be? Determined that each committee needs to meet in person or online at least once prior to the conference.

Lisa will talk with Ned Donnelly---Communication chair to schedule a meeting.

President’s Report – Mel Severns

- \$43 dollar for the golf 18 holes for the conference. This is reasonable price.
- Charity selection---boys & girls club in Hamilton is the current idea. Mel will go back to LAC and suggest something closer to Dayton - possibly something like school art supplies.
- Newsletter -- Deadline May 15. Barb Arilson from Lake Erie College will be editing the newsletter.
 - Private registrar meeting follow up at Denison University where Yadi Collins hosted
 - Workshops
 - AACRAO general highlights
 - Government Relations update – get from Cindy Davis at Otterbein
 - Member Spotlights – get questions to ask from David Schneider
 - Patrick Beatty
 - Steven Mentz
 - Yadi Collins

Dayton Conference

- Schedule for conference was discussed. Janet made notes for additional sessions.
- **Remind LAC that we are not turning away anyone. One luncheon—for workshop**
- Breakfast---new members take breakfast to separate room on Thursday morning
- Town hall meeting move to 4:30-5
- 5-6 new member orientation
- 6 to 6:30 reception
- 6:30 to 8:30 dinner
- 9:00 Rocky Horror picture show
- Need to discuss props being at hotel for showing of Rocky Horror picture show.
- 3-15 minute sessions for vendors - session clarity.
- Thursday night---something for people back at hotel to do – maybe karaoke, etc.
- Friday- Closing program thoughts look for speaker – BoD to bring ideas to May meeting in Oxford

VP of Programs – Janet Duber

- Goal is to offer a session from each committee/group at each time frame
- 2 sessions short on admissions
- Make available a good variety each time slot.
- Wednesday 4 sessions each time
- Friday 4 sessions each time
- Thursday 5 sessions each time
- Additional topics for the conference may need generated
- Dan—summer institute talk in a 30 minute session
- Book club up against exhibitors – designed more for seasoned members
- Another FERPA session 75 minute on Wednesday – in lieu of workshop; FERPA still draws people
- E-transcripts Friday session – to help keep people at conference until end
- Social media and recruiting Friday
- Birds-of-a-feather session

- How do you save money transmitting data? Ohio State
- OBoR Thursday afternoon session on future initiatives.
- Debate— Tech Prep Thursday - Dan and Jack
- Government Relations—Cindy Davis updates
- Honor programs discussion – good panel discussion
- NCAA eligibility change of divisions
- Fresh start session (academic transcript start over)
- Bright ideas session – one only rather than like last year's follow-up session during conference
- Hot topics 5 minute talks
- Session on nursing program - we would pay for this speaker if needed
- June 15 meeting cancelled. July meeting week of July 9 in Columbus
- VA summit--- Misty talked about sharing documents from different institutions on our website. Connie would upload and organize. BoD decided not to do this because documents get outdated, etc.

Discussion on setting up a residency & VA listserv was discussed.

Meeting adjourned at 3:20pm

OACRAO Board Meeting

Miami University

May 30, 2012

Attendees: Mel Severns, Carol Jones, David Schneider, Jack Miner, Dave Sauter (OACRAO 2012 conference chair), Misty Mahefkey, Lisa Kasunic, Janet Duber, Sue Shepherd and Dan Wilson phoned in.

LAC update—Dave Sauter

Dave gave update to the board from the LAC.

Some people will be arriving Monday evening—Dave will check with Marriott about the fee rate will be the same.

Discussion on President's Reception took place. Jack explained that the real president's reception is on Wednesday evening. The Tuesday event was started a couple of years ago for the president to thank you event to the board and LAC for their hard work and dedication. It is by invitation only. The Tuesday event is paid by the president out of pocket. The Wednesday reception is paid by the organization.

Scholarship—Beth Egan is chairing this committee now.

Workshop –Veteran's issues. Harry Dulick, ELR, will be invited to the workshop by as a consultant and then asked to present a long session in the afternoon.

Wednesday reception 1 drink free and then open bar. Pop will be free. The bar will be a rolling bar so it will stay open from 530-10. It will move with the events.

Thursday breaks will be bundled meaning the refreshments will remain out the entire day and replenished as needed.

Thursday exhibitor's reception at the Art Museum and the group will eat at the Masonic Temple. This will be covered by exhibitors. 530 the buses will begin to take people to the museum. 730 reception ends and people can walk across the parking lot to the Masonic Temple for dinner at 8. The museum closes at 8 so everyone has to be out by closing.

Friday closing program—it was suggested Sinclair's President. We will make a donation to the closing speaker's foundation.

Dave will try to get accurate counts from last year for the budget. It will continue to move as the conference pulls together. A lot depends on the number of people attending.

Dan reported AACRAO Luisa Havens, Vice President for Access and Equity, will be representing AACRAO at the Ohio ACRAO meeting. As indicated in previous correspondence, AACRAO will pay all costs for Luisa to get to your meeting, but we ask you to provide a waiver of the registration fee and to cover the cost of lodging and those meals associated with the meeting.

Marian had some questions concerning exhibitors. It has been suggested that the winner needs to be present to win. The board agrees. There is a sponsor sheet created that will be sent to Dave to get to Marian outlining selling rights, naming rights, recognition, and microphone signage.

Registration form for sessions—selling blocks or individual sessions for was discussed. The board agreed to cut the prices to \$50 for single session and \$125 for a block. Also, there will be a board member or a LAC person assigned as session host to make sure session ends.

Registration site—Credentials will again host the site. We need to train people to enter the data and maintain the site. This includes pulling reports. The people trained will be treasurer and treasurer elect, website coordinator as well as Jack, Dan, & Mel. This will be a webinar.

A save a date will be sent out middle of June.

Treasurer report—Carol Jones

The organization has a CD that will come due at Huntington for \$12431.35. It will be renewed for 2 yrs.

Profit/loss statement is current.

Carol will work with bank on changing names on all accounts to David's.

Hotel reimbursement if/when traveling to a board meeting was discussed. Board will pay for half if separate is requested and total if no other board member is staying overnight.

President's report—Mel Severns

Future meeting dates: July 13, Columbus State Community College

August 10—Jack's House

September 14—Mt Vernon

October –conference

President Elect report —Dan Wilson

AACRAO is offering REG101 and ADM101 online this summer. Does the board want to continue? Yes, we do to begin summer 2013. We will take 10 people and cap at 20 to 30 and volunteer faculty. Mentoring, team building, and inside and outside the organization are part of the things we want to cover. A small scholarship was suggested possibly to help someone to attend. Summer conference housing or state park will be looked at. Jack and others will be negotiating with the State Park personnel shortly for future conferences. This will help lower the price since we can use the smaller parks for this type of conference.

Past President report—Jack Miner

Early fall is the time to talk to the parks system about going back into the park system for conferences and possibly other meetings.

VP Membership and Mentoring report—Sue Shepherd

Sue created a mini newsletter to be mailed with membership information to prospective members.

Sue is working on a way to code the system for paid and non-paid members.

Janet asked for a list of past new members to be possible facilitators for the upcoming conference.

VP of Workshops—Misty Mahefkey

July 27 will be the Veteran's workshop at Columbus State Community College in Delaware.

Secretary report—Lisa Kasunic

Nothing to report at this time.

VP of Programs report—Janet Duber

The board reviewed the programs for the conference. Made some suggestions and moved some programs around. Janet will rework the schedule.

We will offer Harry Dulick a long session to update people on Veteran's benefits

Mileage was discussed for speakers. There are 2 speakers from Tri-C coming. One for the nursing presentation- and one from financial aid. The board asked Janet to look for a closer speaker since every college has a financial aid director.

There are 2 OBR sessions scheduled at this time. Dan & Mel will talk to Paula Compton about topics and speakers.

Janet asked Jack to show her how to use survey monkey to pull reports for the schedule of programs.

OACRO Meeting
Columbus State Community College
July 13, 2012

Mel Severn welcomed everyone.

Misty Mahefkey, Sue Shepherd, Dave, Jack Miner, Carol Jones, Lisa, Mel Dan on vacation.

President—Mel Severn

Thanked everyone work their work behind the scenes.

Speaker will be Dr. Steven Johnson. President of Sinclair Community College

Schedule for conference---

- Silent auction—Wednesday open noon to 6.
- Silent Auction—Thursday 10 to 6.
- Silent Auction –Friday checkout 730-noon. Single table.
- Dinner Thursday evening—options informing gathering at hotel. Reception at the art institute and dinner Masonic Temple. Or eliminate dinner Masonic Temple and keep everything at Marriott and have entertainment. If Masonic Temple---watch time frame.
- Carol talked about the sign up for golf outing and guest will be on a separate page on the conference registration page.
- Discussion on other things to do for people that are coming in early but not golfing.
- Audit committee will meet 3.

Past President—Jack Miner

Jack reported nominations committee. The call goes out to nominate people to end early August. Follow up with everyone nominated and considered for different positions. Then the committee will contact the person and indicated the positions. August 14 meeting will know who accepts the nomination. The worksheet will keep track of interest and acceptance. Same voting system as last year it worked out great. Voting members will be downloaded for voting. Voting September 15 open and end October 15. Dues open early AUG.

President Elect—Dan Wilson (Dan announced in Dan's absence)

Jillian's in San Francisco has been booked.

Programs—Janet Duber

- 1.1 It's is my first OACRAO change
- 3.1 LAC folks need to make sure live internet connections.
- 1.3 Honorarium instead of mileage. Carol will check with Marian
- Friday 5 strong things Competing one-stops at 830 and try to find a 930
- 10.1 covers Registration, Data & Admissions
- 10.4 covers registration, data & admissions
- OBR—has been confirmed.
- Move session 8.5 Social Networking to 1.5 to accommodate travel
- One day registration Wednesday
- One day Registration Thursday

VP Membership—Sue Shepherd

National College and Antioch will be joining and paying dues

Fortis College will be joining (check with Sue on name)

Sue can now see if dues paid.

Registering for conference will be more accurate than membership to have 1 database to work from.

Joining online can be made very easily. Being more automated needs us to think about dues and when they pay.

Look at prorated dues will make it cleaner for new members. Especially for benefits for free workshops. Anyone can print reports. Can now print name tags etc.

VP Workshops—Misty Mahefkey

- felon workshop is fine
- Veteran's workshop will be now: Are you prepared? Cutting through the red tape to get (misty will send to me) Gus is setting up everything up. Can be 3 hour workshop. Will start at 9. The workshop and session will be different people attending. We will be giving Harry some guidance
- Residency workshop on CSCC campus in Delaware. Call for topics. 15 people so far registered. Some people might be new. Could change dynamics to Residency 101.

Treasurer Report-Carole Jones

- Profit and Loss statement
- Registration is ready to go live.
- Institution signup and pay is ready to go.
- Bank accounts are in order.

Secretary—Lisa Kasunic

Nothing

General items:

LAC budget—money not recorded that has been gifted by board. Invite LAC to August meeting at Jack's house.

Vendors –We have some vendors already sign up.

1, 2, 3 will send check now to organization. After so many transactions we pay a fee.

Newsletter---end of August, early September.

- Bio of nominations
- Promoting nominations

Board retreat

- Look at Ohio Northern as possible site

Tri-conference

- Nothing to report
- Connie is taking the lead for Ohio

August Board Meeting
August 10, 2012

Present: Janet Duber, Misty Maherty, Mel Servern, Jack Miner, Dan Wilson, Tam Bash, Dave Schneider, Sue Shepherd, Carol Jones

Tami Bash talked about the Conference.

- How many to have each room prep for
- October 18 numbers of attendees due
- Speaker will be donating to scholarship
- Golf outing
 - Giving people directions in advance
 - Prizes will be given out
 - 18 hours only
 - Cost includes lunch
- LAC will meet with board Tuesday evening
- Dinner at Wall over estimate dinner so food will work itself out
- Don't turn people away from dinner
- Registration check to make sure golf register for dinner also
- Wednesday
 - Chart will be out for signing up for working welcome desk soon
 - Plated lunch for workshop change to buffet or sandwiches and undercount
 - opening program confirmed talk about ½ hour then open for questions
 - beverage/snacks available all day long
 - free time will include m&m activity
 - room set up
 - Open bar 1 hour self-pay president reception
 -
 - Dave will be bringing extra masks and hats
 - 9 pm on their own
- Thursday
 - Visitor's bureau will be setup also
 - different room for new members, board and M&M members
 - plate cheaper than buffets for food
 - board decided to use buffets instead even more expensive
 - Dinner
 - 430 to 530 exhibitor sessions
 - Require attendance for prizes
 - 1 free drink

530 buses start going to Masonic Temple

Art Institute donation for \$8 but the night is free

Make a donation from OACRAO for the attendees

630 tour of Masonic Temple

730 dinner starts

830 buses coming back

Cash bar starting at 6 in Masonic Temple

Any entertainment during dinner
Silent Auction ends 530 pm
Raffle announcement at Masonic Temple
Friday
 Pick up silent auction items
 Closing program confirmed
 We make \$200 donation

Sold out of demo exhibitors sessions already

1 request from LAC cost of screens \$40 purchase screen for \$65 70 by 70 best Board agreed to purchase them
Setup program printing---Tami will work along with Andrea from her office. Template from last year will be used.

- Budget
 - Dave Sauter is the budget man. Stayed the same. Breakeven point is 70 Wednesday and 100 to 120 on Thursday. More people attending from the southern part of the state
 - Rooms for session---same size
 - Cancellations 3 open sessions
 - Nursing program on Friday has been moved to Thursday morning.
 - Back up sessions
 - 30 minute session bright idea winner last year will present
 - Datamanagment session Jack will come for a session 60 minute
 - Workshop rooms will be done by LAC.
 - Silent Auction sponsors
 - Someone donating \$700 with of art for the silent auction
 - Create a list of donors on our website listing their websites under scholarship donors
 - Scholarship Application process
 - There was discussion if the recommendation letter s were necessary. The committee does check winners to see if working, academic standing etc.
 - Do away with recommendation entirely. But verify with institution rep for winner. Jack made motion Dan 2nd. Board approved.
 - Carol will respond to Beth Egan.
 - Criteria for scholarship
 - 3 questions
 - Resume of experience, volunteer then
 - Talk about your volunteer, leadership
 - Talk about work experience
 - Talk about future
- Timing for scholarship is very lockstep.
 Open early September
 Due October
 Determine winners at conference and give money for spring semester tuition.
- OACRAO website domain
 - Connie wanted us to discuss the renewal of domain name and host of website are different. Connie stated we were going to pay for domain name. We can change to be with company we host the website

with. Downtime will be 4 to 6 days. Talked about doing this during Christmas holiday season. This will affect listserv.

- Newsletter—Barb would like to get one out prior to start of the semester.
- Dues are due
- Pay through 1-2-3.
- Get everything to Barb by August 24.
- New members joining prorated
- Residency dues
- Silent Auction update and Scholarship update
- List of items to date
- New college update
- Member spotlight
 - Tami & Dave LAC chairs
 - Liz Kirkham part of LAC
- Great Lakes conference
- Sessions highlighted teasers
- Workshop teaser
- Fun of conference highlighted
 - Laverne and Shirley
- List current vendors
- Charity
- Talk about Masonic Temple and Art Institute
- Save the date for AACRAO dinner at Jillian's
- Residency task force Jack will be created

President's report—Mel Severn

Past president report—Jack Miner

- Great Lakes Registrar's –Chicago area has own organization
 - Chicago part of the 3 state conferences
 - This would be bring people to the conference
- Nominations for this year will be discussed next week.
President
VP workshops

President elect –Dan Wilson

- Board of directors retreat--
- Tami and Misty coming also.
- Great lakes program Connie will be
- Retreat between 2 and 4 arrival Sunday.
- Summer retreat—OACRAO professional leadership retreat. Management skills, being a registrar or admissions person. Cost saving to benefit the person
- Future OACRAO conferences—going back to state parks.

Treasurer elect -- Dave Schneider

- Contract for Jillian's was sent. Nothing was confirmed.
- First check from 1,2,3 signup arrived. Hard to find what the check was for. \$20 was a held out.

V P membership-- Sue Shepherd

Treasurer—Carol Jones

- Profit and lost statement was handed out. We are spending and nothing coming in until November.

Prorate scenarios split years into 3rds to join.

- Colleges that are out of state and branches in Ohio would be that branch.
- Motion from Carol to suggest prorates #1 only for schools that are signing up for the first time to OACRAO. 2nd Jack. Board approved add to mtg from paper
- Invoices coming out link and paid via card available.
- Questionnaire being developed.
- Ohio State & Miami have non-voting members only.
- People that leave school deletes names instead of inactive from deleted.

Secretary –Lisa Kasunic

Nothing

VP programs – Janet Duber

Janet discussed that she is losing speakers. Jack offered to cover a session.

VP workshop—Misty Maherty

- Residency workshop 30 people attended.
- 1,2,3 signup worked well
- Pre-conference workshop
 - Scholarship for people attending conference future was discussed.
- Articulation and transfer--- OBR wants us to workshop
- Morning-- workflows electronic through home school thru posted
- Afternoon-- workshop on how tos

Miscellaneous Items about conference.

- Book club--- not book has been decided yet
- Debate Dan & Jack need to work out
- 75 minute FERPA sessions need a speaker
- Certificate and certification session added
- Louisa Havens---AACRAO rep—ask to do presentation

Meeting ended 2:10 p.m.



2012-2013 OACRAO Board

Meeting December 14, 2012

Conference call meeting 10:00 AM

Participants: Dan Wilson, Mel Severns, Jeannine Shambaugh, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated.

Dan greeted everyone at 10:00 am.

Updates were given as follows:

President – Dan Wilson

1. The OACRAO Summer Institute will be held at Punderson Manor from August 4-6. The Board agreed to this location and date. Dan will contact the presenters and Xanterra to tell them the final dates.
2. The 2014 annual meeting and conference will be held at Salt Fork. The Board decided this location was acceptable even though there are not 6 meeting rooms to host concurrent sessions. An improved location/set up for exhibitors must be a priority.
3. The 2015 meeting will be held at Maumee Bay and the 2016 meeting at Deer Creek.
4. A discussion was held concerning locations for the following years. Mohican State Park might be too small depending on how registrations trend over the next few years. Hueston Woods was also discussed, but it is not a park managed by Xanterra. Many members did express a preference for city locations in the conference survey results, so it might be more appropriate to find a city location for 2017. Dan will check in to the cost advantages of a 4 year cycle with the parks instead of a 3 year cycle.

VP Programs – Janet Duber

1. There will be no 15 minute exhibitor sessions at the tri-state conference.
2. The conference evaluation should include questions about the exhibitors
3. Jack Miner has agreed to host a book club at the conference. Information, including the book title, will be included with the registration information. There is a possibility of two books or two sessions about the same book if needed.
4. Janet is gathering ideas for sessions and will likely include an "In the News" session to allow us to address very recent events and/or news about higher education issues that will likely develop after the rest of the sessions have been planned.

Past President – Mel Severns

1. All of the committee members have been selected and the list has been posted on the OACRAO website.
2. OACRAO's twitter account has been established and is active.

Treasurer –David Schneider

1. David has just about wrapped up payment for all expenses related to the annual meeting
2. Meeting with Huntington next week to complete paperwork regarding approved check signers.

No other board member had anything to report.

The called ended at 10:36.