



2013-2014 OACRAO Board Meeting
Tuesday, December 09, 2014, 9:00 a.m.
Conference Call

Participants: Deb Benton, Jeannine Shambaugh, Carol Jones, Molly McDermott, Beth DaLonzo, Chris Dorsten, Patrick Beatty, and Cindy Davis all participated.

Deb called the meeting to order at 9:00
There were no additions to the agenda

President Report - Deb

- In order to be able to upload documents to the google drive, all members will need to have gmail accounts linked to the organization's account. Chris suggested we create role-specific accounts that can be transitioned to new members as people cycle off the Board. Everyone created an account that Deb will use to create the Board's group.
- The organization has updated its corporation status with the State of Ohio. This will expire in November, 2019. The PO Box was used as the address so renewal information should be available to future Board members. Patrick mentioned that Marian Hogue's name was still listed on the document with the state. He will verify if that needs to change or if it reflects the person who set things up initially.
- A proposed records retention schedule was discussed. For the Committees record, it was decided that the committee listings should be reviewed by the LAC co-chairs prior to the annual meeting and updated as needed to reflect people who were added or who didn't serve on committees. We proposed that the retention schedule for Committees be indefinite. Cindy will look to see how many old committee lists we have. Presentation materials were also discussed and a recommendation was made to make their retention schedule a rolling three years. Chris will work with the program committees to try and collect these either before or at the conference. The retention policy will remain a draft at this point for further follow up at the next meeting.
- The Board discussed the possibility of using a conference mobile app and decided that the conference wasn't large enough to make this a worthwhile expenditure for us.

President-Elect Report - Carol

- The AACRAO Leadership meeting held last week was very beneficial. Two areas of interest were strategic development and leadership planning; running a non-profit, and budgeting.
- Carol has made arrangement with Chiapparelli's restaurant in Baltimore for the Ohio dinner gathering during AACRAO. It will be a prix fixe dinner with six entrée options. The cost will remain \$40 and will include non-alcoholic beverages only. A cash bar will be available.
- Carol obtained a nice list of websites for the government relations topics. She will talk with Jack about sharing those with the membership.
- The Board retreat for next year will be held November 1-3, 2015 at the ONU Metzger Center.

Treasurer Report - Patrick

- We still have not received a new credit/debit card from Huntington. Patrick will follow up with them on this.
- Outreach to the Scholarship committee will occur this month.
- Patrick will have a final accounting for conference income and expenses for the meeting next month.

Secretary Report – Cindy

- Jeannine moved to approve the minutes from the September meeting. Chris seconded the motion.
- The Board approved the September minutes.
- The January newsletter is in progress. Michelle Deist, one of the newsletter editors, has left her job and is no longer active in the organization. The other two editors will make up for this loss. Deist was also listed as chair of a program committee. The Board felt that we needed to replace this position now so that planning work can begin.
- Jeannine and Cindy will work together to try to recruit more members to the Communication Committee so that they can meet and review the new website before we roll it out to the membership.

VP Membership Report - Molly

- Molly created and shared a draft of a social media policy. Send any edits you have directly to Molly. The Board will discuss it at the next meeting.
- Molly has recruited some new members for the Membership and Mentoring Committee.

VP Workshops Report – Beth

- A phone call is scheduled tomorrow (December 10) with the Leah Dickinson, Ohio Board of Regents, to discuss the five workshops they would like us to hold regarding military credit/veteran's issues. Beth is waiting to get details on this before moving forward with any workshop for admission staff.

VP Programs Report - Chris

- A survey will go out before the end of the year soliciting session ideas for the conference this fall. Chris will share the questions with the Board ahead of time, to collect feedback.
- Once the committees have been finalized Chris will contact the chairs to set things up for the Planning Meeting on February 20th.
- We decided that one vehicle per institution would receive mileage reimbursement for the Planning Meeting. This needs to be communicated to the prospective attendees.

Past President Report - Jeannine

- Committee assignments have been finalized with the exceptions noted above. The co-chair of the Government Relations committee is Regina Randall. Jeannine will follow up with committee members later this month.
- The Fiscal Committee will meet in February at the Planning Meeting, not in January.

Old Business

- None.

New Business

- None.

The Board adjourned at 10:30 am.

Next meeting: Friday, January 23 at Ohio State, at 10:00 a.m. Cindy will arrange a meeting space.