

Minutes
OACRAO Executive Committee

November 5, 2002 6:15 P.M. – 10:00 P.M.
Location: Cleveland Sheraton City Centre Hotel, Cleveland, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Richard Carpenter, Past-President; Mindy Starcher, VP Workshops; Don Foster, VP Programs; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Guests Present: Laura Finson, Sammie Tyree-Cox, Frank Salak, Co Chairs LAC

President Martha Hicks opened the meeting with a welcome and encouraged all members of Executive to ask question and not assume that all details for the conference have been taken care of. She encouraged all to do whatever needs done to ensure the success of the conference.

Items of Business

1. Report of the Secretary

- Ray distributed minutes from the 9/30 meeting that were previously distributed electronically and asked that they be approved. Mindy motioned approval and Martha seconded.
- Raised question of having brochures available for the new members session. Mindy indicated that she would distribute them.

2. Report of the Treasurer

- Sharon presented the Fiscal Report Summary as of 12/31/2001 and the proposed budget for 2003; both of which will be shared with membership at the annual meeting.
- Sharon indicated that she has resubmitted all tax documents to the IRS for tax-exempt status since they showed that none were on file for OACRAO. Only documentation found by Sharon was a 1995 tax return showing the organization with a status of 502 (c) (4). She expects to hear more from the IRS in the next few weeks.
- Sharon distributed copies of the Summary of Operating Accounts for October. All accounts are up-to-date. The balance in the following accounts as of November 1: Operating Account \$21,108.20, Scholarship Fund \$6,121.47, Certificate of Deposit \$20,751.48; current OACRAO assets stand at \$47,981.15.
- Reported that all expenses were paid and up-to-date, including fees for keynote speaker and Great Lakes Science Center.

3. Report of LAC

- Frank gave an itemized listing of conference related expenses as well as a listing of income and sponsor donations.
- Laura indicated that expenses were higher than expected by approximately \$6,000; mostly due to technology costs and unanticipated food cost at the Great Lakes Science Center.
- Last minute details related to the conference were discussed. Don Foster questioned the capacity of the rooms printed in the program and it was agreed to review hotel specs to ensure adequate room for each session.

4. Report of VP for Workshops

- Mindy reported on enrollment for the pre-conference workshops: FERPA workshop has 47 sign ups and the Transfer Council workshop 20; one session had to be cancelled.

5. Report of Membership & Mentoring Committee

- Mindy reported that the 38 new members have been matched with mentors. Mindy reviewed the activities planned for new members and indicated that everything was ready for the new member luncheon and orientation on Wednesday.

6. Report of Past President

-Dick reported that the slate of officers for 2003 has been set and will be distributed to members for voting. Ballots for election are done and are being put in packets.

-Program Committee Vice-Chairs from 2002 have been contacted about becoming chairs for 2003 and the need for them to recommend potential 2003 Vice-Chairs. Potential future officers have been identified and will be contacted.

-Retirees from Executive will be identified and announced along with honorary members at the Thursday business luncheon. Discussion followed as to best way to handle honorary member recognition. Consensus was to announce and recognize them Thursday at the business meeting and then present them with their certificate at a later date. Other discussion on how to best determine eligibility criteria for awarding of honorary memberships.

-Reported that copies of the incorporation documents will be made available for members to review.

7. Report of the President Elect

-Allen announced that two members from the Indiana Executive would be in attendance at the conference and encouraged all to share ideas and discuss plans for the 2004 conference in Indianapolis.

-Announced that the Executive transition meeting is scheduled for December 17 in Westerville, Ohio.

8. Report of the President

-Martha reviewed the itinerary/agenda for the conference; finalized announcements to be made; and confirmed roles of each Executive member throughout the four days.

-Reminded Executive of the ad hoc meeting with the Scholarship Committee prior to breakfast on Thursday.

9. Other Reports/Announcements

-There were none.

10. Next Meeting

-The next meeting will be held at the Westerville Public Library, Westerville, Ohio, December 17, 2002.

11. Adjournment

-The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Ray Elash, Secretary

11/5/2002