

**Minutes
Of the Annual Meeting of the
Ohio Association of Collegiate Registrars and Admissions Officers**

November 4 – 7, 2003
Crowne Plaza Hotel, Dayton, Ohio

Plenary Session – Wednesday, November 5

Welcome: President Allen Cole opened the 77th Annual Meeting with a special welcome to all new members. He related facts from 100 years ago that illustrated changes in our work and lifestyles. He made reference to the three separate celebrations currently in progress; 200 years of Ohio's statehood, 100 years of flight, and 77 years of OACRAO.

Executive Committee: Allen introduced the members of the Executive Committee as follows— Dick Carpenter, Immediate Past President; Marian Hogue, President Elect; Amy Adams, Vice President Workshops; Mindy Starcher, Vice President Membership Development; Don Foster, Vice President of Program; Katherine DiFranco, Treasurer; and Ray Elash, Secretary. Dick Carpenter followed the introduction by encouraging all members to get involved in the numerous OACRAO committees.

Local Arrangements Committee Co-Chairs: Allen introduced Bob Kubat, who welcomed the membership to the meeting and announced the events and their locations. Vice President for Program, Don Foster, announced that there were 33 sessions in this year's program and updated everyone on last minute changes.

President's Announcements: Allen called membership's attention to several items enclosed in the registration packets. He explained the items, which included a ballot for Nominations and Elections Committee, Conference Evaluation Form, Committee Volunteer Form, and promotional flyers. He reminded membership about the Town Meeting where the Executive Committee would be available to answer questions on OACRAO topics. Allen then introduced Mindy Starcher, VP Membership & Development, who welcomed all new members who can be identified by their "Blue Wings". She encouraged them to attend the new member session, to play OACRAO Bingo, and to meet their mentor.

Plenary Session Speaker: Allen introduced the Plenary Session keynote speaker, Paul Taylor, President of AACRAO and Dean of Student Affairs at Lexington, Kentucky Community College. Paul spoke on the changing role of higher education and the challenges for the 21st century. Change will be driven by three items: technology, people, and external/federal issues. He made comparisons among generations (baby boomers, generation X'rs, and millennials) and how the new group will impact higher education. Paul then closed with AACRAO updates and recognition of those Ohio members who are/have participated on AACRAO committees.

Business Luncheon – Thursday, November 7

President's Opening: Allen opened the Business Luncheon by calling the meeting to order and continuing with facts from 100 years ago that illustrated the magnitude of change. He made some brief announcements including the fact that there were over 145 registrants and 30 new members. Allen read the OACRAO Mission Statement and then appointed Brad Myers as Official OACRAO Parliamentarian.

AACRAO Representatives: Allen announced that AACRAO President, Paul Taylor who gave the Plenary Address Wednesday, was unable to stay for the remainder of the conference.

Recognition of Past Presidents: Allen announced the names and years of presidency for those past presidents attending the meeting and asked that they be recognized with a round of applause. In attendance were: Gene Schuster-1985, Joe Schindler-1992, Wendy Lambing-1994, Dave Sauter-1996, Brad Myers-1998, Lorinda Bishop-1999, and Dick Carpenter-2001.

Recognition of Honorary Members: Allen announced the criteria for honorary membership in OACRAO as well as the names of those past members honored. Gene Schuster (Ohio State), Sharon Purvis (Southern State), Lynn Barber (University of Cincinnati), Bill Jones, (Ohio University), and Becky McComber (Bowling Green) were called up to the front table to be honored as a group as the honorees for 2003.

Introduction of Indiana Guest: Allen introduced IACRAO visitors Arthur Leak and Lorraine Kitchner and reminded membership of the joint conference in Indianapolis in 2004. Allen noted that Lorinda Bishop has agreed to serve as the Ohio liaison.

Recognition of Exhibitors: Allen introduced each of the exhibitors who are participating in this year's Annual Meeting: thanked them for their financial support of various activities—tote bags, name badges, and assorted gifts to be given away during the conference. He asked that all exhibitors be recognized with a round of applause.

Recognition of Service Awards: Allen called members' attention to the service award brochure that was provided at their registration table and then described both the Garland Parker and the Linus Ryland Awards. He announced the winner of the Garland Parker Award as Stuart Terrass of Mount Union College and the winner of the Linus Ryland Award as Dick Carpenter of Ohio Northern.

Secretary's Report: Ray Elash called the attention of the membership to copies of the minutes from last year's Annual Meeting held at the Cleveland Sheraton Downtown. He asked for any corrections, additions, or deletions to the minutes. Hearing none, Ray asked for a motion to approve the minutes.

A motion to approve the minutes as presented was made by Bob Kubat, seconded by Brad Myers, and passed.

Ray reminded the membership that any corrections to the current directory information for their institutions should be faxed or mailed to him. He then reminded all to review the current list serve located at the registration table and make updates where appropriate.

Treasurer's Report: Kathleen DiFranco called the attention of membership to copies of the Final Fiscal Report Summary as of 10/31/03 that were on the tables. The report indicated that the total of the organization's assets as of that date was \$52,016.65. After asking for questions and hearing none, Kathleen called for a motion.

A motion to approve the Treasurer's report was received by Dave Sauter, seconded by Tom West, and passed.

Proposed Budget for 2004: Marian Hogue, President-Elect, presented the proposed operating budget for FY2004, which is \$39,700.

A motion to approve the proposed budget was received, seconded, and passed.

Audit Committee Report: Marian Hogue, substituting for Audit Chairperson Sally Sikorsky, shared the activities of the Audit Committee during the past year. The committee met on 2/20/03 at Ohio Wesleyan to review the OACRAO financial records. Marian indicated that the books were all in order. Marian indicated that there will be an attempt to better record all individual costs and expenses incurred by OACRAO member activities throughout the year. This more detailed account of costs will help our organization make better financial decisions.

Report of Vice President for Workshops: Amy Adams reported on the summer workshops from the past year. The Residency Workshop was held 6/25/03 with 45 in attendance. The Support Staff Workshop was held 7/1/03. Summer workshops generated \$2840 with a net profit of \$1300. Amy asked that anyone having suggestions for future workshops send them in.

Report of VP Membership & Development: Mindy Starcher recognized the members of the M&M Committee and thanked them for their great work. Had all of the mentors stand and be recognized. Mindy then asked that all new members fill out the survey and turn it in at the M&M table by Friday.

Report of the Scholarship Committee: Mary Southard gave a brief overview of the purpose and composition of the committee. It's composed of 23 members and five regional teams. She detailed the fund raising activity of the past year and commended the various region members for their dedication in reviewing more than 900 applications. Mary thanked the membership and ScriptSafe for their generous donations.

Report of the Constitution Committee: Dick Carpenter recognized the members of the committee and thanked them for their efforts. He listed the major reasons for OACRAO to incorporate: 1) reduce liability for OACRAO; 2) increased accountability. He noted that a published FAQ sheet detailing incorporation was posted on our website. Dick made a motion to adopt the Articles of Incorporation as proposed and posted on the website and it was seconded and passed. Dick then reminded membership of the Town Meeting being held that afternoon where the subject can be discussed in depth with Executive.

Report of the Nominations & Elections Committee: Dick Carpenter presented the nominations for officers. He presented Connie Goodman for President Elect.

A motion to accept Connie Goodman as nominee for President-Elect was received, seconded, and passed.

A motion that nominations for President Elect be closed and that a unanimous ballot be cast for Connie Goodman was received, seconded, and past.

Dick presented Steve Midkiff for Secretary.

A motion to accept Steve Midkiff as nominee for Secretary was received, seconded, and passed.

A motion that nominations for Secretary be closed and that a unanimous ballot be cast for Steve Midkiff was received, seconded, and passed.

Dick presented Sue Schillings for Vice President for Programs.

A motion to accept Sue Schillings as nominee for Vice President for Programs was received, seconded, and passed.

A motion that nominations for Vice President for Programs be closed and that a unanimous ballot be cast for Sue Schillings was received, seconded, and passed.

Dick presented Bob Kubat as nominee for Vice President for Membership & Development.

A motion to accept Bob Kubat as nominee for Vice President for Membership & Development was received, seconded, and passed.

A motion that nominations for Vice President for Membership and Development be closed and that a unanimous ballot be cast for Bob Kubat was received, seconded, and passed.

Dick then announced that the ballot for Nominations and Elections Committee was included in the registration packet. He reminded all members to vote and indicated that the results would be announced Friday.

Allen then formally gaveled the adjournment of the Business Meeting.

LAC Door Prizes: Drawings for door prizes concluded the Business Luncheon

Business Breakfast – Friday, November 7

Announcement: President Allen Cole opened the meeting with a welcome and a reflection on the great day that we had yesterday and a plan to build on it today. He continued with comparisons from 100 years ago and then proceeded to call Stu Terrass up to the podium for a formal awarding of the Garland Parker Award.

Recognition of Program Committee Chairs: Don Foster announced the Chairs of the Program Committee. Committee Chairs were: Gary Schickler, Admissions & International Education; Sue Schillings, Data Management & Research; Beth Egan, Professional Development; and Pam Faber, Registration & Records. Each Chair in turn recognized their committee members. Don expressed his appreciation to each chair and encouraged membership to volunteer for a committee as well as to provide topic suggestions for next year.

Recognition of Outgoing Operational Committee Chairs: Allen Cole asked Sylvia Cunningham to stand and be recognized as the outgoing Co-Chair of the Scholarship committee.

Recognition of Local Arrangements Committee Co-Chairs: Allen called the LAC Co-Chairs to the podium for recognition. He presented each with a certificate of appreciation. Recognized were Bob Kubat and Dave Sauter. Dave then recognized individual members of the Local Arrangements Committee.

Recognition of Hotel Staff: Dave Sauter recognized the management and staff of the Dayton Crowne Plaza Hotel in appreciation of their efforts on behalf of the organization.

Recognition of Outgoing Executive Committee Members: Allen Cole called the outgoing Executive Committee Members to the podium for recognition. He presented each with a

Certificate of Appreciation. Recognized were: Don Foster, Vice President for Programs; Ray Elash, Secretary; and Mindy Starcher, Vice President for Membership Development.

Announcement of 2004 Nominating Committee: Dick Carpenter recognized the new members of the Nominating Committee; two Past Presidents elected were Lorinda Bishop and Dave Sauter and OACRAO Members At Large, Mary Southard and Cindy Davis.

Announcements by the 2004 LAC Co-Chairs: Allen Cole introduced Arthur Leak, Anderson University, one of the Co-Chairs for the 2004 Great Lakes Conference. Art showed a video promoting Indianapolis as the conference site and encouraged everyone to attend the joint meeting. He then introduced Co-Chair Lorraine Kitchner, St. Mary's College, who held a drawing and gave away two Indiana gift baskets to OACRAO members.

Outgoing President's Comments: Allen Cole gave special thanks to the Executive Committee, LAC, and all OACRAO members in attendance for helping to make his time in office enjoyable and productive. He recalled his presentation from last year where he used the "Flock of Geese/Sense of a Goose" analogy. His role now, instead of being in the lead, is to drop back in formation and allow Marian to take the lead. Allen then told the story of "Warwick the Blind Mule" to illustrate the importance of being part of a team. He then formally passed the gavel to Marian Hogue as President.

Comments by the 2004 President: Marian Hogue began by presenting Allen Cole with a Certificate of Appreciation in recognition of his past year as President. Marian then discussed characteristics of successful organizations as well as what OACRAO and this meeting meant to her. Each meeting is a learning experience and she always comes away with useful information. She talked about the importance of maintaining balance. OACRAO helps with this by allowing us to step away from the office and interacting with members present. Marian encouraged everyone to become involved because the strength of OACRAO is the people and we need to continue to build upon that. Marian then challenged members to step out of their comfort zone and illustrated this with three statements:

1. "How old would you be if you didn't know how old you are" – Satchel Paige
2. "Do the things that you think that you can't do".
3. "Do the things that scare you everyday" – Eleanor Roosevelt

Marian then encouraged all to attend the closing session with Dr. Steven Johnson, President, Sinclair Community College.

Adjournment of the Annual Meeting: Marian Hogue officially gaveled the meeting closed.

The meeting was followed by drawings for door prizes.

Winner of the Scholarship Committee split the pot was Cherie Hedrick from Akron.

Winner of the M&M clock was new member Jennifer Calhoun of Lake Erie College.

Respectfully Submitted

Ray Elash, Secretary

