

## Minutes

### **Annual Meeting Ohio Association of Collegiate Registrars and Admissions Officers**

November 2-4, 2005  
Crown Plaza Hotel  
Columbus, Ohio

#### **Plenary Session – Wednesday, November 2**

Welcome: President Connie Goodman opened the 79<sup>th</sup> Annual Meeting and welcomed all.

Board of Directors: Connie introduced the members of the Board of Directors as follows: Marian Hogue, Immediate Past-President; Don Foster, President-Elect; Sue Schillings, Vice-President/Program; Beth Egan, Vice-President/Workshops; Linda Young, Treasurer. Bob Kubat, Vice President/Membership Development has taken a position in another state and his position was not filled. Don Foster filled in for Bob. Steve Midkiff, Secretary, was unable to attend the conference. Don Foster will record the meeting minutes.

AACRAO Representative: Connie introduced and welcomed Jerry Bracken, AACRAO representative and Vice President, Information Technology for AACRAO.

Local Arrangements Committee Co-Chairs: Connie introduced Jack Miner and Frank Yanchak. Jack and Frank welcomed all attendees and made announcements. Sue Schillings announced last minute program changes.

Plenary Session Speakers: Jack Miner introduced speakers The Honorable Mary Jo Kilroy, Franklin County Commissioner and Dr. Gene Harris, Superintendent, Columbus Public Schools.

#### **Recognition Lunch – Thursday, November 3**

President's Welcome: Connie welcomed all in attendance including recognizing past presidents and retirees. She made general announcements and then introduced LAC Co-Chairs Jack Miner and Frank Yanchak.

Recognition of LAC: Jack Miner and Frank Yanchak presented certificates of appreciation to all members of the Local Arrangements Committee and to the hotel staff who assisted with our conference.

Recognition of Exhibitors: Mindy Starcher, Exhibitor Chair, introduced all representatives from their respective companies and thanked them for their support and specific sponsorships. Eighteen exhibitors participated in the Columbus conference.

Recognition of Program Committee: Sue Schillings presented certificates of appreciation to the Program Committee Chairs and then read the names and institutions of all committee members, asked them to stand and thanked them for their efforts. Sue reminded everyone of the importance of volunteering for positions on the program and operating committees for 2006 and made reference to the Committee Participation Form.

Recognition of Scholarship Committee: Jackie Stewart, Scholarship Chair, read the names and institutions of all committee members, asked them to stand and thanked them for their efforts. She then announced the scholarship recipients from the regions.

Nominating Committee: Marian Hogue read the names and institutions of the Nominating Committee, asked them to stand and thanked them for their efforts. Marian explained the voting process, the location for submitting ballots and then introduced the slate of candidates:

*Board of Directors*

Vice President/Membership Development – Frank Yanchak, Franklin University

Vice President/Program – Treva Hanseman, University of Cincinnati

Secretary – Mary Southards, Kent State University-Stark Campus

President-Elect – Sue Schillings, Cuyahoga Community College-Western Campus

*Nominating Committee*

Past-Presidents – Lorinda Bishop, University of Toledo

Past-Presidents – Dick Carpenter, Ohio Northern University

Past-Presidents – Allen Cole, Xavier University

Past-Presidents – Dave Sauter, Wright State University

At-Large – Jack Campbell, Wittenberg University

At-Large – Dave McGinnis, Miami University-Middletown Campus

At-Large – Jackie Stewart, Columbus State Community College

At-Large – Jane Wyman, Good Samaritan College of Nursing and Health Science

Recognition of Service Award Recipients: Marian Hogue announced Lorinda Bishop of the University of Toledo as the recipient of the Garland G. Parker Award and Dave Sauter of Wright State University as the recipient of the Linus J. Ryland Award. Presentations were made and Lorinda and Dave gave comments of appreciation.

Recognition of Operating Committees and Appointments: Connie read the names and institutions of the following operating committee members, asked them to stand and thanked them for their efforts: Audit Committee; Budget Committee; Bylaws Committee; Communication Committee; Resolutions Committee. Connie then recognized the association's special appointments:

Webmaster – Debra Benton, Ohio University

Newsletter Editor – Cheryl Gloege, Otterbein College

Listserv Manager (outgoing) – Amy Hammett, Case Western University

Listserv Manager (incoming) – Mindy Starcher, The Ohio State University

Historian – Dave Sauter, Wright State University

Government Liaison – Brad Myers, The Ohio State University

LAC – Door Prizes: The Recognition Lunch concluded with drawings for door prizes.

### **Business Meeting – Friday, November 4**

President’s Opening: Connie Goodman called the meeting to order. Brad Myers was appointed parliamentarian. Connie then (a) reported that our tax-exempt status was the last piece of OACRAO’s incorporation yet to be finalized, (b) thanked Dick Carpenter for hosting the annual winter Board retreat at the Ohio Northern University Nature Center, (c) announced that a contract had been signed for the 2007 conference in Toledo with Dan Kall and Michelle Rable as LAC Co-Chairs and (d) announced that a contract had been signed for the 2008 joint Indiana/Michigan/Ohio conference in Dearborn with Brad Myers as the Ohio liaison.

Secretary’s Report: Don Foster will act as Secretary for Secretary Steve Midkiff who was unable to attend today’s meeting. Don called the attention of the membership to copies of the minutes from last year’s Annual Meeting held in Indianapolis, Indiana. A motion to approve the minutes as presented was made by Connie Goodman, seconded by Sue Schillings, and passed

Report of the Nominations & Elections Committee: Marian Hogue asked for last minute ballots for any of the officer positions. There were none. Marian then presented the nominations for officers.

A motion to accept Frank Yanchak for Vice President, Membership & Mentoring was received and seconded. There were no nominations from the floor. A motion that nominations be closed and that a unanimous ballot be cast for Frank Yanchak was received, seconded and passed.

A motion to accept Treva Hanseman for Vice President, Programs was received and seconded. There were no nominations from the floor. A motion that nominations be closed and that a unanimous ballot be cast for Treva was received, seconded and passed.

A motion to accept Mary Southards for Secretary was received and seconded. There were no nominations from the floor. A motion that nominations be closed and that a unanimous ballot be cast for Mary was received, seconded and passed.

A motion to accept Sue Schillings for President-Elect was received and seconded. There were no nominations from the floor. A motion that nominations be closed and that a unanimous ballot be cast for Sue was received, seconded and passed.

Report of the Audit Committee: Sally Sikorski reported that the audit committee met at Ohio Wesleyan University to review the OACRAO financial records for 2004. The books were found to be in good order and appreciation was expressed to Treasurer Kathy Diranco.

Report of the Treasurer: Linda Young reported income of \$36,000 and explained its sources. Also reported were total association assets, the value of the two certificates of deposit and income from PayPal. A motion to approve the Treasurer's report was received, seconded and passed.

Proposed Budget for 2006: Don Foster presented the proposed operating budget for FY2006 which is \$41,765. A question was asked regarding the association funding of the scholarship program, and it was indicated that the program is now self-supporting. A motion to approve the budget was received, seconded and passed.

Report of Program Committee: Sue Schillings gave an overview of the committee activities during the past year. She announced that all Program Committee members will meet at Mount Carmel School of Nursing on February 17 to plan the 2006 conference slate of sessions and workshops. The 2006 Program Committee Chairs are Misty Singer, Admission and International Education; Michael Shearer, Data Management and Research; Dave McGinnis, Registration and Records; Stacey Jones, Professional Development.

Report of Workshops: Beth Egan reported on the support staff and residency workshops of the past year and indicated the slate of workshops for 2006 will be announced in the first quarter of 2006.

Report of Membership & Mentoring Committee: Don Foster reported that the committee was without a Chair and that activities for the year were limited as a result.

Report of the Scholarship Committee: Jackie Stewart reported on the fund-raising activities of the past year and indicated that \$2217 was raised which included \$260 from the snowman drawing.

Report of the Nominations Committee: Marian Hogue announced the results of the election for the Nominations Committee. Elected are: Lorinda Bishop and Dave Sauter representing Past-Presidents, and Dave McGinnis and Jackie Stewart representing Members At-Large.

Recognition of Outgoing Board Members: Connie Goodman presented a certificate of appreciation to Sue Schillings, outgoing Vice President for Programs and to Marian Hogue, outgoing Past President. Steve Midkiff, outgoing Secretary, was unable to attend the meeting.

New Business: There was no new business.

Old Business: There was no old business.

Comments by Outgoing President: Connie Goodman gave her final comments as outgoing President and expressed appreciation to all members for their tremendous

support during her time on the Board. She then passed the gavel to incoming President Don Foster.

Comments by Incoming President: Don Foster, assuming the duties of President, began by presenting Connie Goodman with a gift of appreciation from the membership in recognition of her term as President. Don based his acceptance comments on the reflections of a Kenyon College alumnus who returned to the campus for an academic year to reside in a residence hall with students, teach classes and author a book about the experience. The main point pulled from the book is that we in student services should swing for the fences and strive for jagged excellence (be willing to take chances) and motivate ourselves to the point where we are constantly recharging our batteries. He expressed how much of a recharging experience the annual conference provides, but that it doesn't last a year...one has to work at motivating oneself.

Announcements and Door Prizes: Don Foster introduced Dan Kall and Michelle Rable who will be LAC Co-Chairs of the next annual conference which will be held in Toledo, November 1-3, 2006. Door prizes were given away.

Adjournment of Annual Business Meeting: Don Foster called for a motion to close the meeting. A motion was received, seconded and passed.

Respectfully submitted,

Don Foster, substituting for Secretary Steve Midkiff