

Minutes
OACRAO Executive Committee

Concurrent with Program Planning Meeting
February 25, 2000 10:30 A.M. - 2:30 P.M.
Location: Ohio Wesleyan University, Delaware

Committee Members Present: Byron Thorsen, President; Lorinda Bishop, Past President and Chair of LAC; Brad Myers, LAC; Dick Carpenter, President-Elect; Martha Hicks, VP/Workshops; Bob Myers, VP/Program; Allen Cole, Treasurer; Becky McOmber, Secretary

President By Thorsen opened the meeting with a welcome and with thanks to Mary Jean Roach who hosted the concurrent meetings of the Program Planning Committees and the Executive Committee.

Items of Business

1. Report of the Secretary:
 - Becky distributed copies of minutes from the Executive Committee meeting on 12/07/99.
 - The minutes were reviewed, and it was noted that the Membership and Mentoring Committee would be reminded to start planning new member activities.
 - The minutes were approved as submitted.
 - Printed OACRAO directories were distributed to those in attendance. The remainder will be mailed.

2. Report of the Treasurer:
 - Allen distributed a membership list with the status of dues. The report indicated the total revenue generated from dues as \$7,595.00. There were four institutions remaining as unpaid. It was noted that there is a one-year grace period for unpaid dues.
 - Allen distributed the full-year fiscal report which listed the following: a carryover of \$16,150.08 from last year, income of \$17,212.26, expenses of \$20,925.33, a checking balance of \$12,437.01, a C.D. balance of \$15,300.99, and thus overall assets of \$27,738.00.
 - It was noted that the Audit Committee will be convened soon to review the full-year fiscal report for 1999.
 - Allen distributed an itemized fiscal report for 2000 (to-date) which listed the following: a 1/01/2000 carryover of \$12,437.01, various operating accounts established, a current overall account balance of \$10,336.51 with an additional \$17,497.86 in C.D.
 - The committee discussed how to pay for expenses related to the Great Lakes 2000 meeting, charging expenses to the "pooled" fund, and how to determine which bills come out of which fund. Allen noted a need to differentiate between OACRAO expenses related to the conference and expenses incurred for the combined conference. It was determined that all conference-related expenses will be funded through the pooled funds and that Lorinda or Brad will authorize these expenses.
 - Discussion followed about the current surplus OACRAO funds. Consideration was given to increasing the number of scholarships, decreasing the annual meeting fees, and eliminating or reducing conference fees for presenters. It was decided that the issue would be addressed the following year, if the surplus remains.
 - Allen noted the need to file taxes on behalf of OACRAO. Brad will locate an attorney who specializes in non-profit organizations. The attorney will determine if OACRAO is registered appropriately.
 - Discussion regarding Associate Membership status followed, with the specific issue being whether ACT should be a corporate member. It was decided that a page for Associate Members would be added to the directory. Since the Associate Membership status was developed for retired members, it will be recommended to ACT that the company consider the recently-added Corporate Member status. Corporate Membership fees are \$100.00.

3. Report of the Vice-President for Workshops
 - Martha reported that there was no financial change since the last meeting.
 - Martha is gathering ideas for summer workshops and fall topics.

4. Report of the Past-President
 - Lorinda suggested an agenda item for the next meeting: a review of the committee assignment process. She also suggested including committee memberships and terms in the registration packet.

5. LAC Report

- Lorinda reported that there are 12 members of the LAC.
- She reported that hotels are close to the meeting site and are within 2 – 3 blocks of the site.
- Brad noted that OACRAO 2001 meets in Columbus. The location of the meeting was discussed, and the Worthington area was preferred.

6. General Issues

- Bob presented a letter from Sharon Purvis regarding a two-year registrars' meeting and suggestions for the next conference. It was agreed that the two-year registrars would be thanked for their ideas.
- The name and concept of "Professional Development Committee" was discussed.
- Becky presented the issue of how membership in OACRAO is determined. It was shared that all are welcome to be listed as members in the directory and to be members of the listproc. It was decided that the Membership and Mentoring Committee would send welcome letters to new members.

Items of Pleasure

The committee adjourned to lunch and to a follow-up meeting with members of the program planning committees.

Respectfully submitted,
Rebecca K. McOmber, Secretary
03/29/2000
Updated 04/21/2000

Approved 08/04/2000

Minutes
OACRAO Executive Committee

August 4, 2000 10:00 A.M. - 3:10 P.M.
Location: Pontifical College Josephinum, Columbus, Ohio

Committee Members Present: Byron Thorsen, President; Lorinda Bishop, Past President and Chair of LAC; Dick Carpenter, President-Elect; Martha Hicks, VP/Workshops; Bob Myers, VP/Program; Allen Cole, Treasurer; Becky McOmber, Secretary

President By Thorsen opened the meeting.

Items of Business

1. Minutes:

- Becky distributed copies of minutes from the Executive Committee meeting on 02/25/2000.
- The minutes had been reviewed earlier via e-mail, and they were approved as submitted.
- It was noted that minutes from Executive Committee meetings are available on the OACRAO web site.

2. Past President:

- Lorinda reported that the Nominating Committee members have been contacted and will develop a list of candidates. The list is to be forwarded to Lorinda by August 14, 2000, and the committee will meet soon.
- Candidates are needed for the following positions: President Elect, Vice President for Workshops, and Treasurer.
- Nominations are needed for the following awards: Garland Parker Award and Linus Ryland Award.
- It was noted that the list of candidates is subject to the approval of the Executive Committee.
- The Resolutions Committee and the Constitution Committee have not been called together yet.

3. President Elect

- Dick led a discussion on the handling of the budget approval for LAC.
- Dick was determined to be the chair of the Budget Committee.
- The Audit Committee completed its work this year via e-mail; however, the final report still needs to be prepared.
- There was discussion about the need for the Treasurer to serve longer than two years. A suggestion was made to consider a change to the constitution to have this and the Secretary's position serve for three years. This suggestion will be referred to the Constitution Committee.
- It was noted that the regional Presidents' meeting in Washington was at a bad time but that the President and President Elect should consider attending the meeting.

4. Vice President for Workshops

- Martha presented a report on the summer workshops which have been completed at this time:
 - First workshop: Residency Officers Update presented by OBR; Payments still are being collected for the workshop.
 - Second workshop: Web Recruitment presented by Chris Munoz, OSU, and OU.
 - Third workshop: Cancelled due to lack of registrations; although highly rated during last year's annual conference. A discussion followed about the reasons for the low number of registrants and a suggestion was made to have this topic be presented as a workshop during GL 2000.
- A net profit of \$715.55 was anticipated from the workshops.
- Discussion followed regarding whether or not to present certificates to workshop presenters. No decision was rendered. It was noted that gifts have been provided in the past to those presenters who aren't affiliated with OACRAO.
- A discussion related to the workshops at the meeting ensued.

5. Treasurer

- Allen shared that taxes were filed on 5/12/2000, which was before the deadline.
- A letter will go out the following Monday regarding annual membership dues. Discussion regarding identifying new members in the dues packet followed. It was agreed that we will ask each institution to identify new members.
- Allen presented information from Jane Pidcock regarding the recipients of OACRAO scholarships.
- Allen presented an itemized fiscal report that showed the bank value of the organization to be \$25,419.14.
- The expenditures and travel costs related to GL2000 conference planning were discussed. It was shared that the profits from GL2000, if any, would be distributed based on the percentage of attendance by state and that costs would be shared equally.

- Allen shared that there were no new developments on the organization's tax status.

6. Secretary

- Becky shared the FERPA brochure designed by the Publicity and Publications Committee. Members of the Executive Committee voted to approve the brochure and thanked the P&P Committee for their work.
- The P&P Committee will distribute a copy to each institution's representative. It will be shared electronically in the same way that the newsletter is distributed.
- It was suggested that a quantity be printed and made available on a table at the GL2000 conference and to put the brochure information on the OACRAO web site.
- A followup discussion regarding Associate Membership was held. It was determined that Associate Membership is for individuals and is different from the vendor level of membership. It was agreed that Associate Member names would be published in the Directory and that this membership would be granted to interested individuals in compliance with the constitution.

7. Vice President for Programs

- Bob summarized the conference planning meetings that were held and shared the names of the Steering Committee and the fact that four topic coordinators had been identified for program planning.
- Bob shared an update from Brad; each topic coordinators would be developing 8 – 9 sessions.

8. Local Arrangements Committee

- Lorinda elaborated on a handout of the working program format and presented a draft of the GL2000 budget.
- Much discussion followed about the details of planning the conference.

9. Old Business

- The committee assignment process was reviewed. It was recommended that new committees meet at the fall annual meeting. The meetings would be conducted by the old and new chairs and would allow for the membership to get organized for the next year. By will send a letter to the chairs and vice chairs alerting them to be prepared for meeting. (Note: This involves the Program Committees, the Membership and Mentoring Committee, and Publicity and Publications Committee.)
- Dave Sauter was appointed as OACRAO Historian by By which was approved. By will contact Dave.
- Allen requested guidance on the surplus of funds. By suggested appointing a task force to develop a strategy for defining what is surplus/reserve and to develop a plan for the surplus. Allen suggested awarding 5 scholarships, and the suggestion was made to keep costs for the Columbus meeting low.
- Lorinda presented an issue related to the retention of student application forms. Recent OBR statements differ from IUC and AACRAO retention guidelines. It was agreed that Lorinda would draft a letter to OBR from the Executive Committee clarifying that institutions will comply with the previously-published IUC retention manual.
- It was decided that OACRAO will be listed in the Gale Group Directory.

The committee adjourned to lunch.

Respectfully submitted (10/03/2000),
Rebecca K. McOmber, Secretary

Approved 10/31/2000

Executive Committee – Transition Meeting**OACRAO****December 15, 2000****Pontifical College Josephinum – Columbus**

Committee Members PRESENT: President, Dick Carpenter; President Elect and out-going Vice President/ Workshops, Martha Hicks; Immediate Past President, Byron Thorsen; Vice-President/Program, Bob Myers; Vice President/Workshops, Mindy Starcher; Treasurer, Sharon Purvis, outgoing Treasurer; Allen Cole. Committee Members ABSENT: Becky McOmber, Secretary. Others PRESENT: Brad Myers, Great Lakes 2000 Coordinator and Past President; Cheryl Gloege and Connie Goodman, LAC Co-Chairs. Others ABSENT: Lorinda Bishop, Great Lakes 2000 LAC Chair and Past President.

Treasurer’s Report – Allen Cole - Allen distributed membership dues 2000-2001 report (see attachments). Discussion of outstanding dues took place. A decision to remove OSU regional campuses was agreed to based upon prior approval. A decision to re-continue promoting Corporate Memberships after a year’s de-emphasis due to the tri-state meeting was agreed to. After a discussion of the need to update the mileage reimbursement to be closer to the IRS level a motion to raise the rate from 30¢ to 32¢ was made and withdrawn pending further discussion. A motion was made, seconded and passed to match the IRS mileage compensation rate annually, beginning January 1, to be in effect for a full year regardless if the IRS increases its rate more frequently, starting with the current rate of 34.5 cents per mile. He also passed out “Itemized Fiscal Report” (see attached) copies and noted certain items. The “Great Lakes 2000 Conference Itemized List” was distributed (see attached) and discussed. The conference hotel’s bill has not been received yet, accounting for the large surplus, as this is always the largest expense of the fiscal year. A discussion of the pros and cons of extending the Treasurer’s term to 3 years did not result in a motion.

VP Workshops Report – Martha Hicks – Martha indicated that she had nothing significant to report since the annual meeting report. She said she already turned over to Mindy all her records. (There was a later discussion at this meeting about possibly holding multiple workshops on a day during the summer. This was recognized as being more economical to put on and more attractive to offices for carpooling, classified staff, etc.)

Great Lakes Conference 2000 Coordinator’s Report – Brad Myers – Brad referred members to a handout entitled “Great Lakes Wrap-Up” (see attached). He reported that the only things that “clearly didn’t go right were related to the hotel”. These things included: hotel staff arriving for cleaning before sessions were ended, then began setting-up for the next session; they didn’t clean rooms well; there wasn’t sufficient water in session rooms; there wasn’t enough drinks at lunch one day; He noted that the hotel staff were given adequate time to perform all their functions. One of the main problems was the fact that we were not the only conference in the hotel. Feedback complaints included comments that it took too long to get to the 4th floor room and that the COSI room was too noisy but this was related to our not having flexibility due to the other conference. Brad reminded the committee that this was the third hotel contacted, due to buy-out problems with the first, resulting in relatively late negotiations and limited choices. Brad said that if we have Great Lakes again IL will probably join and it won’t be in Ohio and it will be in a larger hotel – maybe in Indianapolis or a city more central to the possible 4 states. He reported that people loved the program and comment forms were “super”. The vendors were happy with having three states to offer to. The venter sessions received mixed evaluations, with some saying they felt that a whole session tract was “lost” to them, as there were 14 in all. He felt that most liked the sessions however. It was also noted that sound systems were substandard in the hotel and left a lot to be desired. He passed out a December 7th Summary (see attached) plus “Future Conference Topic Suggestions (see attached). A few wanted to have more traditional admissions sessions. Brad reported that the consensus of the other states was to possibly do this again in 2-3 years, so a meeting in Seattle to discuss this further was proposed. He didn’t know if he was supposed to coordinate the Seattle meeting or not.

There was a discussion of whether to have an OACRAO reception at AACRAO. It was recognized that it’s just too expensive for the relatively small number of attendees.

When asked for recommendations of what changes would be made if we do a multi-state conference again, Brad responded that we should pick the year, the host state and the city location much sooner to get better hotel deals. We should have our

related year's planning meeting sooner than late Feb./ early March, as is normal for us, as the other states have their meetings in Nov./Dec. No later than Jan. and with all of the committee chairs from each state; not just topic coordinators. Communication was difficult for Great Lakes Y2K. Have each state do their own session planning; not via topic coordinators as last time. LAC worked well but could have used program info earlier in the year. Web site program was a hit. Sixty-minute sessions were preferred to 75 min. School meetings ("open forums" at AACRAO) were popular again. Some time separate state meetings at the regional conference was enjoyed and encouraged for the future get together; unlike SACRAO which has both regional and state conferences the same year.

Brad also recommended that for future conference budget planning, to plan on smaller attendance numbers when outside of the central Columbus area. He noted the large surplus of wine and candy dishes at Toledo.

Survey Report – By Thorsen – By distributed handout, "Reasons for Not Attending". Martha noted that only 25 of the 75 new members attended the new member session due to members not wishing to miss the other sessions scheduled at the same time.

Secretary's Report – Bob Myers – Serving as acting secretary, Bob referred to the previously distributed October 31st Minutes and asked if there was any discussion. With no discussion he made a motion to approve the October 31, 2000 minutes, which was seconded and passed unanimously. He then referred to the Nov. 1st meeting minutes and asked if there was discussion. Hearing none he motioned for acceptance of the November 1, 2000 minutes, which was seconded and passed. He noted that all should have copies of the annual meeting minutes but no motion was needed at this time.

Committee Assignments – By Thorsen – By distributed "Proposed OACRAO Committee Assignments for 2000-2001", plus two addendum sheets (see attached). Further corrections were noted. Expiration terms were discussed as potential problems for several committees where the majority of them leave the same year, i.e. the Scholarship, Constitution, and Audit Committees. It was recognized that many often stay beyond their terms. By said he would do some more juggling and asked that we review this more before he sends to Connie for the newsletter.

VP Workshops – Mindy Starcher – Mindy passed out, "OACRAO Workshop Ideas" (see attached) then discussed the merits of content, audience, times/dates of each with the committee. A suggestion was made to hold professional development workshops simultaneously with the other topic workshops since they often don't draw well alone.

VP Program Report – Bob Myers – Bob passed out a tentative program planning meeting agenda (see attached) scheduled for Feb. 16th. He noted that last year's planning meeting resulted in many topics desired but which we couldn't put on for the tri-state meeting. Also good suggestions came out of Toledo. Martha suggested that we somehow get the program chairs more involved earlier in the year – maybe in the proposed retreat. It was also suggested that we see if the Clarion Hotel has a video to show during the planning meeting – maybe at lunch or during the coffee/refreshment time.

Local Arrangements Committee Report – Connie Goodman – Connie passed out "OACRAO LAC Meeting #1-12/11/00" minutes and "OACRAO 2001 LAC Volunteers" listing. The next LAC meeting will be December 17th at the Clarion. Vendors have already been contacted.

Letter of Thanks – Dick read a letter of thanks addressed to the committee and membership from Deb Benton, Ohio University, thanking all for the Linus J. Ryland Award presented to her at the last annual meeting.

Retreat Proposal – Dick gave out brochures about the proposed retreat site at Ohio Northern University's Nature Center located near Ragersville. Costs are only \$20/person/day including 3 meals. Sleeping accommodations include two dormitory style rooms in a century old 3-story farmhouse. It was hoped that in addition to the Executive Committee we could include LAC Co-Chairs, and program chairs. Bob asked if the program vice chairs could be included, but Dick indicated that the house only sleeps up to 17 people and the total invited would be 18. However, all agreed that it was unlikely that all 18 would show. It was further noted that the program chairs are not connected very well to Exec' and this would be a good way to accomplish that. (Secretary's note – The dates of March 11-13 are set as of this posting. Also Secretary Becky McOmer indicates a conflict and probably won't attend.)

Discussion of the best dates in March to hold the retreat was discussed and left open until members could check schedules. Arriving on a Sunday afternoon, planning for dinner together, then Monday all day and leave Tuesday after lunch. All liked this idea. Agenda suggestions included team-building exercises, opportunities to get better acquainted with each other, time

allotted for strategic planning about the future of OACARO and enough free time to make it enjoyable and allow for reflection of events.

Bob, Mindy and Martha volunteered to program the retreat.

Scholarship Committee Report – Dick said that the Scholarship Committee was supposed give him something for submission to AACRAO for application for the ‘Ockerman Award’ before January. Also the FERPA brochure was suggested for inclusion. By recommended that we wait for a year on the brochure, to get feedback on its effectiveness. A motion to this effect was made, seconded and passed. After discussion a motion was made to add a fifth scholarship award of \$500, selected by region, from the existing operating budget. It was seconded and passed unanimously.

Script-Safe Proposal – Joe Orndorf made an offer of an annual \$1,000 scholarship from Script-Safe Security Products, Inc. Discussion of the name of the award and whether it should be a separate award or not, was lengthy. Bob will contact Joe to see what he expects. The need for better scholarship policy and procedures and accounting was recognized. Bob recommended that we hire a financial expert to help us with all of this. Mindy agreed with this and asked if we could postpone any decisions on this until after we get expert advice.

Non-profit / Incorporation Status – Dick reported that our assumed non-profit status is still uncertain. Allen produced a number that Sharon would check on with the Secretary of State’s Office. Discussion about liability, IRS reporting and tax exempt status, plus AACRAO’s change to incorporation and related subjects ensued. No decision was made.

AACRAO Reception Question – After a discussion of the high cost and logistical difficulty in holding a formal OACRAO reception it was decided to not do this at Seattle but to still establish an informal meeting place and time before the conference begins.

Historian’s Role – Dick informed the committee members that he talked with our new Historian, Dave Sauter, about his role and Dave suggested establishing the “Historian’s Corner”. This would consist of articles in the newsletters. Dick passed out copies of the first article (see attached) and all felt that this is a good idea.

Future Meetings – After discussion it was agreed that Executive Committee would meet during the February Program Planning Meeting (at Mt. Carmel); next at the proposed retreat; next at AACRAO (Seattle), then June or July in the summer.

Respectfully submitted for Becky McOmber 1/25/2001

Bob Myers, Acting Secretary

Approved 02/16/01