

Minutes
OACRAO Executive Committee

April 24, 2003 10:00 A.M. – 3:10 P.M.
Location: Westerville Public Library – Westerville, Ohio

Committee Members Present: Allen Cole, President; Richard Carpenter, Past President; Marian Hogue, President Elect; Mindy Starcher, VP/Membership & Mentoring; Don Foster, VP/Programs; Kathleen DiFranco, Treasurer; Ray Elash, Secretary/Note Taker

Not Attending: Amy Adams, VP/Workshops

Guests Present: Dave Sauter, LAC Co-Chair

Allen opened the meeting with a welcome and then distributed a timetable of important OACRAO dates so that we can better plan Executive's workload and duties.

Items of Business

1. Report of the LAC Committee

-Dave distributed LAC agendas, Budget Sheets, Planning Grid, Registration packet, and tentative LAC Volunteer list. The agenda gave a list of issues to be discussed. He next went through the Planning Grid, which lists the daily timetable of planned events Tuesday through Friday. Discussion dealt with special needs for sessions, meals, amount of time needed for sessions and business meetings, AACRAO reps and speakers, fee charges for exhibitors and availability of Exhibitor sessions.

-Hotel contract stipulates that OACRAO reserve 170 total sleeping rooms in order to get free use of meeting rooms.

-Discussed possibility of charging Exhibitors an additional \$50 fee (separate from the current \$350 membership dues) to stuff registration packets with predetermined brochures and/or info.

-Sue Shillings will send a letter out to Vendors promotion the benefits of exhibiting at OACRAO and then linking it into next year's combined dual state conference in Indiana, 2004.

-Discussed whether or not to continue holding a Conference Summary with box lunch on Friday.

-Reviewed the Budget Sheet listing anticipated expenses and itemized costs. Marian suggested that we develop a more detailed expense report for Workshops that will allow for better auditing.

-Reviewed the Draft Registration packet's format and contents; what to include? Reviewed names, titles, and duties of individual members who have volunteered.

-Bob Kubat will coordinate all printing services.

-Allen gave Dave a list of members with their responsibilities related to the joint Ohio/Indiana Conference. This will help coordinate long-term LAC planning. A conference theme and number of hotel rooms required was also discussed.

2. Report of VP Programs

-Don Foster distributed a list of proposed session topics for November conference. May 15 is the deadline and he indicated that he will keep soliciting committee chairs up until then.

-Don will contact Paul Taylor (AACRAO) to find out criteria used by AACRAO to determine fees charged to vendors and criteria for presenting at sessions. Don will also explore the possibility of inviting Paul as the AACRAO representative/speaker for the conference.

3. Report of the Secretary

-Ray Elash distributed the minutes from the 2/28/2003 Executive/Program Planning meeting held at Mount Carmel School of Nursing in Columbus. Minutes were reviewed and, there being no revisions, were accepted.

-Ray gave the Treasurer an invoice for production and mailing of the Annual Directory. Cost for all items was \$1127.20.

-Issues related to the Communications Committee and website updates were discussed. Ray had

contacted AACRAO regarding their web hosting service and costs related to services provided. After discussion with the Communication Committee and further discussion with Executive, it was agreed that the service didn't provide a sufficient cost/benefit ratio to change our current process.

-Executive suggested the following action items be proposed to Communications Committee (long term).

- Put all OACRAO surveys and forms on website
- Provide a link to view OACRAO presentations from workshops and conferences
- Explore website implications of incorporation regarding voting vs. non-voting membership access to site
- Revise the current OACRAO logo; possibly send to schools for ideas
- Design a Certificate of Membership for member institutions to use
- Provide a link on website for Membership & Mentoring and Scholarship Committees to view current information, update pamphlets, etc.
- Develop formal documentation for website procedures and name a "backup webmaster" to serve as interim webmaster as needed
- Complete both Linus Ryland and Garland Parker brochures prior to fall conference

4. Report of the Treasurer

-Kathleen DiFranco distributed copies of the Summary of Operating Accounts for March and April 2003. The balance in the following accounts as of April : (1) Operating Account \$9125.22; (2) Scholarship Fund \$7,440.76; (3) Certificate of Deposit \$10,627.87. Current OACRAO assets stand at \$27,193.85. Our two CD's matured on 3/30/03 at an interest rate of 2.23%, earning \$252.13 each.

-Kathleen reported that IRS decreased the amount allowed for mileage reimbursement to 36 cents/mile beginning 2/03. Reimbursement to members will be adjusted accordingly.

-Provided a list of all member schools and amount of membership dues each has paid for this year. All schools are up-to-date on membership with the exception of Jefferson Community College.

5. Report of the Past President

-Dick Carpenter discussed the proposed incorporation document draft. Minor revisions were made, but he asked that Executive review it further and notify him directly as to changes still needed.

-Allen suggested that we explore the possibility of a slight increase in membership dues for institutions.

-Marian proposed that we email all members a notice of incorporation one month prior to the Annual Conference/Meeting so that members will all be prepared to vote at the meeting in November.

-Dick proposed that once the document is posted on our website, a reply link to Executive should be provided to members.

-Dick stated that the Nominating Committee will meet on May 15 at Ohio Northern to review a list of potential candidates for Executive offices open December 2003.

6. Report of the Membership & Mentoring Committee

-Mindy Starcher reported that they are revamping the New Member Handbook.

-Committee is revising the M&M survey in hopes of improving the response rate.

-Committee is upgrading the mentor program. They plan to reach out to retirees in hopes that some will serve as mentors.

7. Announcements/Other Business

-There were no announcements or other new business.

8. Next Meeting

-Planned for June 26 at Otterbein College.

9. Adjournment

-Meeting adjourned at 3:10 p.m.

Respectfully submitted,
Ray Elash, Secretary
April 24, 2003

Minutes
OACRAO Executive Committee

June 26, 2003 10:00 A.M. – 3:00 P.M.
Otterbein College, Westerville, Ohio

Committee Members Present: Allen Cole, President; Dick Carpenter, Past President; Marian Hogue, President Elect; Mindy Starcher, VP/Membership & Mentoring; Don Foster, VP/Programs; Amy Adams, VP/Workshops; Ray Elash, Secretary/Note Taker

Not Attending: Kathleen DiFranco, Treasurer

Guests Present: Dave Sauter and Bob Kubat, LAC Co-Chairs

Marian opened the meeting in Allen's absence, since he was delayed, and preceded to move to committee reports.

Items of Business:

1. Report of the VP/Workshops

-Amy Adams reported on the first summer workshop, Residency Officers Update, held at Capital University on 6/25/03—44 members attended. Jay Johnson (OBOR) and Kenneth Teiche (Homeland Security Department) presented. The second workshop is for support staff. Currently 64 are confirmed and will be held at Capital on 7/1/03. Presenters will be John Ropar—"The Millennial Generation" and Dave Sauter—"Customer Service Plan". Amy is putting together a 3rd workshop on a day TBD. Presenter will be Cea Elliott and topic "Stress Management". She asked Executive to approve paying the presenter out of revenues from the first two workshops. Executive approved funding.

-Two pre-conference workshops are planned for November 5. A SEVIS workshop with one rep from large schools, 1 rep from a small school, and someone from the Department of Homeland Security. The second pre-conference workshop will be on the topic of E-commerce Customer Service.

2. Report of VP/Membership & Mentoring

-Mindy Starcher reported that she has been doing outreach to other Ohio organizations similar to OACRAO; either by sending pamphlets, talking with leadership, or attending meetings/conferences. Northern/Southern Ohio Transfer Council and Southern Ohio Council on Higher Education as examples.

-Currently working with Deb Benton to incorporate a website link to promote membership development; to be finished sometime before state conference in November.

-There has been little response to Mindy's call for members to serve as mentors. She will put out another notice on the list serve since she wants to get volunteers before November.

-Will send out a reminder to 2002 first-time conference attendees to encourage continued attendance.

-Mindy plans to meet with the M&M Committee in August in Columbus to do pre-conference planning.

3. Report of VP/Programs

-Don Foster reported on programs planned for the conference and distributed a list of topics proposed by each group. The plan is to offer seven sessions in all four tracks. Sessions are currently being developed and next step is to determine how to best group and promote them.

4. Report of the Past President

-Dick Carpenter reported that the Nominating Committee met May 15 at Ohio Northern and they are currently working on identifying potential Executive and Committee Chair members for next year. He hopes to have the final list by the end of July.

-The nominees for the Linus Ryland & Garland Parker awards are being reviewed. He hopes to have this completed by the start of the Fall term.

-Dick discussed a proposed plan to establish a database of members and the officers/committees that they've held. This will help to identify potential candidates for leadership as well as potential award winners. Discussion followed among Executive members as to characteristics needed for those serving

leadership roles in OACRAO.

5. Report of the Secretary

-Ray Elash distributed the minutes from the 4/24/03 meeting held at the Westerville Library. Minutes were reviewed, revised, and accepted.

-Ray distributed a sample brochure created by the Communications Committee that describes the Linus Ryland & Garland Parker awards. These will be put out at the Registration Table at the November Conference.

6. Report of the President Elect

-Marian Hogue asked Executive for feedback prior to building next year's budget. In lieu of limited revenue services, she indicated that the budget should reflect good fiscal management and developed based on an itemized listing of all costs associated with every facet of our operation. Marian will contact Kathy and ask that she put together a more detailed analysis.

7. Report of the Treasurer

-Allen Cole gave the report in the absence of Katherine DiFranco who was unable to attend. Summary of Operating Accounts for May and June 2003. The balance in the following accounts as of June 1: (1) Operating Account \$7,184.56; (2) Scholarship Fund \$7,540.76; (3) Certificate of Deposit \$10,627.87. Current OACRAO assets stand at \$25,353.19.

8. Report of the President

-Allen Cole reported on a meeting that he attended at OBOR, June 4 (as OACRAO's representative). This was a planning session to determine feasibility/issues involved in creating statewide college portal that would link all Ohio schools and provide various Student Services mostly related to Admissions/Financial Aid. Consensus of those attending was that it was a worthwhile project but more discussion was needed. A revised draft is expected by August 15. OACRAO agrees in principle with the concept and will provide avenues (www links, conference sessions, etc.) to inform membership.

-Allen shared with Executive several letters regarding AACRAO's new joint initiative with EdVerify. Other exhibitors who offer the same service are upset at how this was handled. Since OACRAO has a good working relationship with them, Executive felt that we would respond in some way. Allen will draft a letter representing OACRAO.

9. Report of LAC Committee:

-Dave Sauter and Bob Kubat gave a detailed report of progress on the Fall Conference to date. On Wednesday afternoon, there's a possibility of only having three breakout rooms instead of the usual five. Dave indicated that facilities for the exhibitors were excellent. In order to reach a "break even" cost figure, they estimated that we would need the following: 120 full pay registrants @ \$185 (\$22,200); 40 partial registrants @ \$115 (\$4,600); exhibitors 12 @ \$250 (\$3,000). This includes a proposed increase of \$25 per person on the conference fee. Executive voted to approve this increase.

-The group then proceeded to review the day-to-day planning grid provided by Dave and offered suggestions as to facilities, equipment needed, and menu items. It was agreed that our next meeting would be in Dayton to tour the Crowne's facilities and finalize plans.

10. Announcements/Other Business

-There were no other announcements or other new business.

11. Next Meeting

-Planned for August 14 at Sinclair Community College.

12. Adjournment

Meeting adjourned at 3:15 p.m.

Respectfully submitted,
Ray Elash, Secretary
June 26, 2003

