



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

July 20, 2018
Otterbein University

Participants: Bob Bulow, Beth DaLonzo, Sun Jamerson, Molly McDermott, Michelle Rable, David Schneider, Justin Weimer

Not in attendance: Sue Shepherd

Guest: Chris Dorsten

Beth called the meeting to order at 10:15AM.

- Welcome
- Approval of June Board meeting minutes:
 - Motion to review minutes made by Michelle, David seconded. No edits. Unanimous vote to approve minutes made.
 - Meeting minute review. Motion to approve minutes by Michelle; seconded by David. Unanimous approval of minutes.
- LAC Update - Chris:
 - 48 registrations thus far
 - 103 rooms used – we need to get to 230 for contract obligations for number of nights used.
 - Kathy from Sawmill has not responded yet, so no solid answer on space regarding meeting rooms. From communication perspective, Sawmill Creek hasn't been great at responding to emails that contain multiple questions.
 - Concern that we're going to get frozen out of rooms at the last minute. Need a firm date for when rooms are confirmed for printing.
 - David feels confident that there won't be any last minute conferences booked that will overtake our space; but wedding bookings may be a different case.
 - Overall, Chris will give them a firm date and see if they agree.
 - Wednesday night activity question:
 - One activity will be 80s movie night.
 - Should we think about something else that appeases people that don't want to see a movie?
 - Don't want to over-offer things to do, but unsure if we need at least one other activity to accompany the movie.
 - Consensus is its OK not to offer anything else.

- Exhibitor registration – 7 registered thus far.
- Aftan is working to get LAC shirts.
- Still a go with the sweatshirts/hoodies. There is a sponsor for bags so they will move forward with getting those ordered.
- Lake Erie Visitor Bureau is going to put together an info bag that we can stuff into bags.
- Newsletter article and email marketing is key will be utilized to keep promoting the conference, with timeline developed for distribution for both.
- Is there a plan for a backup to Chris in the event Heather is unable to attend the conference last-minute?
 - Not too concerned since Frank / Jeannine are both on LAC and have been co-chairs previously. Think about what materials Heather has for needs for conference materials.
- Beth will follow-up with Sue on identifying next LAC co-chairs.

Board Reports:

President – Beth DaLonzo:

- Update on the job search process.
- Will send out script late-August for changes so we can work on during September meeting.

Past-President – David Schneider:

- 22 registrants for OSI. Should be able to break even financially.
- Had 2nd faculty meeting a week or so ago – all set for logistics; faculty are working on presentations. Will be assigning mentors/mentees soon.
- Nomination and Elections – September will be timing for slate for voting.
 - Sun will provide David with voting members list.
 - Will include newsletter article for Meet Your Nominees for September newsletter.

President-Elect – Sue Shepherd:

- Not in attendance.
- Emailed update summary:
 - Mark McConahy will arrive Thursday to the conference around noon. Will present “Block the Chains” on Thursday, and Friday GDPR plenary session.
 - Chris has arranged lodging, etc. for Mark.

Vice President, Programs – Bob Bulow:

- Got emails out to presenters thanking and confirming presentations.
 - Several people were unsure or did not know they were presenting.
- No sessions cancelled; some presenters have cancel.
- Getting time grid confirmed and finalized – otherwise holding pattern.

Vice President, Workshops – Molly McDermott:

- Staff development went well.
 - Feedback from staff development workshop were complaints about parking. We should revisit the consideration of charging for the workshop to cover meals and parking. We also have an issue if this grows to be any larger, OSU cannot host. Maximum capacity is 100 people at OSU.
- OSI logistics are going well.
- Workshop headcount for conference – CCP 5; ODHE 8. Will work with LAC for food for breakfast/lunch for participants. Will touch-base on expectations for presenter expectations and clarity on topics for workshops.

Treasurer – Michelle Rable:

- Update on the operations and scholarship account holdings.
- Everything is all set for conference registration, etc.
- Scholarship committee is working on holding a meeting; may teleconference.

The group broke for lunch at 12PM.

The group reconvened the meeting at 12:43PM.

Secretary – Justin Weimer:

- Conversation on free registration:
 - Potential to delay use of free registration with expiration date for a year later; use OSI faculty to engage mentor/mentee relationship throughout the year if they delay.
 - Regroup conversation after the conference to assess how many people use registration from OSI to free conference registration.
- LinkedIn profile has been created. Justin will write a newsletter article to introduce it to membership and its purpose.

Vice President, Memberships – Sun Jamerson:

- Sent communication to committee members making them aware of meetings and discussions that have taken place.
- Have 60 clear business card holders - brainstorming ideas to accompany business cards.
- Mentor situation – waited too long to find mentors.
 - Deciding on best course of action to reach out to potential mentors. (Potential article in newsletter asking for volunteers to be a mentor.)
- Michelle will send Sun new attendees list – will discuss with committee members to start with them first.

MemberClicks Update:

- Had transition call from onboarding to technical support.
- Bob has worked a lot on attribute security.
- ohioaacrao.org domain is now working and pointing to MemberClicks website.

- Sun's working on membership side; and membership renewal process will be done through the new site with payments and invoicing.
- The invoice prior to payment being submitted isn't working.
- August 1 should be OK to send out to everyone – 30-day notice of FYI to membership.
- Communication of new site to membership – coordinate along with timing of membership renewals.
- No current members have an expiration date set – when should we elapse a grace period and then create inactive member due to non-payment?
 - Historically it's been 2 years. In new system make it 1 year, August – July 1.
- Will reach out to outstanding institutional members to confirm contact information.
- Conversation on initial content and financial pieces implantation.

Michelle motioned to adjourn, seconded by Molly. Meeting ended at 2:08PM.

Next meeting: September 14, 2018 at The Ohio State University