



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

May 23, 2018
The Ohio State University

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

Beth called the Meeting to order at 10:08AM.

- Welcome
- Approval of April Board meeting minutes:
 - Motion to review minutes made by Justin; Molly seconded. No edits. Unanimous vote to approve minutes made.

Board Reports:

President – Beth DaLonzo:

- LAC is joining us for the second half of this meeting.
- Beth has submitted resignation at current member institution effective June 30. According to by-laws, has 90 days to seek employment for current member institution in order to maintain role for OACRAO board.
 - Discussion for next steps of what this may mean for the Board. It will be reevaluated at the June Board meeting.

Past-President – David Schneider:

- June 15th – Nomination and Elections Committee meeting is scheduled at Otterbein.
 - Will figure out slate of candidates for open Board meetings.
 - Encourage nominations from the current Board members.
- David may be unavailable at times over the summer due to a family situation.
- OSI registration is open. Currently at 6-7 registrants.
 - Faculty hotel rooms are booked.
 - Faculty meeting 2-3 weeks ago to build agenda.
 - Overall should look similar to 2016's OSI.
- Will work to get the By-Laws and Fiscal committee to meet – will assess the committee's preference for when to meet.

President-Elect – Sue Shepherd:

- AACRAO speaker at OACRAO 2018:
 - Jack will be unavailable to be a speaker for OACRAO.
 - AACRAO proposed Mark McConahay to come to our conference.
 - Discussion surrounding topics for Mark to cover in addition to GDPR.

- GDPR pre-conference workshop will be switched to something else.
- Two sessions on Thursday would be the request for him to do.
- Consider having session Thursday afternoon on blockchains; and a closing plenary session for GDPR on Friday.
- Will work to pull together Government Relations committee.

Vice President, Programs – Bob Bulow:

- Conference Items:
 - Working hard to pull together the last 25% of sessions confirmed and finalized for the conference.
 - Not seeing many presenters dropping out.
 - Only issue is having people solicit presenters, and then follow-up telling them their session is no longer needed.
 - Will have 7, 1-hour sessions for the vendors.
 - Vendor registration hopefully open in June.
 - Will close loop when circling back to those who get a free workshop registration. Will work with Michelle to get a code created and will communicate to those with free registrations.
 - Will communicate to presenters to thank them for presenting to close that loop to confirm them presenting.
- Question:
 - A session topic was a joint presentation from people from an institution and a vendor. Does that need to be processed via the exhibitor registration process?
 - The Board has to make an exception to that because usually it's the vendor trying to get a second session out of it.
 - We would be hesitant to let approve an exception. Preference would be to have them go through the exhibitor channel.

Vice President, Workshops – Molly McDermott:

- Have compiled a panel discussion for the residency workshop.
 - Will send out one final reminder email to list-serve; and then will work with Justin on logistics.
- Staff Development:
 - Chris Dorsten will be a presenter.
 - Topics will include: FERPA case studies; what does your manager expect from you; global perspective for higher ed in Ohio. Justin will ask Jack about presenting one of these sessions.
- OSI:
 - Conference call with Mohican rep to figure out menu and evening activities; Hawk/Owl activity will return.

Treasurer – Michelle Rable:

- Operations and Scholarship account balances provided.
- In Quickbooks, moved operations checkbook to be able to accurately balance this year's expenses.

- Taxes have been filed and sent.
- Met with Kim Edge for Scholarship Committee:
 - She is excited to work on the committee. Kim will work out if Tracy is co-chair, or not. Kim and the group will brainstorm new ideas for the conference.

Secretary – Justin Weimer:

- A reminder that if you have newsletter article ideas or committees you chair do, let Justin know.

Vice President, Membership – Sun Jamerson:

- Sent reminders out to past-due members to get their annual fees paid from last academic year.
- Working on data cleanup with import of membership data into MemberClicks.
- Membership Committee hasn't met. What needs to be prepped for prior to the conference is activities, which can be done via email.

Old Business:

- MemberClicks update:
 - Made a bunch of progress. Site has been converted correctly.
 - Membership data has been converted.
 - Had call to discuss finances and chart of accounts.
 - AACRAO has transition to new web software – the only reason they have their old site up is because we still have our site up.
 - Need to finalize the last forms we want to create. Bob will have them build out the forms.
 - Still need to do – watch videos/read documentation and then do follow-up calls. Bob will send out when they're scheduled for to see who can participate.
- Social media changes:
 - Twitter presence is not meeting our target audience, nor is it the best method of spreading messaging. It requires constant engagement, which is difficult due to volunteer-based roles.
 - Propose to deactivate and archive Twitter account.
 - Propose to create a LinkedIn presence for OACRAO for membership to associate to, share articles and jobs, etc.
 - Board is supportive and approved this new direction.

Local Arrangement Committee Update:

- Entertainment / Meals:
 - Tuesday – wine tour that is a 3-hour activity. Bus will pick up folks and transport.
 - Wednesday – Ohio-themed presentation with local history/background to be intertwined.

- Thursday - 80s theme night:
 - Music, bon fire, photo booth, and costume contest.
- Hospitality Rooms – overlooks indoor pool, has bar, etc.
 - Reason for using this suite is because of limitation of not being able to setup within their bar space since it's tied to their restaurant space.
- Meals:
 - Overview of planned menu looks good.
- Putting together information for the website and for conference registration. Goal is to be up by June 1.
- Logo review of the conference logo approved.
- Looking at conference bag items and swag to give away for the membership.
- Have space for up to 16-20 exhibitors.
- Meeting space is really nice. Overview of the layout of the conference rooms themselves and the locations for the meals.
- Space will have room for scholarship tables to be outside of the space where exhibitors will be, and close by where the meeting rooms are.
- Will have to push hotel booking to occur ASAP due to their facility filling up quickly during the fall – expectation will be that once the block expires, a good chance is there won't be available rooms to book last-minute.
- AV equipment needs – may need carts and screens. Justin will check storage room to see if OACRAO-owned screens are located at OSU.
- LAC will put together a one-page marketing flyer to include things to do within the area.

Sue motioned meeting to adjourn; Molly seconded. Meeting adjourned at 2:17PM.

Next Meeting: June 22, 2018 at Sawmill Creek Resort