



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Minutes

**July 28, 2017 – 10:00 AM
The Ohio State University - 533 SAS Building**

Present: David Schneider, Carol Jones, Beth DaLonzo, Mary, Holland, Michelle Rable, Donna Evans and LAC Co-chairs: Stephanie Giese, Jeannine Shambaugh,

I. Welcome

Meeting started at 10:10.

II. President's Report – David Schneider

- BOD Retreat scheduled for November 5-7, 2017. Beth to reach out to the ONU Metzger Center.
- 3rd Pre-Conference Workshop scheduled, titled “Excel Dashboards for the Casual User” with Loralyn Taylor from Ohio University.
- Dave will send out News Blast next week about Workshops.
- Indiana & Michigan were contacted and we soft ear marked 2022 for GLACRAO Conference pending Town Hall Meeting outcome.
- Plan to have meeting with Kerri Kaderly from State Parks in August dealing with tech fee.
- Website discussion postponed.

III. Past President's Report – Carol Jones

- Bylaws Committee meet in July 19, 2017 and report was distributed.
- Nominations & Elections were reported and discussed.
- Awards were discussed.
- It was recommend that the President re-activate charge letters this next year.
- Michelle and Carol will meet in early Sept to resolve balance issue. Michelle gave log-in to Carol for Quick books.
- Fiscal Committee web meeting to be set in late September.

IV. President Elect's Report – Beth DaLonzo

- Summer Leadership Series had 74 in attendance and was well received.
- OACRAO Staff Development Seminar new title recommended for support staff workshop. We had 50 registered this Summer, down 44 %.

V. Treasurer's Report – Michelle Rable

- Operational and Scholarship Fund balances were provided.
- Continuing to working with Carol Jones on balance issue.
- Michelle will place orders for awards to be given out at conference.

VI. Secretary's Report – Donna Evans

- June Minutes were moved for approval with noted correction by Beth DaLonzo and seconded by Mary Holland.
- August & September Newsletter Items were discussed along with submission due dates for August and September (Feature Topics, Committee Reports, LAC Reports, Member Spotlights, upcoming articles, and Save the Dates)

VII. VP of Membership Report – (Liz Clerkin absent)

- 2017-18 invoices for membership dues to go out.

VIII. VP of Workshop Report – (Tina Hummons, absent)

IX. VP of Program Report – (Mary Holland)

- Session are set. In the middle of August, room assignments will be set.

X. LAC Update and Q&A

- Conference News Blast will go out today 7/28 from LAC.
- Loudonville Street Fair activity added to conference for Tuesday evening.
- Conference logistics, purchases, orders, exhibitors, program format were all discussed and reviewed.
- Scholarship Basket from BOD was discussed and agreed upon.

XI. Adjournment

- Beth DaLonzo moved to adjourn the meeting, second by Carol Jones. Motioned carried. Meeting adjourned at 2:40 PM.

Next Meeting: September 18, 2017 at 10:00 AM at Sinclair or Wright State.