



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

March 16, 2018
Mount Carmel College of Nursing

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

Not in attendance: Sun Jamerson

Beth called Program Planning Committee to order at 10:09AM.

Bob charged the committee with their task for the day of developing program for workshops and annual conference.

Full group breakout at 10:25AM for separate meetings.

Board Meeting

Beth called meeting to order at 10:32AM.

- Welcome
- New item added to agenda – LAC Update under “Old Business”
- Approval of February Board meeting minutes:
 - Motion to approve made by Sue; seconded by Molly; unanimous vote to approve the minutes made.

Board Reports:

President – Beth DaLonzo:

- No new news to report.

Past-President – David Schneider:

- OSI items:
 - Do we want to stay with the structure as last time - \$400 per registrant that includes free annual conference registration in October?
 - Michelle stated that the cost of OSI may need to increase due to the annual conference costs being higher since it is being hosted at a resort versus state park.

- Not feasible to skip a meal paid for by OACRAO for annual conference due to lack of surrounding dining options.
- Aware that the food will be more expensive relative to past-years due to it being a resort versus the state parks.
- For OSI, is the better answer to increase the conference registration cost for the annual conference from \$250 to \$300 to spread cost burden across membership?
- General agreement it is better to maintain price of OSI.
- David put to vote on retaining \$400 with conference tie-in.
 - Motion to approve made by Sue; seconded by Molly; unanimous vote to approve retaining \$400 registration cost with free annual conference registration included.
- Justin will provide a count of OSI pad folios that are at OSU; David will connect with Michelle to get registration page live.
- Maumee Bay under new management – no longer part of Xanterra.
 - All of the state parks are coming up in a cycle of bidding for new management.
 - State of Ohio made it a requirement to manage the golf course along with the lodge, and Xanterra opted not be in the bid process.
 - New company has to honor existing contracts, but moving forward prices may increase because of the new company investing in renovations.

President-Elect – Sue Shepherd:

- No new updates.
- Dinner for AACRAO is set.

Vice President, Programs – Bob Bulow:

- Continuing to work on timeline for his role's calendar:
- Program Planning Meeting:
 - Configured timeline to lock down sessions and presenters as soon as possible.
 - Providing committees 3 weeks to confirm sessions and session presenters.
 - Committees will have another week and a half to remediate any issues, such as not being able to identify a session presenter – putting schedule to Wednesday, April 18.
 - By April 20, any sessions/presenters that haven't been solidified, drop them off of the "A" list.
 - Goal is to have final session list by the end of April.
 - Want to have sessions available for membership to review prior to registration opening for the conference. Enables people to commit to

attending the conference since they will know which sessions will be offered.

- Exhibitor portion of the conference:
 - What is the formal process for slotting in the exhibitor sessions within the conference agenda and session listing?
 - Usually 7 exhibitor sessions with registration on 123Signup on a first-come, first-serve basis.
 - Exhibitors will always ask for more to be available, but we limit to 7 only.
 - These are in place of sessions within the full conference agenda.
 - Exhibitors are also paying to present the session, which is a revenue generator.
 - Thinking of the number of blocks of sessions on Thursday, is it feasible to offer additional slots for exhibitors?
 - Four session blocks on Thursday, which does not enable offering more exhibitor sessions.
 - Registration for exhibitors will time with when conference registration opens, too.
 - Could we charge a premium for exhibitors who present on Thursdays?
 - Vendors are squeezed on their budgets for state/regional conferences so keep that in mind for thinking of increasing costs to exhibitors.

Vice President, Workshops – Molly McDermott:

- Residency workshop:
 - Michelle will send Molly the content that was on the website last year.
 - Molly will edit with target of opening registration effective April 1; Staff Development will open in May.
- Molly will work on newsletter article to promote registration..
- Timeline wise, going to retain 9:30-3:30 timeline.
- Michelle Chavanne from ODHE will be in attendance.
 - Is there a benefit of creating a form to submit residency questions beforehand?
 - Could make it more of an efficient meeting for Michelle to focus on some of those topics in her presentation.
 - Justin can help create a Qualtrics survey with Molly.
- Next meeting agenda item: discuss topics for staff development workshop for session ideas.

Treasurer – Michelle Rable:

- Provided reports on the Operations and Scholarship account balances.
- Discussed with Bob the expenses if we moved our processing from 123Signup to AACRAO's vendor of Moolah for the payment processing.

- Will assess cost differentiations and will get that out to the Board.

Secretary – Justin Weimer:

- Will include a direct link to the OACRAO Facebook page on the newsletter.
- Reminded everyone to send pictures / captions from AACRAO so they can be posted to the Facebook page.
- OACRAO Social Media:
 - Consider deleting our Twitter account due to lack of activity and lack of clear goal for the account.
 - Overall, we need a clear-cut strategy for our social media presence – our strategy should be to communicate and inform to existing membership.
 - Next meeting agenda topic – think of social media strategy for discussion relative to LinkedIn, Twitter, etc.

Old Business:

- MemberClicks Update:
 - No real traction moving forward with the project.
 - Michelle wants to validate possible costs associated to moving to different payment processor of Moolah.
 - Worried of AACRAO's commitment for continuing to subsidize the costs associated to moving the new platform.
 - We could retain 123SignUp and still migrate the website and membership database to MemberClicks.
 - Only about a year away from our current contract with 123SignUp expiring with Credentials sponsoring it, so this isn't something that we can continue to delay a decision on.
 - Discussion for overall website implementation strategy and meeting strategy:
 - Meet as a Board for a sustained period of time to effectively discuss all of the details due to time commitment required for the first-step.
 - We don't want all of the work to fall onto Bob/Sun.
 - Expectation of MemberClicks needs to be a little different since we're a volunteer organization where our time/resources will be staggered more than what they're used to working with an organization.
 - Agreement in getting our membership out of an Access database and into a system that is a membership management database.
 - Will meet on Friday, June 1 at Ohio State to work on website implementation – Justin will find a room.

Agenda not discussed due to time constraints:

- LAC Update
- Dues increase decision
- Revitalization of Scholarship Committee
- Brainstorm ideas for Summer Leadership Workshop

David motioned meeting to adjourn; Justin seconded. Meeting adjourned for lunch and to join Program Planning Committee meeting at 12:07PM.

Next Meeting: April 13, 2018 at The Ohio State University.