



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Minutes

September 18, 2017 – 10:00 AM
Otterbein University

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

I. **Welcome**

Meeting started at 10:00.

II. **President's Report – David Schneider**

- Detailed review and editing of Conference Script & Schedule.
- Reviewed schedule and logistics made a few adjustments.
- Discussed Town Hall agenda and handouts.
- Discussed Business Meeting agenda and handouts.
- Review of Preconference Workshops. Hosts were assigned: David in Excel and Carol in Transfer. Kate McNeal will distribute lunches. Due to low enrollment Emotional Intelligence was canceled. David to contact registrants. Beth will contact presenter from Kent State.
- VP Workshop Tina Hummons resigned.
- Webmaster Timeline project will continue to the next year's agenda.

III. **Past President's Report – Carol Jones**

- Carol worked to resolve balance issue along with Michelle. Still a discrepancy.
- Fiscal Committee will meet Tuesday late afternoon to review findings of balance issue in books.
- Carol will work with Nominations and Elections Committee to get someone appointed to fill the VP Workshops position for the next year.
- Nominations & Elections were reported and discussed.
- Transition planning-Big Ideas "Committee Participation" has been updated and will be added into by laws for next year.

IV. **President Elect's Report – Beth DaLonzo**

- Transition planning: Working on Fall Board Retreat.
- Discussed about applying for AACRAO award for Workshops this next year, with a better plan.

V. Treasurer's Report – Michelle Rable

- Operational and Scholarship Fund balances were provided.
- All conference numbers were reported and discussed.

VI. Secretary's Report – Donna Evans

- July Minutes were moved for approval by Carol Jones and seconded by Beth DaLonzo.
- October Newsletter Items were discussed along with submission due date of 10-13-2017, week after conference. Feature Topics: OACRAO 2017, New President Welcome, OACRAO Survey Link, Jack Miner Article, AACRAO Representative Article, Scholarship Committee Thank you, SAVE THE DATE, and Member Profile.
- Reach out to Justin Weimer, find out if he is ready to take on the October Newsletter and/or how he would like the transition to happen since the due date is so close to the end of the conference.

VII. VP of Membership Report – Liz Clerkin

- 2017-18 Invoices for Membership dues are getting ready to be sent out.
- We are missing about 40 paying institutions from 2017. Lists to be reviewed/distributed and notices/calls to be made by the end of the week.
- Liz to work on a transition documentation for Sun Jamerson.

VIII. VP of Workshop Report – (See Presidents Report)

IX. VP of Program Report – (Mary Holland, absent)

- Mary to work on a transition for Bob Bulow to help follow the Idea-Palooza generating process prior to the planning meeting.

X. LAC Update – (much was discussed within review of Conference Script)

- Wednesday is OACRAO Shirt Day!
- Thursday is College Shirt Day!

XI. Adjournment

- Michelle Rable moved to adjourn the meeting, second by Beth DaLonzo. Motioned carried. Meeting adjourned at 2:10 PM.

Next Meeting: October 3, 2017 at 11:30 AM at Mohican State Park, Bromfield's.