



**Executive Board Monthly Meeting  
August 12, 2015  
Meeting Minutes**

**In attendance:** Iris Harvey, Robin Selzer, Denise McCory, Lisa Rismiller, Kendra Preer, Shari Mickey-Boggs, Jennifer Beard, Shanda Gore, Roberta Milliken, Shannon Spencer, Ann Hall, Lindsay English, Maria Cronley

**Unable to be present:** Karen Miner-Romanoff, Jackie Parrill, Fedearia Nicholson

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Meeting called to order by Shari.

**Review and Approve minutes from July retreat**

Correction was noted to the July 8 meeting minutes. Per Lisa, correction should be the removal of "University of Dayton Foundation" and instead should read "Dayton Foundation". There is no affiliation between the two organizations.

**Committee assignments for new Executive Board Members**

Shari reported that committee assignments are as follows:

- Strategic Planning – Shanda Gore
- Communications – Iris Harvey
- Awards – Karen Miner-Romanoff
- IR Recruitment and Development – Shannon Spencer
- Conference Planning-Ann Hall

**New Business**

Ann Hall provided details from her research of Ohio Dominican University as the next conference site. The location is centralized in Columbus and in close proximity to the airport, hotels, restaurants and shopping. There is a large meeting room that could accommodate 200 guests and additional space for breakout sessions.

Shannon provided details for Ohio Northern University. The dates would work, but the space would be too small to accommodate a group over 200.

The committee agreed to host the 2016 state-wide conference at Ohio Dominican University on November 3-4<sup>th</sup> 2016. Ann will confirm the dates on their schedule of events. She was also made aware that the hosting institution typically sponsors the opening reception, and takes lead on most of the conference planning activities. In addition, the Board advised her to secure the date and time on the President's schedule for either remarks on Friday or an appearance at the Thursday reception.

## **Committee Updates**

### **Strategic Planning**

Denise and Shari reported out on behalf of Fedearia who could not join the call. They reported that Fedearia emailed the 2014-2016 Action Plan document on 8/11, requesting that EB members review and provide feedback by August 25<sup>th</sup>.

### **Awards**

Maria reported that the award applications have been updated on the website and she will solicit the assistance of former awardees to serve as reviewers for new nominations. Please share the awards information with your colleagues to increase participation.

Jennifer will send out award announcement to IR's.

### **Communications**

The search for a new webmaster is underway. Patrick has offered to stay on through December with no compensation. Shari suggested that he receive compensation through December for work using pro-rated fee structure (about \$200 per month). This will maintain consistency during the conference season, and ensure a smoother transition to a new vendor in January.

EB members requested a print flyer that can be circulated on their campuses to promote the conference. Lisa will ask Margaret to create a flyer using the artwork that she created for the website. There was a flyer used for past conferences that could be modified; Jennifer will forward it to Lisa.

### **IR Recruitment and Development**

Kendra will be taking over as chair of the IR committee; Jennifer will stay on as a member. They will work together to plan the special IR conference luncheon.

### **Conference Planning**

Denise reported that the committee toured the Corporate College East facility and are pleased with the space. The Super Conference Room will hold up to 240 people but there is also a conference room that can hold an overflow if necessary. Strong Tri-C presence is expected. The November 5<sup>th</sup> reception will be held at Tri-C Eastern Campus, which is a short distance away from the conference location.

The committee received 22 proposals and 6 were selected. To date, Denise has received acceptances from five of the presenters. Deadline to respond is Friday, August 14<sup>th</sup>. Once we receive all of the confirmations, the website will be updated and the session descriptions will be advertised. Denise will inform all EB members so they can use as an additional promotion tool for conference registrants. Fedearia is working on securing TIAA-CREF to provide a session on retirement. Narcissa Polonio from ACCT will present two sessions- one for the presidential track, and another for mid-level administrator track. Narcissa has offered to conduct an additional session during lunch as another opportunity for engagement. This would involve her facilitating an activity where participants indicate what they see in each other (i.e. etiquette, dress, professionalism, etc.). Committee members agreed that the proposed activity would not be a good fit for the luncheon. The preference is to keep the lunch light and maintain the opportunity for networking especially in light of past participant feedback.

Lisa offered the suggestion to purchase a free-standing ACE WNO banner that could be used in the lobby of the conference site to direct attendees to the registration desk. The banner could be re-used at other events. The pricing ranged from \$250 - \$375. Lisa reported that there was money in the budget to make the purchase. The EB agreed that the purchase is appropriate. It was discussed that the banner should include the logo and social media pages. Caution was expressed about specifically using the website address given that might change with a new webmaster.

There was discussion on conference sponsorship. The conference committee expressed that given the short timing, and the potential work involved, this should be explored for future conferences. Iris expressed interest in sponsoring printing or some other conference related expense in exchange for seats at the conference. Lisa said that she would be willing to work with Iris to explore this, and next year's committee should definitely consider this in the early planning stages.

Meeting adjourned