

The meeting was called to order at 10:15 by President Cathi Kwapich.

Those in attendance included: Cathi Kwapich, David Axsom, Kimberly Avery, Tom Vandermuelen, Hideo Tsuchida, Diane Cantowine, Mary Ann English and Janna Whitaker.

Minutes from the May 30th Board meeting were approved. *Motion to accept by Janna. Second by David.*

Treasurer's Report:

- Diane Cantowine submitted the report to the board.
- Conference fee deposits have been made.
- CD's will be maturing in October and Diane suggested moving some of the interest.
- OTC scholarship money has not yet been distributed by The Cleveland Scholarship Program.
- Kim Avery requested \$1,000 deposit for the 2009 conference site.
- *Motion to accept the report by Tom. Second by Mary Ann.*

President's Report:

- “What goals do we have this year?”
 - Suggestions included creating regional professional development events that would:
 - Review the electronic transcript initiative.
 - Cathi suggested including OACRO because of overlapping issues. She has already contacted Linda Young, President of OACRO.
 - Hideo suggested a session on DARS/CAS moving over to U.Select.
- Membership goals and ideas were discussed. (*Noted under Membership committee)
- Budget:
 - The annual conference is our biggest income and expense.
 - Growing membership should be a priority as it will affect our future budgets.

- OBR Involvement
 - Should representatives from the Ohio Board of Regents attend our board meetings? A discussion ensued and a decision that our OBR liaisons will continue to keep us updated was agreed upon.
- Communication Plan for the membership
 - Karen Dickerson, President Elect, has volunteered to send a monthly email newsletter to membership. Suggestions for the 1st edition included information on U.Select.
- Committee volunteers:
 - Cathi suggests sending volunteer names to each committee head to involve potential volunteers immediately.
 - Tom also suggested that the chairs should make personal phone calls to them as well.
 - Kim suggested that descriptions of committees would be helpful.
- Higher Education Strategic Plan
 - Cathi would like the board to read Eric Fingerhut's plan ([Strategic Plan for Higher Education](#)) for our next meeting. There is a link to the plan on our website.

Past President Report:

- No Report

President-elect's Report:

- No Report

Committee Reports

Membership:

- Mary Ann English gave a synopsis of what membership did this past year.
- We have approximately 125 members.
- Kim Avery will send Mary Ann the excel spreadsheet from the conference to update our membership records.
- After discussion of the necessity of membership cards: *A motion to eliminate cards was suggested by Kim, second by Hideo.*

- Cathi will send out an electronic letter to any rejoining members to articulate the benefits of OTC. Any new members (joining after Cathi's letter) will receive a welcome from Mary Ann.
- Membership growth was discussed and suggestions were made:
 - Mary Ann suggested inviting more academic advisors to join as well as sending a letter to previous members who have not rejoined.
 - Diane suggested sending an OTC introduction letter to the Deans of Student Affairs at institutions that are not currently members.
 - Reach out to other organizations; open up to career and technical centers was also mentioned.
- Mary Ann respectfully requests that any email correspondence that needs to be sent to membership should be sent to her in its final, proofed form.

Website:

- Hiram has continued to host our website and the board discussed moving the site to an outside host that would allow us privileges for making changes.
- Another plan suggested is moving the site to another college or university.
- Cathi also handed out a flyer with website ideas.

Conference Committee:

- Report was presented by Kim Avery.
- Suggestions were made to cut costs for next year's event. *Diane motioned giving a budget of \$12,000 with a cap of \$13,000. Second by Cathi.*
- In addition, the conference committee will eliminate purchasing OTC "give-aways".
- Last year's committee worked on finding sponsorships for the event but Kim felt that could be done earlier this year and they may find more success.
- *Kim motioned to book the 2009 OTC conference at the Blackwell. Second by Diane.*

Scholarship:

- Hideo Tsuchido reported to the group.
- We had over 50 applications for this year's scholarships. Several were ineligible because of g.p.a., school choice, etc.

- Recipients were scattered throughout the state.
- Hideo will send an email to our membership regarding our winners and next years scholarship.

By-Laws:

- Tom Vandermulen reported to the board.
- Tom has worked at rewriting some of our outdated by-laws.
- Tom reminded us that OTC presidency should be rotating through 2-Year, 4-Year public and 4-Year private schools
- *Tom placed in motion presenting a draft of the by-laws for our approval. Second by David.*
- By-laws will be reviewed over the year and officially approved at the 2009 spring conference.

Elections/Nominating:

- No report

Professional Development:

- No report

Publications:

- No report

Transfer Fair Calendar:

- No report

OBR Liaisons:

- No report

Next OTC Board Meeting will be on Friday, November 7, 2008 at the Ohio University- Pickerington Campus.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted by Janna Whitaker, Baldwin-Wallace College

Approved November 7, 2009

