

OADE Executive Board Meeting
Thursday, December 18, 2008
Rhodes State Office Tower, Columbus, Ohio

President Tracy Koski called the meeting to order at 10:33 a.m. The Recorder was tardy.

Attendance

Present: Lana Evans, Sue Hargrove, Michelle Heckman, Carter Jastram, Tracy Koski, Sally Kurowski

Absent: David Haiduc

Tracy introduced Sue Hargrove, newly elected two-year college representative, and administered the oath of office.

While waiting for the Recorder, Lana, Sue, Melissa, Carter, and Tracy discussed what to do with the surplus OADE 2008 Conference t-shirts. Consensus was to sell them on the OADE website and at the NADE 2009 Conference.

Approval of Minutes

The Board reviewed the October 3, 2008 minutes. Michelle moved and Carter seconded that the minutes be approved. All voted in favor.

Budget and Finance Committee Report, Carter Jastram

The 2009 OADE budget includes

- a one-year \$11,000 CD
- income line 1209 for \$20,010 seed money from NADE for the NADE 2010 conference
- expense line 8009 for NADE 2010 expenses

In response to Tracy's inquiry when we can expect an OADE 2008 Conference financial breakdown, Carter stated this will come after conference registration processing is complete.

- The scholarship line is currently expense line 3910, but an income line is probably needed as well.

Lana moved and Michelle seconded that the treasurer's report be approved. The board unanimously approved the report.

Carter also reported that Huntington Bank currently lists OADE as an association, but another category, association/nonprofit, is more appropriate. Huntington is in the process of reclassifying OADE as association/nonprofit, with all accounts taken together.

Conference Committee Report, Kathy Buttermore: OADE 2008 & NADE 2010

Sally read Kathy Buttermore's NADE 2010 and OADE 2008 conference reports which were submitted by email and are printed below.

NADE 2010 Report to the OADE Board
Friday, November 20, 2008
Kathy Buttermore, NADE 2010 Conference Chair

- I. Julie Kling, Northwest State Community College will be the assistant to Kathy Buttermore, for NADE 2010.
- II. LOGO still needed to be chosen. NADE 2010 Committee not happy with light bulb. Alternative logos being examined. Decision must be made by December.
- III. For NADE 2009 Convention in Greensboro, N.C., Tues., Feb. 24 – Sat., Feb. 28, 2009
 - A. Will email and solicit OADE members' attendance at NADE 2010. Goal is 15 – 20 people.
 - B. Exhibitor's Hall Booth
 1. Volunteers needed to man booth from Wed., Feb. 25 – Fri., Feb. 27
 - a. Booth will contain Experience Columbus Table Top, laptop running Columbus Video, handouts about Columbus Highlights, Chocolate Buckeyes, NADE 2010 Conference Proposal Form, etc.
 2. President's Breakfast, Sat., Feb. 28, 2009.
 - a. Table top decorations: Sandy Buschmann has someone who is creating models of different inventions, real scarlet carnations, packaged box of chocolate buckeyes. NADE 2010 Conference Committee needs to make decisions on other items for the tables.
 - b. Presentation: Will show video from Experience Columbus about the area. Has nice voice over. Idea is to hold a press conference or news show, with volunteers reporting on different aspects of the state of Ohio.
- IV. NADE 2010 Web site is ready. Will begin posting information about the Hyatt Regency, the tours, the keynote speakers, the exhibitors, etc.
- V. Need Publicity/PR chairs, and Program chairs. Program chair is immediate!
- VI. Need OADE people for these positions: moderator packets, proposal coordinator and proposal readers, conference program typist, and various other positions, as needed.
 1. Kathy will be sending out an email soliciting for these different positions.
- VII. NADE 2010 Meeting will be in June 2009 at the Hyatt Regency, based on Carol O'Shea's schedule. She will be flying in to train 8 – 10 OADE members on using the credit card machine for Registration.
- VIII. Must solicit Corporate Endorsements! Any national conference makes its money through registration, donations, exhibitor sponsorship, and corporate endorsements. Kathy is compiling a list of types of endorsements and will send this out to the OADE members. Letter template with OADE and NADE tax id numbers will be available to members, so they can solicit endorsements during 2009.

OADE 25th Conference, Oct. 15 – 17, 2008, at Shawnee State Park Lodge Report
OADE Board Meeting Friday, November 21, 2008
Kathleen Buttermore, OADE Conference Chair

1. Attendees- 82
2. Finances
 - A. Two checks to Carter:

Check 1 for \$5000.00
Check 2 for \$5200.00
 - B. Outstanding accounts
 - Northwest State Community College \$1,111.70
 - Deborah Kellner \$135.00

- Gene Beckett \$216.70
- C. Follow through on accounts
 - Cameron Kishel \$216.70
 - Diane Taylor \$175.00
 - Don Taylor \$216.00
 - Kathy Buttermore \$300.00+
- D. Reimbursement needed for Dianne Tribo \$175.00
 96 Terra Rose Drive
 Washington, West Virginia 26181
 304-481-0594

3. Highlights

- A. Melissa Cardenas from the Ohio Board of Regents
- B. Location of the conference- expenses a lot less than at a regular hotel, especially food costs!
- C. T-shirts! Everyone loved them. A big thanks to Michelle Heckman!
- D. The four vendors were very satisfied. Said they had never been treated so well. Will recommend to their companies to continue to support OADE and NADE.

4. Areas to work on

- A. The square dance group was very good, but few OADE members attended. Must look at cost of entertainment vs. OADE support of entertainment
- B. Session rooms were cold. Also, size and location of session rooms. Another problem was internet connections. This must be a consideration no matter what conference site is chosen.

5. Conference Evaluation

- 6. Seek new OADE conference chair for fall 2010. Kathy will train new person. Kathy indicated interest in moving to national level and running for president of NADE.

Add that SIGS information will be collated over Christmas break and posted on the OADE web site

OADE 2008 25th Conference at Shawnee State Park Lodge, Portsmouth, Ohio, Oct. 15-17, 2008

	Poor 1	2	3 Good	4	5 Excellent
1. PreRegistration			4	7	15
2. Meals			2	12	12
3. Hotel Rooms			6	8	12
4. Hotel Staff			3	9	14
5. OADE Staff			3	6	17
6. Conference facilities			5	11	10
7. Presentations			6	14	6
8. Session Rooms		2	10	10	4
9. Ohio Board of Regents Presentation			7	7	12
10. Leadership Workshop			2	1	4
11. Conference Information			1	11	14
12. Attending another OADE Convention			3	4	19

Comments:

Presentations

- *We had fewer presentations than normal, but we had fewer people as well. It was somewhat nice though because we seemed to have more time to network and that is very important.
- *One presentation seemed to be a repeat of last year's.
- *Need more sessions, especially in math. More successful practices and less on dissertation results.
- *Not enough choices for breakout sessions.
- *More sessions. Friday was slow and not worth staying for.
- *I liked Friday's SIG work where I was able to hear specific ideas to use in the classroom. It was especially helpful to work with the group and do hands-on activities.
- *I would have liked someone from the Ohio Board of Regents to speak about the ABLE systems moving to campuses.
- *I liked the best practices, but would have liked it as one of the sessions without a presentation hour. If people come on Friday, they should have sessions to attend.

Presentation Rooms

- Either too cold or warm but we survived.
- Rooms were too cold.
- Except for the room which was actually the bar

OADE Board

- More OADE Board visibility
- How can we get more Administrative support?
-

Technology

- *The technology had multiple problems. Try for a partial refund.
- *Many technology problems with projectors in meeting rooms.
- *No overhead projector. Tech support lacked.
- *Nice rooms but every room I was in had technology problems. LCD projectors that projected upside down, overhead projectors that wouldn't focus, etc. These all delayed the start of the presentations by 10 minutes.

Publicity

- *Need better pre-conference publicity. Can't rely on website to attract new participants.

Conference Registration

- *The Conference Registration Form seemed like it could have been better organized. It seemed cluttered.
- *Registration Form could use some cleaning up and restructuring.

Hotel Rooms

- *Heater/air conditioner unit was very loud and woke me up. Maid did not observe 'green' procedures with towels, etc.

Thanks/General

- *Thanks, Kathy, you did a great job.
- *Overall, everything was great. I enjoyed the setting, food, staff, etc.

- *This is one of the more beautiful, comforting, and enjoyable places to hold a conference. Well Done!
- *The program booklet was professional looking. Thanks. I love OADE!

A suggestion was made to send Kathy a list of people we recommend to serve in the capacities needed. Michelle Heckman reported that the t-shirt supplier owes us approximately \$350 because we prepaid half the cost, but then paid the entire \$697 bill. She will contact the supplier. Someone asked who decides conference committee expenses.

OADE Scholarship Committee Report, Tracy Koski

Tracy passed out a packet of scholarship information including a letter to teachers, the Scholarship Application, and the Scholarship Recommendation Form which the Board reviewed. We discussed the importance of publicizing the scholarship to our students. Tracy would like this to be a truly OADE scholarship committee.

Research Committee Report, Tracy Koski for David Haiduc Salary Survey on behalf of Marjorie Keil, University of Akron

- 86 responses to date
- January response deadline

CAO Survey, Lana Evans

- Lana Evans must defend her proposal; the proposal must be accepted and then approved by the Human Subjects Committee.

Tracy asked for questions about research to submit to David Haiduc, but none were raised.

Two-year and Four-year Representatives Report, Michelle Heckman and Sue Hargrove

Michelle reported that four-year schools are in the process of layoffs and are recommending that students go to community colleges and two-year schools.

Old Business

Tracy reported that in the past, OADE has had “a” political liaison. She suggested forming a political liaison or political action committee instead of designating a single person to serve in this role.

Lana suggested someone draft a paragraph describing the mission or purpose of the committee. Tracy agreed, and suggested that David Haiduc would be a good choice to draft the mission statement.

Lana will meet with Michelle Cardenas at 1:00 p.m. today. Agenda topics include the OADE political liaison, research, and the OADE member on the Strategic Plan for Higher Education Committee.

New Business

Tracy reported that Gene Beckett had suggested an OADE Wiki to preserve OADE history.

The Board needs to know how many OADE members will be attending and working at NADE 2009 so that t-shirts can be ordered.

We also need an OADE sign for NADE 2009. Tracy will email Kathy Buttermore asking what kind of sign we need.

The Board discussed the OADE brochure.

- Carter suggested adding the mission statement and asked the purpose of the brochure. Is this a brochure with OADE information only or a brochure which also includes a membership form?
- Tracy suggested the brochure should promote awareness of and generate interest in OADE.
- Sally suggested an electronic document which can be printed as needed.
- Lana stated that OADE should be proactive in promoting the benefits of OADE membership for professional development.
- Tracy asked that all Board members bring ideas for the brochure/information sheet/handout to the next meeting.

After some discussion, the Board decided our next meeting will be Thursday, January 22, at 12:30 p.m. in the 36th floor conference room, Rhodes State Office Tower, Columbus.

With no further business before the Board, Carter moved and Michelle seconded that the meeting be adjourned. All members were in favor. Tracy adjourned the meeting at 12:22 p.m.

Respectfully submitted,

Sally Kurowski, Recorder