



# OHIO BURSARS ASSOCIATION • EST. 1977

Ohio Bursars Association

Summer 2021 Board Meeting

July 23, 2021

In attendance: Laura Shannon, Scott Medley, Sherry Boulding (virtual), Kim Engle (virtual), Tiffany Smith, Becky Jasinski (virtual), Virgil Lloyd (virtual), Shannon Hadding, Jessica Mautz, Kendel Holloway

Not present: Cory Gadel

- I. The meeting was called to order at 11:06 am by President, Laura Shannon.
- II. Introduction of new Board members
  - a. Swear in new board member in Fall 2021 meeting.
- III. Spring 2021 Conference Debrief
  - a. Mostly positive feedback. Only negative was CCP roundtable discussion challenges. Going forward, talk about what we know.
  - b. Virgil Lloyd provided post survey – a lot of 5 starts, great responses. Strong agenda appreciated by participants. They like being able to pick sessions. Breakout roundtables could have been better – too small. Easier to do in-person vs. virtually. Pace of conference seemed good.
- IV. **Old Business**
  - a. Sherry Boulding provided the Treasurer's Report.
    - i. Beginning year - \$48,615.42 as of today. Number changed for check order for \$59.50.
    - ii. \$200 in memberships received. Projected spending.
    - iii. A motion was made to approve the Treasurer's Report by Kim Engle. A second to approve was made by Jessica Mautz. **The motion carried.**
  - b. Kim Engle provided the Membership Report.
    - i. As we get invoices for this year, Tiffany Smith will take over the Membership Report.
    - ii. Haven't lost any members; haven't gained any (51 schools). Email going out to schools. No changes year over year for membership.
    - iii. End of 2020 school year everyone shown paid due to not invoicing. Cincinnati Christian University not carried over.

- iv. Vendors/schools need to pay for 2021 membership prior to Fall 2021 conference. Target demographic for membership is 2 year schools. Entire Board to assist with outreach to recruit new members.
- v. A motion was made to approve the Membership Report by Sherry Boulding. A second to approve was made by Laura Shannon. **The motion carried.**
- c. Virgil Lloyd provided the Website Update.
  - i. Membership directory to be updated/refreshed. A thorough review to be conducted to ensure directory is up-to-date.
  - ii. Issues with website functionality/saving changes. Working with third party to get website fixed. Will be updated with OBA Newsletter once fixed.
  - iii. Updating details to try and allow members to join listserv through website. Will work to push that information to Tiffany. If individual joins listserv and is not active member, opportunity to reach out to join OBA.
  - iv. All OBA members have access to the OBA Job Board. Send job listings to Virgil to update on website. Want to get to point that job postings immediately send email to listserv with link back to OBA or school link.
  - v. Open to suggestions on website to improve functionality and make robust content.
  - vi. Add photos/video of fall conference to website.

#### V. **New Business**

- a. Laura Shannon provided a fall conference update.
  - i. Survey Monkey results – people want to do in-person conference, but cannot do 3-day conference.
- b. Spring 2022 Conference.
  - i. Do 3 one-day conferences in Cincinnati, Columbus, Cleveland. Prefer Board members attend all 3. Would charge for 3-day conference but not 1 day. OBA pays for Past President, President, and President-Elect.
  - ii. Leave 3-day conference for spring and do 3 one-day conferences in the fall. 3 days in a row, but different cities. Anticipate 40 attendees at each conference. Usually about 150 at 3-day conference.
  - iii. 1 day conferences would have similar agendas, but not exactly the same based on speakers. May be same topics, but different presenters.
  - iv. Proposed dates for fall conference
    - 1. Wednesday – Friday, October 20-22, 2021 (tentative). Wednesday – Cincinnati, Thursday – Columbus, Friday – Cleveland. Board meeting Tuesday October 19, 2021 afternoon.
    - 2. Spring will be full 3-day conference, most likely in Columbus.
  - v. Need engaging agenda for conference. How to get continuing education credit topics brought to conference.
- c. OBA debit cards
  - i. Potential idea: Treasurer and President-Elect to have instead of new debit card issued each year to President. Will circle back.

- d. Invoices 2021-2022
  - i. Sherry taking care of invoices by 07/28/2021 and will update Board on that process. Update Tiffany on that process if we want to send invoices to new schools. Trying to solicit new schools.
  - ii. Still going to be \$200 for schools, \$1000 for business partners. Invoicing 51 schools. Kim reaching out to Lori about letters to send to schools we're not invoicing.
- e. Building Board pipeline for next spring.
  - i. Start building at fall conference and have them "waiting in the wings" to be able to vote on positions at the spring conference.
  - ii. Positions up next spring: President-Elect, 4-Year Public Representative, 2-Year Public Representative, 4-Year Private Representative.
- f. Building membership pipeline for next spring.
  - i. Entire Board to assist with outreach to recruit new members.
- g. How to reimburse if Board member pays for something and needs reimbursed?
- h. Laura Shannon provided the FY22 Proposed Budget.
  - i. Added extra line for Banking/Misc. Fees
  - ii. A motion was made to approve the Proposed Budget by Kim Engle. A second to approve was made by Shannon Hadding. **The motion carried.**

VI. **Adjournment**

- a. A motion was made to adjourn the Summer 2021 Board Meeting by Kendel Holloway at 1:28 pm. A second to approve was made by Jessica Mautz. **The motion carried.**