ORALL Executive Board Meeting Minutes

January 20, 2017

Attendees: Angela Baldree; Rick Goheen; Ingrid Mattson; Rob Myers; Larissa Sullivant (phone); Stephanie Ziegler; Kelly Del Vecchio (tentative LAC Chair for Kalahari); Leanna Simon (MichALL president)

Meeting called to order at 2:01pm

1. Approval of Minutes
   a. Motion to approve by Rob
   b. Seconded by Rick
   c. Approved.

2. Treasurer’s Report.
   a. There is no membership money in yet for 2017.
   b. We are clear for the Dayton ORALL conference; all money has come in and been paid out.
      Dayton lost a little money (approx. $1800), but that’s pretty good. Pretty much every annual
      meeting has made a little money for the past 6-7 years.
   c. Currently we have approx. $33,000 (and a $500 AmEx gift card from Thomson Reuters to be
      applied to the 2017 conference).
      i. If interest rates go up, Rick would consider putting some of this in a CD.
      ii. $33K is good, particularly in the event we have the unusual occurrence (that happened
          in the past) where a hotel requires a full cash advance for the rooms leading up to a
          conference.
   d. Ingrid moved to accept the Treasurer’s Report; Rob & Stephanie seconded. Approved.

3. Kalahari has a possible ORALL conference location
   a. Board discussed and agreed we did not want to commit to two years (consecutive or otherwise).
   b. $500-$1000 awards to offset travel (Erie Travel and Tourism Board) – possibility for meeting at
      Kalahari
   c. Contract terms
      i. Considered food commitment - $8K. But that’s our typical (or at least a low) cost at the
         annual conference (per Rick)
      ii. Considered room commitment – 100. We’d have to guarantee 85% of the rooms were
          booked or risk paying a penalty
          1. Proposed asking coordinator what the room rate would be if we commit to 80
             rooms (with 85% booked (68)) [tabled the vote ‘til we were able to hear from
             Kalahari]
             a. Response: the individual room rate wouldn’t go up if we committed to
                80 rooms. [see item below]
   d. Ingrid queried whether there were any concerns about appearances for state employees holding
      a conference at facility that includes a water park. The group conferred and it was determined
      that as the conference center and hotel location are entirely separate from water park facility
      and the conference schedule is packed from morning to evening, conference attendees should
be able to participate in the conference without stepping foot near the water park, and should have little if any opportunity to go to the water park during the scheduled conference hours.

e. MichALL is very interested in combining conferences and joining us in Kalahari
   i. The Education Committee that year will have co-chairs: one from ORALL and one from MichALL
   ii. Finances will be figured out later

4. Cleveland update (Ingrid)
   a. Hotel and event/speaking rooms are booked; LAC is fundraising and has opening reception booked
   b. Education Committee is working on a theme and generally plans to follow the schedule of events we’ve had in the past (with the possibility of no lunch keynote, but perhaps having a keynote speaker at some other point in the conference)

5. Committee review (Rob)
   a. Rob as Past President is conducting an ORALL committee review
   b. He hopes to have a process to the board in the next few months

6. Membership software (Rick)
   a. Still investigating
   b. Original proposal: Wild Apricot. Challenges: (1) we would have to migrate our entire website, and (2) if you have 250+ members, the pricing goes way up and we’re probably already there
      i. Benefit: members can add their own info
   c. Jennifer Mart-Rice has found one she and Rick like, but we don’t have the name of it handy
      i. One key question: how do we extract a member list, and how private is that feature? Can we ensure nonmembers (or even perhaps members) can’t simply mine the database?
      ii. Approx. cost: $400/year

7. New business: Is there some way to offset room rate in Cleveland ($179/nt)
   a. Considered several mini grants (without conditions)
   b. Considered approaching the hotel to make one large payment to reduce rate across the board
   c. Considering a reduction in registration fee for those who are staying at the conference hotel.
      i. Rob will approach LAC to see if there are objections to this approach.

8. Motion by Rob to approve Kalahari as ORALL conference site in 2019 with ORALL’s commitment to book at least 85% of 80 rooms at a rate of $110/room.
   a. Stephanie seconds
   b. Approved

Meeting adjourned 2:51.

Respectfully submitted,

Ingrid Mattson, Vice President