

ORAHEAD Board Meeting:

3/11

Board Members Present: Harry Zweben, Tracy Bentley-Townlin, Karen Morehouse, Heather, Tim Spafford, Betsy Pacheco

Guest ORAHEAD member present: Hilary Gedes

Discussion of Spring Conference 4/29:

- Email notice went out Sunday, March 6. First deadline is April 1st, 2nd and final deadline is April 15th.
- Breakfast & Lunch provided: Buffet style
- Non-Members-\$20. at the door-cash or check.
Action: Tim will collect at entrance to conference
- Continuing Ed Credit. **Action:** Heather will follow up with Cheryl Davis
- Evaluation for Conference: **Action:** Hilary has fall conference form and will edit.
- **Where are the raffle tickets?** Tracy thinks she gave them to either Harry or Betsy. **Action:** Harry will follow up.

Spring Conference

- **Agenda:**
 - Morning will be Project Shift
 - Lunch entertainment: International student-\$50. Provided by ORAHEAD
 - Mobility International with Meg and Michelle
 - ORAHEAD Business Meeting: **Action:** Harry, Betsy & Karen will plan.
- **Discussion items for the Business Meeting:**
 - Elections for the the Fall Conference
 - Nominations need to be taken at the Spring Conference for the following positions:
 - President Elect, Treasurer, Membership Liason and Conference Liason-call for nominations (see page 3 of notes for more detail on Board positions)

State of the Treasury:

- C-15 was filed by Harry and filing fees were paid related to late filing. The federal tax form needs to be filed on 3/15.
- Harry proposed having Kari take on the role of Treasurer/Secretary until a new Treasurer is elected effective Jan. 1 of 2012. Kari agreed and asked for assistance from Harry.

- After investigating the filing required, Harry does not think it is necessary to hire an accountant to perform these tasks because the organization will most likely not surpass the threshold for more complicated filings. Tracy brought up that there were checks from last year's members that never got deposited and she recommended that they put a stop payment on the checks.
- Cheri White is the registering agent on the Non-Profit filing and agreed to continue to be in that role.

Action: Harry will consult with accountant regarding the paperwork and filings that are due in 2010.

Listserv Discussion:

- Tim and Tracy are proposing ORAHEAD look into moving the listserv to a more accessible platform and recognized the many years of help given by James Bailey and Oregon State University.
- This is being done so updates can be made more easily and it will reduce the contacts and follow up with members.

Action: Tim and Tracy will work out a transition plan to close the current listserv and move it to a Google Group. Tracy will draft an email to Tim

Contact Numbers on Website:

- Discussion about concerns related to having direct phone lines listed for public access.
- Board members suggested we have a place that all staff are listed for an institution, but only ORAHEAD members would have access to the direct phone lines.

Website Discussion:

- Tim brought up concerns with the current ORAHEAD website He currently identified that he is getting a good response on updates working through the AHEAD web master, but all information going through the webmaster makes it complicated and blocks our ability to make our own changes.
- Tim suggested he do some initial investigation into other options, mainly a local host company Canvas Dreams: www.canvasdreams.com. He will look into their content management software for checks on accessibility.

- Kari & Tracy brought up concerns about transferability in the event that other members are serving as communication liaison. Tim will look into this and report back to the group.

Board Membership Positions:

PRESIDENT ELECT

In the absence of the President, the President-Elect takes the chair and follows the same list of duties as the President. The following year, the President-Elect is assumed the duties of President.

SECRETARY

The Secretary is the recording officer of the Affiliate. This office is elected for a two year term to run in alternate years with the treasurer. **This position coincides with the Continuing Education Liaison and Communications Officer.**

Communications Officer

The Communications Liaison provides support for the ORAHEAD website. The communication liaison facilitates communications between the Affiliate, AHEAD and the general membership. **The Communications Liaison is elected for a two year term to run in the same year as the office of Secretary.**

Continuing Education Liaison The Continuing Education Liaison provides support to ORAHEAD members in obtaining continuing education credits. **The Continuing Education Liaison is elected for a two year term to run in the same year as the Office of the Secretary.**

TREASURER

The Treasurer is the chief financial officer of the Affiliate. **This office is elected for a two year term to run in alternate years with the Membership Officer and Conference Liaison.**

Membership Officer

The Membership Liaison provides the board with general membership information. **The Membership Officer is elected for a two year term to run in the same year as the office of Treasurer.**

Conference Liaison

The Conference Liaison provides the Board with support by collaborating with individuals engaged in planning ORAHEAD conferences. **The Conference Liaison is elected for a two year term to run in the same year as the Office of the Treasurer.**