

Summer ORAHEAD Board Retreat:

Present: Heather Stout, Betsy Pacheco, Harry Zweben, Tim Spofford, Kari Hanken, Karen Morehouse, Jennifer Gossitt

Notes: Kari

<Miscellaneous or tabled items>

Topic: Registered Agent

Cheri White-is currently our Registered Agent for service of process-Tim Spofford volunteered be the new Registered Agent for ORAHEAD when we file with the state.

Action: Follow up-Harry

Topic: Membership Categories:

Email Wording for Informational Email & Survey:

The Board reviewed draft of the membership categories. At the Spring ORAHEAD conference, the Membership Committee that was tasked with making recommendations asked that ORAHEAD membership vote to approve the following categories:

- Emeritus
- Institutional
- Full Professional
- Pre-Professional/Student

The Membership Committee had a split decision regarding other membership categories, in particular, how membership relates to vendors. Historically vendors have participated on ORAHEAD in various roles. At the Summer ORAHEAD Board Retreat, we decided to put the following question to an advisory vote:

“Should there be a membership category for vendors.”

Yes

No

If the majority of membership votes “Yes”

The Board will review other possible membership categories put forward by the Membership Committee.

If the majority of membership votes “No”

Vendors will be welcome to attend conferences under non-membership rates, will have an opportunity to post an advertisement on the listserv quarterly, and will have an opportunity to display products and services at ORAHEAD conferences.

Action: Tim will send out an email alerting membership that a survey will be coming out for a vote. Tim will follow this up with the survey.

Topic: Conference Stipends for Board Members

Issue:

Board members are required to attend all conferences and contribute a substantial amount of time to planning the conferences. We have had Board members who were unable to attend because of the expense of the ORAHEAD conferences.

{Discussion of Stipends for Board Members with financial need. Jennifer G. led this discussion and had volunteered to run a committee at the fall 2010 ORAHEAD conference. She reported a lack participation from other committee member volunteers. Her recommendation was for the Board to make a decision.}

The following are recommendations by the Board:

- When there is a financial need, Board Members can contact the President of ORAHEAD to request financial assistance
- The Board member requesting financial assistance will submit all appropriate Registration and other needed information at the time of their request
- The rest of the Board will review the treasury to determine there are sufficient funds to cover the cost of the conference fee and boarding.
- This policy is reviewable on a case-by-case basis considering ORAHEADs balance of the treasury and the number of requests submitted.
- The Board recommends that the membership vote on this recommendation

QUESTION:

Should ORAHEAD provide financial assistance to Board members who would not otherwise be able to attend the ORAHEAD conferences?

Yes

No

Action: Send the background information and recommendations in informational email. Add this question to the survey-**Tim**

<What about membership for OCR, psychologists, consultants.... does non-institutional professional meet this category?>

Topic: Review of Roles of Board Members:

- Each Board Member adds to the list of tasks to specifically address timelines.
- Propose a master calendar with annual timelines on Google docs
- Continuity so we don't lose institutional knowledge

Board Goal:

For New Board members-they get a binder that has bylaws, master calendar and specific roles for their elected position

<Planning Meeting for conferences-we want to open the involvement to ORAHEAD membership-summer retreat open afternoon planning to membership for fall conference planning.>

Action: Each **Board member** send documentation of roles to Kari by **9/16**. Please make sure to **bold calendar dates**-Kari will forward it to Jennifer by **9/16**
Reminder Email will go out Friday, Sept. 9th-**Kari**

Topic: Treasury Report-Harry

- After June 30th-filed an epostcard-a 9-90 form
- ORAHEAD name has been filed and restored with the state.
- We get a Post Office box rather than individual addresses for statements.
- Have an accountant designated, but haven't had to use them.

Harry has paid out 2 payments

- 1 Surfsand Resort
- D&O Insurance was paid-\$1400.
- Liability Insurance for the fall/spring conference-we have missed the deadline.

Action:

We will get a post office box in Portland-**Tim**
Current Balance: \$10-15,000

Topics: AHEAD Affiliate & ByLaws

History: Affiliate work with AHEAD. Used to be the President's role. When Tracy B. was president she asked the Communication Liason (Kari) to attend the AHEAD conference and asked that those job duties be forwarded to the Communication Liason.

Current Discussion: In the Bylaws, this is a role of the President, but we may want to revise this. The board's most urgent need is to ensure that we have liability insurance. Betsy attended the Affiliate and understood that ORAHEAD missed the deadline. **One payment fee to AHEAD deadline is April which covers the liability insurance and membership. We are currently not covered June 15, 2011-June 14 2012.**

Bylaws

President-serve as official liason or assign or designates or initiates discussion of affiliate role in January.

- AHEAD membership & liability insurance needs to be paid by April 1st.
- The affiliate will participate at the AHEAD conference & yearly communication to AHEAD group.
- Typically the president will ask the past president to take on this role.

Action: Follow up with Onah with AHEAD. If we cannot purchase liability insurance through AHEAD, ORAHEAD will need to purchase that insurance through another agent to cover both Fall and Spring Conferences-**Harry**

Bylaws: Proposed minor changes on Google Docs: One person makes the appropriate changes. These changes are minor relating to wording changes to clarify, to reduce redundancy and have consistent wording

Action: Place Bylaws on Google Docs and compile resulting edits-**Jennifer**

Topic: FALL CONFERENCE

CEU's

Priority: Determining sessions for CEUs

- Needs:
 - Agenda
 - Registration
 - Bios and Objectives
 - Brochure

Action: 1. Need to submit this information by Sept. 2 for CEU's-send all bios/objectives to Heather-**Board Members**

2. Research if roundtables can be applied for CEU's-**Heather**

3. Need Brochure, Updated Registration form & Conference Evaluation (Melissa Larson has from last year and the last item is not needed for CEU)-**Tim**

Other Conference Planning Information:

- Deposit has been paid for Surfsand Resort-Harry
- Session on the Beach-Go Fly a Kite?
- Make Business Meeting more active-**Kari**

Action: Theme?-**Jennifer**

- James Bailey needs to be contacted to confirm-**Betsy**
- Membership asked for more activity & movement
- **Volunteers** have all been contacted and confirmed-Karen M. (see email from Karen for 8/24)
 - Accommodations-Sharon Allen-PCC
 - Door Prizes-Eileen Dowty-Lewis & Clark
 - Decorations-Jennifer G. OSU, Susan Grenin Chemeketa
 - **Food**-Jean Hildebrand Marylhurst & Karen Moorehouse PSU

Action: Follow up with Jean-BACON REQUEST from Tim- **Karen M.**

- **Welcome Table**-Michelle Joselin Chemeketa, Jennifer G. OSU, Kari Hanken PCC
 - Collect Checks for membership (Tim will send to Jennifer G.) conference (Tim will send to Kari)
 - Hand out receipts & conference packets

Action: Checks forwarded for membership & conference fees from new POBox-**Tim**
Spreadsheet for tracking payment of checks needs to be sent to Kari-**Karen**
Copies of Checks should be scanned or copied-**Kari & Jennifer**
Receipt book for Check (Tracy has)-**Jennifer**

Additional Brainstorming & Discussion:

- Suicide Prevention
- Possible keynote Student Speaker from Clackamas- **Betsy**
- Team Building within departments-group cohesiveness
- Retention financial aid
- Determination of LD-How are we determining (if there is a history?-college responsibility). Usable for diagnostic purposes.
- Tim has called Paul Grossman is the chief regional civil rights attorney-the expert on post secondary and disability to ask if he will present.
- Jo Alexander-DRC institutional program assessment (1 hour)
- James Bailey-Apple & Bookshare (2 hour)
- Business Meetings (1 hour)
- Panel of members who attended AHEAD
- Working with increasing amount of students with mental health issues.
- Richard Pimentel-The Music Within

Wording for email to membership:

Round Tables: (**or Professional Collaboration Sessions?**)

The intention of these groups is for participants to bring strategies, share resources, discuss current trends and best practices to support one another about these topics. Please come prepared with tangible resources, processes and strategies.

Topics

Suicide Prevention

Veterans

Documentation

Disability Services and Partnering with financial aid.

-current trends

-best practices

Facilitators Needed!! Help set the tone for the group. Would you be willing to facilitate a session, keep the group on track and promote a positive exchange of ideas? If so, please email me.

Action: Email will be sent to membership when we finalize the CEU names of the rountable sessions-**Harry**

Tenative Agenda:

Wednesday:

12:00-1:00 Registration/Check In
1-1:30 Kick Off/Keynote (Betsy's student?? Temple Grandin)
1:30-3:00 Session I (Paul Grossman or James Bailey)
3:00-3:15 Break
3:15-4:15 Business Meeting
4:15-4:45 Self Care Session on the Beach
4:45-6:00 Time on Your Own
6:00 Pre-Dinner Gathering in the President's Suite Rm. ___
7:00 Banquet

Thursday:

8:00-9:00 Breakfast
9:15-10:30 Session II (Jo Alexander-institutional audits)
10:30-10:45 Break
10:45-12:00 Session IV (James Bailey?)
12:00-1:30 Lunch on Your own
1:30-3:00 Session V (Break Out Sessions? Suicide Prevention
Vets, Fin. Aid & impact on students, Doc
requirements)
3:00-3:15 Break
3:15-5:00 Session VI (Break Out Sessions? Suicide Prevention
Vets, Fin. Aid & impact on students, Doc
requirements)
5:00 Supper on Your own

Friday

8:00-9:00 Breakfast
9:15-10:30 OCR Complaint 101 Tim Spofford & Melissa Larson
10:30-10:45 Break
10:45-12:00 OCR Case Studies Tim Sell
12:00-1:00 Lunch
1:00-1:15 Break
1:15-3:15 OCR Service Animals Kelli Schmidt
3:30-4:30 Wrap Up and Evaluations

September 15th 1-3:00 Board meet in person at PCC to finalize the planning for the ORAHEAD fall conference.

Action: Kari will set up a meeting at Sylvania and notify Board members.