

## **ORAHEAD BOARD MEETING**

Date: 9/15/11

Location: PCC Sylvania-Cedar Room

Attended: Tim S., Betsy P., Karen M. , Heather S., Harry Z.

**D&O Insurance:** Barker Verling

**Liability Insurance:** still waiting to hear-**Harry**

### **Treasury:**

Current Bottom line: \$16, 763.

### **ORAHEAD Conference:** Soaring to New Heights

Keynote: Kathryn Marxen-Animal science & Service animals

-Board Proposed she is paid travel expenses, a \$100 honorarium & 1 night hotel-Tim moved the Board pay these expenses-unanimous support from the rest of the board. **Action: Betsy** will follow up with speaker.

James Bailey-is working with Bookshare and Apple. Both companies would like a table at the conference and more than 45 minutes to present. The board discussed this and rearranged the agenda to accommodate.

See below:

#### **Wed. Possible Changes:**

1:30-3:00 Jo Alex(Audit)

#### **Th**

9:15-10:15 Breakouts

10:15-10:30 Break

10:30-11:30 Break out

11:30-1:00 Lunch

1-2:30 Apple pres

2:30-2:45 Break

2:45-4:15 Bookshare

4:15-5:00

#### **Other alt.**

#### **If Jo cannot be flexible with her time**

Wed. 1:30-3:00 Breakout session

3:00-3:15 Break

#### **Th**

9:15-10:30

#### **Friday**

9-10:00 Tim & Malissa

10-10:15 Break

10:15-11:45 Tim Sell

11:45-12:00 Break (Box Lunch)

12:00-1:30 Kelli

**Action:** **Karen M.** will check in with Jo Alexander about adjusting the time of her presentation. **Tim** will follow up with James Bailey to confirm our new proposed times.

**Menu-**

- Same as last year except BACON on Friday
- Discussion-Friday is OCR day and goes later than usual so the Board talked about providing lunches.

**Action:** Karen M. will check out lunch boxes.

Paul Grossman

[paul.d.grossman@ed.gov](mailto:paul.d.grossman@ed.gov)

OCR documentation-possibly next fall-contact early from San Francisco

**Action:** Keep Paul in mind for next Fall Conferences

**Proposal:**

Suggestion to separate the membership fees from the conference fees-have a different deadline for next year.

**Collecting conference registration materials:**

**Action:**

When conference and membership inform comes in: Tim will scan and send out to Jennifer, Harry and Kari.

**Jennifer** is handling membership status and listserv update

**Harry** will deposit checks

**Kari** will handle conference registration lists including accommodations (Sharon Allen), food requests go to Karen M-email

**Volunteers:**

Sharon Allen: accommodations-**Kari** will contact when she gets the conference form if there are accommodation requests

Eileen Dowty: door prizes (Karen will follow up with Eileen)

Jennifer G. & Susan Grennon: decorations

**Break out Sessions:**

Send out email to invite facilitators to run the sessions. (See previous notes from retreat for verbiage)

“Add statement to email: Please consider collaborative partnerships from you own institutions such as financial aid.”

**Action:** Tim will send out

**Discussion:**

Recommendation from the membership to discuss individual board member performance through evaluations. The board discussed this and they want to make sure the membership has a venue to provide feedback on Board performance through conference evaluations.

- Any member is always welcome and encouraged to share feedback or bring any concerns including performance issues of particular board members. All Board members email addresses and phone contacts are listed on the website.
- Board will notify membership to Board Meeting minutes
- Board will share information to membership about roles

**Additional question for evaluation:**

“The Board values your input. Please provide assessment of the Board’s performance.

**Evaluation:**

Kari sent to **Betsy** via email to modify.

**Send a reminder about the survey-Tim**

**Review of By-Laws:**

**Election of Officers and other membership voting:**

Clarification of when election nomination notice needs to go out- 30 days prior to conference:

“Nominations can be sent to Board members or posted on the listserv. Self nominations are welcome”

**Nomination Communication-Tim**

- Send an email reminder asking for additional nominations spring Conference 2011:  
President Elect-3 year cycle-no nominations yet  
Conference Liason-Ann Walker 2 year cycle  
Treasurer-Sharon Allen 2 year cycle  
Membership Liason-Jennifer 2 year cycle

**Roles:** Board Member Roles

Election survey date will be included (sent on 10/25 and voting will close 11/1)

Nominations close 10/18

Election survey date will be sent 10/25-11/1/11

Results will be announced at Dinner at the fall conference and will be posted on the listserv following this conference

When we have the results of the membership survey 9/23/11

Announcement will be made on the results of the membership vendor vote.

**Action:** Email will be sent announcing the membership category vote and what they will be voting on regarding the membership categories-**Tim**

**Action:** Email sent out asking for nominations for election of open board positions-**Tim**

Master Calendar-**Jennifer G. will compile**

Binder-Board Member Roles and he will compile and bring to conference-**Send to Harry**

**Name Tags-** Different color with Board Role-**Karen M will make them**

Ann Walker-Self Care 15 min.-**Tim** will call her