

ORAHEAD BOARD Agenda

January 5, 2018

Attending: Michele, Stephanie, Rian, Louann, Andy, Tay, Karen, Jennifer, Gabe, Jann

- Michele's Leave Transition Update

- Gabe Merrell will be managing the RFP process and all communications with presenters. Email and proposal templates have been made available.
 - Current proposal suggestions for
 - Collaborating with Counseling Services
 - Examining Recent Policy/Procedure Changes
 - Meeting Access Needs on a Tight Budget
 - Avoiding Occupational Fatigue
 - Conversing on Inclusion and Diversity
 - Managing and Cooperating with Faculty
 - Working with Specific Diagnoses: Anxiety, PTSD, ASD, Intellectual Disabilities, etc.
 - Navigating Flexible Attendance Accommodations
 - Hosting Self-Care Workshops for Students
 - Exploring Ethics in Disability Services
 - Reviewing Disability Documentation
 - Exploring New Accessibility Technology
 - Other: _____
 - A schedule for Spring 2018 RFP deadlines and presenter communications will need to be determined today.
 - Send initial request for proposals (Date to send: 2018.1.8)
 - Include initial deadline for proposals (Date to submit: 2018.2.7) *Note that the initial deadline to submit MUST be at least one week before the board retreat date.*
 - Send reminder to submit proposals (Date to send: 2018.1.29)
 - Include initial deadline for proposals (Date to submit: same as above)
 - Send notification that deadline has passed (Date to send: 2018.2.8)
 - Include deadline extension (New date to submit: 2018.2.14) *Note that the new deadline to submit MUST be at least one day before the board retreat date.*
 - Send acceptance/rejection emails to hopeful presenters (Date to send: 2018.2.16 or 2018.2.19)

- Send follow-up emails to confirmed presenters (Date to send: _____)
 - Include deadline to submit presentation materials (Date to submit: _____) *Note that the initial deadline to submit MUST be at least two weeks before the date of the conference in order to allow for any alternative formats work.*
- Send reminder to presenters to submit presentation materials (Date to send: _____)
 - Include deadline to submit presentation materials (Date to submit: same as above)
- Send reminder to presenters to submit presentation materials (Date to send: _____)
 - Include deadline to submit presentation materials (Date to submit: _____) *Note that the new deadline to submit MUST be at least one week before the date of the conference in order to allow for any alternative formats work.*
- Shawn Foster will be monitoring the ORAHEAD email account (forwarding treasury-related emails to Louann, answering member inquiries, etc.) and sending out all conference-related announcements. Email templates have been made available.
 - A schedule for Spring 2018 announcements will need to be determined today.
 - Send initial conference registration announcement (Date to send: _____)
 - Include initial registration deadline (Date to register: _____) *Note that the initial registration deadline must be determined in cooperation with Rian with regard to catering deadlines -- please consider that we will be giving a week extension.*
 - Send reminder to register for conference (Date to send: _____)
 - Include initial registration deadline (Date to register: same as above)
 - Send notification that registration deadline has passed (Date to send: _____)
 - Include deadline extension (New date to register: _____) *Note that the new registration deadline must be determined in cooperation with Rian with regard to catering deadlines.*
 - Send conference evaluations link (Date to send: _____)

- Send reminder to complete conference evaluations (Date to send: _____)
 - Jennifer Gossett will be managing the website and all conference-related forms.
- Board Retreat – Feb 16
 - Rian has the space requested at WOU for the spring conference. It is available for April 19 & 20. The main conference room (Room 101) won't be available during the board retreat, but the next room over is available. And we can look into 101 to see what it looks like.
 - Rian has secured some accessible parking. If people need an accessible parking pass, they can request it from Rian or Louann.
 - We need to coordinate food with WOU's catering
 - Board retreat scheduled for Friday, Feb. 16, in Room 102, starting at 10:30am - 3pm
 - Projector available
 - Board members will email their attendance confirmation
 - For food: undetermined at moment. Options: eat on campus, go into Monmouth/Independence for lunch, bring in food from local restaurant. Deadline: Friday, Jan 12.
 - At retreat we'll review proposals
- Spring Conference in April at Western Oregon University
 - Proposals / timeline to request: see Michele's info above
 - Evaluation Process: consider additional ways to receive feedback. Paper? Electronic? An app? All the above?
 - Rian will coordinate interpreters for the board retreat and conference
- Proposal of Paul Grossman for presentation
 - He will be in the Salem area. We'll plan on hearing him Friday, March 2. Karen is currently communicating with Paul. Because of surplus in funds, this would be a good way for ORAHEAD to support ongoing education for members. We can gather questions/topics for him to cover.
- Membership
 - Membership needs to be renewed for the year. Shawn and Louann are coordinating that. Same membership rates for 2018.
 - Shawn can email members regarding renewing membership: registering is one thing; payment is another. Louann will follow up on helping Shawn with this.
 - Consider reaching out to other populations for membership: create a marketing email for ORAHEAD members to forward to interested parties

- Discuss further at board retreat

- Member Updates
- Other topics
- Next conference call: February 2.