**Ohio AHEAD Annual Board Retreat**

June 12, 2017 10am-4pm

The Ohio State University

Welcome by Carey

Thank you to OSU for hosting the meeting

**Introductions**

 Carey, President (Ohio University)

Amanda Weyant, President-Elect (Kent State University at Stark)

Adam Crawford, Treasurer (The Ohio State University)

Karen Saracusa, Secretary (University of Mount Union)

Alex Ecklund, Communications Chair (Ohio University)

Kris Knight, Conference Chair (Defiance College)

 Brenda Cooper, Membership Chair (University of Dayton) – unable to attend

Dori Dalton (Terra State Community College) – unable to attend

Mallorie Klemm (Columbus College of Art & Design)

Meghann Litrell (Mount St. Joseph)

Michelle McGregor (OSU-Mansfield)

Isabella Moreno (Oberlin College)

Mike Southern (University of Cincinnati)

Tom Webb (Wright State)

 Tammy Waldron (Christ College College)

Jenn Radt, Immediate Past President (UC Clermont)

**OHIO AHEAD BACKGROUND**

 Established 9 years ago

 First President: Beth Harrison, University of Dayton

 Strong growth in last 5 years

 Need to focus on structure to support activities of organization and its members

**Review of past year**

**Treasurer’s Report (Adam Crawford)**



Comparison from 2015-2016

Balances and % of increase

Webinars have contributed to increase. We partner with AHEAD to sponsor Webinars and receive a portion of revenues

OH AHEAD 2016 Financial Statement

 Annual Conference being in October spans 2 fiscal years

New this year--- Line Items

Conference is largest cost and income

Open to suggestions for new line items

Should fiscal year run July-June?

Loss from 2016 Conference due to expenses associated with Keynote Speaker (travel/hotel) and lower attendance

Using Wufoo, we can better track Conference payments so we had no lost pays.

New to 2016 budget

 Member Awards

 Wufoo

 No accommodation costs at conference

 First time for the pre-conference social

Ohio AHEAD benefits from AHEAD

 Insurance benefit

 Technology access

 One national AHEAD conference registration fee

Question of tax exempt has been discussed. We do not make enough revenue to move to tax exempt status. Jenn had a conversation with a CPA and they suggested we need to do a 1099 Form.

**Motion: Jenn will pursue the consultation on IRS/Tax Issue. Motion seconded and passed**

**Conference Committee Report (Amanda Weyant)**

# **College Credit Plus Webinar**

In 2016, Ohio AHEAD sponsored a webinar in partnership with the Ohio Department of Higher Education and the Office for Civil Rights. Lauren McGarity from ODHE and Chandra Baldwin from OCR co-presented on providing academic accommodations in College Credit Plus classes both on the college campus and in the high school. 224 people from K12 and higher education registered with 27 additional requests for recording after registration was full. The webinar took place May 25, 2016, and due to some technology issues, could not be recorded. The presenters recorded the webinar again on June 20, 2016, and the captioned webinar is linked on the Ohio AHEAD website.

# **2016 Annual Conference**

### October 21, 2016 at Kent State University at Stark

### Conference Theme: Disability Matters

On October 21, 2016, Ohio AHEAD presented its annual conference at Kent State University at Stark under the theme Disability Matters. Fifty-eight registered participants attended, representing 30 institutions and organizations.

## **Conference Attendees**

Registered Attendees: 58

Cancelled Registrations: 5

Institutions/Organizations Represented: 30

Colleges/Universities: 25

K-12 School or Administration: 2

Technology Organization: 1

Agency: 1

## **Registration Information**

Registration and payment were conducted via Wufoo for the first time. Attendees also had the option of paying for their conference registration and their 2017 membership at the same time.

Registration Types

|  |  |
| --- | --- |
| Conference Registration + 2017 Membership | 16 |
| Conference Registration Only | 39 |
| Student Registration (includes 2017 Membership) | 3 |
| Total | 58 |
| Membership “Coupons” Redeemed: | 26 |
| Registrations without Membership “Coupons” | 32 |

## **Professional Affiliation**

|  |  |
| --- | --- |
| Agency or Vendor | 3 |
| Current Disability Services Professional | 46 |
| Graduate Student | 2 |
| Other | 4 |
| Service Provider or Coordinator in a K12 setting | 1 |

## **Vendors**

Vendors Registered: 7

Ai Squared - Representative: John Carlin

Clearview Captioning - Representative: Trina Crawford and Dawn Bruderick

Deaf Services Center - Representative: Traci Bulen

Freedom Scientific - Representative: Mike Wood

Kurzweil - Representative: Christine Doody

Premier Visual Voice - Representative: Margaret Downs and Hugh Downs

Texthelp Systems - Representative: Jon McPeters

## **Accommodations**

No accommodations were requested. Accessible parking was available at the facility.

## **Evaluation Summary**

Below are the results of the conference evaluation.

**Total Tally**: 763/810 or 94%

*Evaluation score is out of a possible five points*

**Timeliness of marketing/registration materials:** 4.67

**Ease of Registration Process:** 4.61

**Registration Process Comments:** Membership is a bit wonky. Process.

**Convenient Location:** 4.56

**Quality of Food/Beverages:** 4.94

**Comfortable Environment:** 4.89

**Hospitality of volunteers:** 4.94

**Facility Info Comments:** Loved the conference space. Very convenient. The building was freezing! Awesome! Very hospitable, great space, fabulous food, Amanda & all did a great job!

**Keynote Presentation:** 5.17

**Business Meeting:** 4.44

**Variety of Breakout Topics:** 4.44

**Program Evaluation Comments:** The sessions I attended were great and helpful. I am leaving with more questions and ideas than I came here with. Good conference. Found it informative with a variety of topics. Good keynote and facilities. Adam is a great guy! Appreciate all of you!

**General Comments:**

**Improvements:** Folks still don’t know each other. Unifying is essential, & leads to networking. Loved having keynote @ the beginning. Thank you! Great conference!

**Suggestions:** Breakouts for 2-year, 4-year colleges/universities, bring your ADA coordinator! Maybe extend some sessions to part I & II, with part II as a working session. Continue to offer ideas for cross-campus collaboration. Super helpful! Temporary accommodations or concussion protocol-related topics.

## **Featured Speaker**

Dr. Adam Meyer is the Executive Director of the Student Accessibility Services office and of Inclusive Education Services at the University of Central Florida. Adam has past experience at Eastern Michigan University for three years which followed five years at Saint Louis University. Adam was part of a now completed national US Department of Education grant that explored ways in which concepts of social justice could be more regularly and routinely incorporated into the operations of the disability services office. This grant project fell very much in line with how Adam has wanted to operate since entering the field.  Adam is currently on the Association for Higher Education and Disability (AHEAD) Board of Directors and has presented at the past seven AHEAD conferences on rethinking documentation, social model of disability and office implementation, effective initial student interviews, and various leadership and management strategies for disability office personnel. He was involved in the intellectual disability field for nearly 10 years prior to working in higher education. Dr. Meyer spoke to the conference about branding a disability/accessibility office and creating campus partnerships. He also provided a breakout session about self-care. See Treasurer’s Report for costs associated with Dr. Meyer.

## **Pre-Conference Social**

Ohio AHEAD hosted its first pre-conference social on October 20, the evening prior to the conference. Twenty people attended. Ohio AHEAD provided appetizers at Papa Bear’s restaurant in Canton, Ohio, with attendees responsible for additional food or beverages.

* **Membership Committee Report (Brenda Cooper)**

Report provided by Brenda via e-mail

Current member for 2017 (as of June 2017)

–Individual Members 75

–Institutional Memberships – 8 institutions for a total of 47 members included in the individual membership count

Brenda, Carey and Adam will work together to look at membership structure. How can we make membership renewal, conference registration and fiscal year align?

Discussion:

Suggestion was made to switch Ohio AHEAD fiscal year

Changing fiscal year would mean changing By-Laws

Explore possibility of Awards falling under Membership Committee

Question raised of are we trying to grow our membership? Are ds professionals our only niche or do we want to identify other professionals?

* **Communications Committee Report (Alex Ecklund)**

Alex took over for Kurt Soltman who is not able to continue on the Board. Tammy is a member of Communications Committee also

Ohio AHEAD Blog did well initially but became less regular

Tammy spoke about Resource tab on website. Review it and let her know if there are additions or suggestions

Alex will work with Kurt to continue the transition.

**What went well this past year?**

Ohio AHEAD By-Laws state:

Section 1: General Statement of Purpose

A. Provide a vehicle which will strengthen the professionalism, expertise, and competency of personnel working with students with disabilities through:

1. Encouraging the development and expansion of a communications network primarily for those persons professionally involved in programs for students with disabilities;

2. Developing the capability to make timely and meaningful responses to issues and concerns affecting the education of students with disabilities;

3. Serving as a mechanism to facilitate the collection, evaluation, and dissemination of information for persons professionally involved in programs for persons with disabilities;

4. Conducting an annual state-wide conference on the issues of disability in higher education, arranging quarterly regional workshops on disability issues, and providing other forms of resources and assistance as needed.

B. Advance the equal rights and opportunities available to all qualified post-secondary and graduate students with disabilities.

C. Foster understanding throughout the higher education community of the issues related to disability in higher education.

D. Foster coordination among agencies working with post-secondary students with disabilities.

E. Promote transitional strategies from high school to colleges/universities.

F. Encourage and support legislation for the benefit of post-secondary students with disabilities.

**Discussion:**

-we serve members well (internal facing). For external facing issues, we are not necessarily doing this. Is this something we want to do?

-we excel at serving internal members but what are we doing legislatively?

-at state level, we can do more and strengthen our voice. There is a model for a Legislative Advocacy Day

-having meetings/conversations with legislators can be important

-can legislative advocacy fall under membership or communication committees?

-Are there other organizations we can connect with—NASPA, ACPA

Refer to sections of By-Laws above as indicated

#3—need to increase benchmark data

Looking at B-D how can we prioritize these?

E. sets the tone and can address other issues within promoting transition issues

Partnering with secondary school systems is important

#4—we mention quarterly regional workshops but we are not doing this

If revamping our purpose attracts new members what can we offer them? We need to think about impact of growth on our resources and members.

How do we get our name out there?

What is the role/responsibility of the Board, committees, elected positions?

To what extent are we fulfilling the purpose of the organization?

What are the areas where we could improve to fulfill the board responsibilities?

Review Board meeting structure for 2017-2018 (monthly calls or bi-monthly calls)

Lunch

**Goal Setting for 2017-2018**

Points from discussion

* Are there things we should stop doing (i.e. not effective, not fiscally responsible, not in line with stated purpose)?
* What should the organizational priorities be?
* Review goals from 2016 conference business meeting
* What do we need to ensure we can meet these goals?
* In By-Laws, we have Standing Committees generically described. Is it better to have Ad Hoc committees?

**Summary of BREAKOUT Group Discussions**

**CONFERENCE COMMITTEE (provided by Amanda Weyant)**

Plan and implement the conference

Chance to create professional demeanor and network within organization

Provide professional development

Make recommendation to the Board about how Conference is planned/detailed and bring feedback to Committee

Conference planning: date, place and host of conference, identifying logistics

Soliciting/coordinating

**Functional duties**

Date, location and conference host

Identify local (campus) contact for Conference

Registration: set-up, monitor, publicize, answer questions, troubleshoot

Concurrent Session Proposals: solicit, evaluate, communicate with presenters

Vendors: solicit, coordinate, manage

CEUs: submit applications, process, manage

Accessibility needs for participants

Establish timelines for conference as well as long-term goals

Coordinate Member’s Social night before

Solicit Keynote suggestions, select Keynote, coordinate logistics

Presenter management: make schedule, communicate, moderators, evaluate management, gift selection and ordering

**Work with Communications Committee**

Promote

Consistency of tone

Coordinate with other messaging

**Work with Membership Committee**

Gift selection/distribution

Membership renewal

**Work with Treasurer**

Process and track payments (registration fees, speaker fees, conference fees)

**Future**

Webinars—part of conference committee currently. Appoint subcommittee to facilitate logistics of webinars

Create theme for the year rather than just the conference. Carry theme through conference and webinars to: generate more ideas for professional development; unify work of organization and support other activities (blog, web page): make connection with membership

Theme could assist Board with goal setting and priorities

Create electronic evaluations

Conference Budget: need to review how we plan budget for conference

Should we call it Conference Committee or Professional Development Committee?

ADA Café with Scott—would there be any advantage to doing this in summer or late spring? Or do Conference, Scott, original webinar?

Should we pursue CEUs? Of the 26 members who completed the survey only one request for CEUs.

**COMMUNICATIONS COMMITTEE (provided by Alex Ecklund)**

Manage “online presence”

-Website

-Listserv? (if new format allows for some of us to administer)

-Manage the Gmail (ohioahead@gmail.com

-Social Media?

Committee serves as the mouthpiece for the organization

Publishing content

Do we execute a special committee for legislative responses?

Blog or quarterly newsletter in the future

Do we need to conduct accessibility audit of the website?

**Future**

Might make sense to have Communications take on added responsibilities: adding to web page, adding/deleting members

G-mail account (ohioahead@gmail.com)--who is maintaining this e-mail account?

How do we increase our online presence?

Need to improve the content. Information on website is static. Include more photos of Ohio AHEAD members/activities

Do we want to venture into more social media?

Possibility of a special committee (Legislative Response) that will research and help the Board craft some communication around issues

Do we need to consolidate Google drive, Dropbox, WordPress, YouTube, LinkedIn, and other places we have information?

As a Board we need to explore our advocacy role—is it in a formal committee, ad hoc committee?

**MEMBERSHIP COMMITTEE (provided by Adam Crawford)**

# Job Description

1. **Membership Maintenance and Marketing**
	1. Maintain membership roster in Wufoo
	2. Notify new/renewed members once their membership is active
	3. Notify current members when it’s time to renew their membership
	4. Coordinate marketing and recruitment efforts for becoming a member or renewing membership
	5. Assist prospective/returning members in troubleshooting the membership application process
2. **Membership Benefits**
	1. Coordinate membership gifts
	2. Coordinate annual membership awards (including call for nominations, recipient selection, and plaque ordering)
	3. (if we move in this direction): Periodically update listserv to match membership roster
3. **Administrative**
	1. Periodically evaluate appropriateness of membership types, costs, benefits, and application process. Suggests improvements to the Board as needed.
	2. Coordinate the annual membership survey

# Areas of Growth

1. **Streamline the timing/notification of renewals**
	1. Consider moving to fiscal year (July 🡪 June) and how that might work with conference renewals
	2. Consider postcards as a marketing method
	3. Consider incentives for renewing membership by X date
2. **More proactive recruitment of potential membership**
	1. Membership drive
	2. Proactive advertising (postcards?)
3. **Consider additional membership benefits**
	1. Listserv exclusive to members only
	2. “Scholarship” that pays for member(s)’ AHEAD conference registration
4. **Consistent roster maintenance**
	1. Work with Treasurer, President, and Board to establish agreed-upon membership payment workflows, frequency of updating roster, and method for pulling official membership list.
5. **Consider a new membership category for tangentially-related professionals** (e.g. High School Transition Specialist)

**Discussion**

Where does membership info live?

Adam maintains info on Excel

Current members/membership info is on Wufoo

Adam informs Brenda of payments

Need to have mutual understanding between Membership Chair, Treasurer, and others who need to know

Should Membership Committee be charged with recruitment?

Some institutions want/need an invoice? Right now, one can be generated in PayPal.

Timing and notification of renewals needs to be reviewed.

Need a more proactive membership drive.

Are there mechanisms to support our members?

 Offer free membership

 Comp registration fee for OH AHEAD Conference or AHEAD conference

Questions raised that require further conversation:

Developing committee and chair expectations

Committee membership

Relationship of the board and committees

Do we need any special committees to help achieve our goals?

**FUTURE PLANNING**

**Frequency of Board conference calls**: Historically, Ohio AHEAD has held monthly Board conference calls the first Thursday of the month at 9am. Carey proposed that we call every other month with Committees having conference call opposite months. All conference calls would be scheduled at the same time. May need to determine what things need Board approval to determine if we need monthly calls and what we can manage through e-mail. We will start with monthly calls and then alter the schedule if needed. Carey will send reminders about Board meetings.

**NEXT BOARD CONFERENCE CALL**

Carey will send a Doodle for July meeting

Reserve August 3 for next Board conference all at 9:00am

Prepared by

Karen A. Saracusa

Secretary

Ohio AHEAD