**Ohio AHEAD Board Meeting Minutes**

July 13, 2017

Call Access Information: Dial-in Number: (515) 739-1537

Access Code: 917709

Updates and Reports:

Present: Alex , Carey, Michelle, Megan, Mallory, Amanda, Tammy, Tom, Isabella, Dori, Jen

President’s Update: Carey

* Awards – Mike Southern and Isabella Moreno are willing to evaluate the nominations, but we need more people to participate. Mallory volunteered. Carey will send information tomorrow to the group so they can start evaluating the nominations.
* Silent Auction Basket – Carey will assemble the basket in Orlando. Thank you to everyone who able to contribute.

Conference Co-Chair Update: Amanda

* Concurrent session proposals – nine proposals have been confirmed. One proposal will hopefully be a webinar instead. Session titles are as follows:
  + Supporting Students During Internships and Field Placements - Accessibility Services Beyond The Traditional Classroom Setting combined with On the Job for Credit: Creating Accommodation Processes for Internship and Clinical Experiences by Alex Ecklund and Kris Knight
  + Supporting Students with Autism: What You Can Do Now by Christy Jenkins and Heather Rando
  + IT Accessibility Professionals are from Mars, Disability Services Professionals are from Venus by Stephanie Dawson
  + Syllabus Yoga: Promoting Healthy Flexibility for Attendance/Deadline Policies by Adam Crawford, Karen Saracusa, Alex Ecklund, Amanda Weyant
  + Pushing the Rock Uphill: Supporting Universal Design for Learning on Campus by Carey Busch
  + Institutionalizing A Grant-Funded Transition Program For Individuals With Intellectual Disabilities In Higher Education by Michael Kavulic
  + The Productivity Circle - Collaborative Work to Empower Students with ADHD by Jennifer Vestal
  + We're Waiting for You! By Amy Simerly and Lesley Dorhout
  + Evidence-based interventions for individuals with developmental disabilities and co-occurring mental health disorders by Deidre Donaldson
* Keynote speaker – The conference call with keynote David McNelly will be July 26 at 9:30 AM via WebEx. If you are interested in participating, please contact Amanda ([aweyant1@kent.edu](mailto:aweyant1@kent.edu)) for more information.
* Hotel arrangements – a block of ten rooms is reserved at Hueston Woods Lodge (<https://huestonwoodslodge.com/>) under Ohio AHEAD for October 12. The rate is $149/night for the double lakeview room. There is no obligation to Ohio AHEAD if the rooms don’t fill.
* Webinar – Kris and Amanda would like Lei Song to share her conference session (Accessible Learning in Online Courses) as a webinar. They will contact Lei and work with Tammy Waldron to see if this is possible and find a way to make it work well. Tammy’s institution has Blackboard Collaborate, which is a good hosting platform.
* Other – Amanda will email the registration form out to the board to check for errors or problems before registration goes live.

Membership Chair Update: Carey

* Brenda, Adam, and Carey will be working together to smooth out and improve processes for membership tracking and payment.

Communication Chair Update: Alex

* Website ownership – Alex has changed contact information on the web hosting account, so all information should come to him instead of a previous chair. Changing ownership of the page will require some additional steps. It was suggested that the President be responsible for transferring ownership of the website at the transition. Carey and Alex will work out these details.

Treasurer’s Update: Carey

* Draft budget – Adam created a draft budget in an effort to set a budget that anticipates expenses for the year rather than needing to discuss each purchase. Adam will revise his draft when he gets some additional information and will hopefully be able to share the budget for the board approval at the August meeting.

Discussion Items:

* What to do for Ohio attendees of AHEAD – Ohio AHEAD has typically hosted some time of event at the opening banquet, though this is not happening this year, so we would like to host something during one of the meal breaks. Carey will email those who are planning to go to the conference to choose a date.
* Member gifts – tabled since Brenda is not available.
* Proceeding with committee descriptions and recruitment – How do we finalize committee descriptions and start recruiting? Committee chairs will draft a paragraph that summarizes their committee based on the conversations at the board meeting. These will be due to Carey by the August board call, and we will review them in August as a group.
* How/who should manage the awards process in the future – We need a more formalized way to manage the awards process so there is a continuing structure.
  + Does this fit under the Membership committee? The committee or a subgroup thereof can identify criteria to evaluate nominations to provide consistency. Carey will confirm with Brenda that this arrangement will work.
  + How do we find a way to solicit nominations from campuses where the Ohio AHEAD member is an office of one? Can we ask for contact info for supervisors, ADA Coordinators, etc. and let them know about nominations? The membership committee can consider broader recruitment/award nomination solicitations.
* Items for future discussion?
  + ADA Coordinators: Is there training or resources available to a new ADA Coordinator? This has been suggested as a conference idea in the past. This could be a future conference topic or webinar.

**Next call: Thursday, August 3, 2017 from 9-10am (**Dial-in Number: (515) 739-1537, Access Code: 917709**)**

**Call for agenda items: please send to Carey no later than 5pm on Monday, July 31, 2017.**