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**Ohio AHEAD Board Meeting**

**Wednesday, June 15, 2016**

**10:30 a.m. - 3:30 p.m.**

**The Ohio State University**

**Columbus, Ohio**

**Present:** Jenn, Mike, Kurt, Tammy, Brenda, Adam, Alex, Carey, Amanda, Caity

Jenn began the meeting with a Welcome and thank you to Ohio State University for making a meeting space available and paying for parking.

**Review of Board Goals**

Goals completed in AY15-16:

Webinar: ADA Café with Scott Lissner, ADA Coordinator, OSU (Caity)

 Increased number of vendors at Fall Conference (Mike)

Created Wiki page. Are we using it? Easier to do password protected sites. IDEA: have information resources for members’ only online—password protected. (Jenn)

It was decided to delete the Wiki page and focus efforts on the Ohio AHEAD web page and listserv.

 TACCLD money---not much left. (Brenda)

 Membership brochure updated. (Brenda)

 Develop and implement Ohio AHEAD Awards (Adam)

 Webinar: College Credit Plus (Amanda and Jenn)

 Compile contact info for disability services offices in Ohio (Carey)

 Post Board Minutes to website (Karen)

**Discussion on future webinars generated the following suggestions:**

Have a tech person on hand.

Designate a Moderator

Should we use different technology for delivery of webinars?

Ask participants to submit questions ahead of time—possibly with registration

Included unanswered questions from Chat Room in transcript

Should Conference Committee be expanded to Professional Development Committee with more members with oversight of conference, webinars and other professional development opportunities?

**Ohio AHEAD Awards (Adam)**

Forms to submit nominations are live. Nominations are due June 24, 2016.

Have only received one application to date so Adam will send a final reminder week of June 20.

Should the call for nominations be sent to all conference attendees? This might include supervisors or others on campuses who want to nominate a person.

We can discuss nominations at July conference call.

Need to figure out design of award and vendor for award.

Should we “name” the awards after an individual?

**Treasurer’s Update (Adam) see attached**

2015 and 2016 financial statements

$13, 165.06 (6/14/16) $3,000 increase from last year at this time

We did more tings this year and ended up with more money

Conference refunds—need to set deadlines

Google doc breaks down each conference expense

Jenn provided information on our status as an organization. Should we be filing tax? Jenn will check with an accountant.

Our checking account is with Fifth Third Bank and is a basic business account. The current Treasurer is only person on the Association account. Need to add second, possibly, third officer.

**COMMITTEE UPDATES**

**Communications/Blog (Alex and Kurt)**

Number of hits to website and Blog are increasing.

If goal is to get content published the 1st of the month, we need to plan topics/contributors more in advance.

Ideas/writers for blogs:

July -- Work/Life Balance-- Deanna Arbuckle (University of Dayton)

August -- Transition

September – highlight OH AHEAD Vendors or ask one of them to write Blog

October -- Conference Preview -- Adam Meyer

Jane Jarrow (any topic/any month) --- parent’s perspective

Faculty Relationships/Building Bridges -- Tammy Waldron

Universal Design/Best Teaching Practices -- Tammy Waldron

Past/future presenters of OH AHEAD conference

Diversity and Disability

**Membership (Brenda)**

Membership at 100

Consider recognition for Scott Lissner

Retirees: Suzanne Salvo (Ashland University); Gretchen Walsh (Notre Dame College)

Changes have been made to brochure and website

**Discussion with Adam Meyer, Fall conference Keynote Speaker**

Possible topics

Transformational leadership

DS Office and Intellectual Disabilities

Office brand—WHY we do what we do. How language (LOA, syllabi statement) sends messages and is that message you want to send?

Facilitating accommodations

Leadership—ds needs to be good leaders, managers on campus. Trust, collaboration

 It was agreed that featured presentation (keynote) will focus us on Branding/Message/the WHY of what we do. Possibly 75-90 minutes.

Adam will do a concurrent session focusing on leadership.

E-mail conference schedule to Adam when available.

**Board Vacancy**

There is a vacancy on the Board due to Laura Akgerman’s resignation.

Article VII, Section 3 “The member-at-large shall be appointed by the President.”

Jenn will review membership list and see who is eligible.

Do we need to fill it now or can it wait until Fall Conference?

Send membership an announcement before national AHEAD conference and do recruiting at the conference.

**Bylaws**

Need to update Bylaws to reflect changes to membership categories and membership dues. Karen will update the By-Laws and get to Kurt to post to on website.

Officer terms and membership calendar need to sync. Terms of offices start July 1 and Membership follows the calendar year (Jan. – Dec.).

**Conference Planning (Amanda)**

Summary of 2015 conference

 Consider options for lunch/snacks

 Facility at Wright State was good

 Registration for conference was a little confusing

Suggestions for future conferences

 “Thinking AHEAD for Ohio”—pin ideas on a board in hall/post-it notes

 Modify evaluation forms to include Blog ideas, website ideas

 Roundtable sessions at lunch with table topics

 Future webinar ideas?

 No paper handouts---submit to Carey by October 1

 Registration forms

 Types: event management vs information/forms type

 Eventbrite (event management) charges based on # of registrations

 Info/forms sites pay a monthly fee (29.95- 35.00/month) (e.g., Wufoo)

 Questions:

 Are these sites 508 compliant?

 Interface between forms and data

 Could sites keep track of membership renewals?

 Are they capable of reminders of future events?

 Can Wufoo do a demonstration at July conference call?

Develop “spinner” to run during down-time that details the accomplishments/awards/vendors/officers for OH-AHEAD

Concurrent sessions

Amy Quillan (KSU) present either 2x times or not in same block as Adam

Amanda has 2016 contract from Kent State University at Stark Conference Center

 KSU rate $36.00/person $355/room total $5745.

 Vendors will be in the lobby with space for 6-10 tables

 Each concurrent session room holds about 50 people

Business Meeting Pp to be developed. Include awards session.

**2017 Conference Host Sites**

Miami University (Ohio)

Can conference be held day after the Tech Fair at Miami in October 2017? Also DS office will be moving into a new space with accessibility features and office tours might be available for conference participants.

Terra State Community College

They applied to host the 2016 conference. If we consider Miami for 2017, can we select Terra State for 2018?

Baldwin Wallace University

Table decision to July conference call

**NEXT STEPS**

Board members work on tasks listed in these minutes.

Future goals

Strategic Plan for OH-AHEAD

Next conference call scheduled for July 7th at 9:00am

Share updates via e-mail

Meeting adjourned at 2:55pm.

Submitted by

Karen Saracusa

Secretary

Ohio AHEAD