



## **Executive Board Meeting**

Oct. 4, 2013, 11:00AM

1. Review and Acceptance of Minutes
2. President (Tim Pollock)-
  - a. Thank you all for all your hard work, the scheduled program looks great.
3. Conference Coordinator (Dariela Rodriquez)-
  - a. Conference report given (everything going well)
  - b. On Site coordinator (Liane Gray-Starner)- Please announce taste of Marietta during sessions/registration
4. Executive Report (Erin Hollenbaugh)-
  - a. 2013 volume of the Journal went up in price
  - b. \$1500 was raised by our sponsors this year, Kendall/Hunt and Great River Technologies
  - c. We will begin voting by ballot after the meeting this year, plan to do it electronically next year
  - d. We need to push for a head count sooner. The option of registering without paying is available. (Discussion about possible discounts/penalties for registering early/late)
5. Website (Andrew Hunt)- New website is being developed by 3TL Studios (Mike Chuey).
  - a. An online mockup was presented (via overhead projector)
  - b. The following suggestions were given:
    - i. - Remove the "executive committee" button and move it to the "about" section
    - ii. - Remove the Calendar and replace it with a list of events
    - iii. - Add "OCA speaks" a section where we showcase current research/achievements.
    - iv. - Avoid having our conference so prominent on the home page
    - v. - Link the Journal under the "journal" tab. Also add the editorial board list.

- vi. - Have links to schools where we previously held our conference and their communication programs.
  - vii. - Have a list of member institutions.
  - viii. - Add a media section (place for pictures/videos)
  - ix. - Make the logo bigger
    - x. - Add a "drop-box" for the journal
    - xi. - Add a place for meeting minutes
    - xii. - add a section where we can solicit nominations.
6. By-law and Constitutions changes (Amber Ferris)- (refer to handout)
- a. Both resolutions were unanimously accepted
7. Journal Editor Report (Nikki Blau)-
- a. Moving Journal to the online members only area
  - b. Looking into format options for the journal
8. Scholarship (Doug Switzer)-
- a. Open for ideas on how we raise funds and what sort of and how many scholarships we will give
  - b. Plan to continue the conversation at the November meeting
9. November meeting
- a. 1<sup>st</sup> or 2<sup>nd</sup> week in November
  - b. Will be at Franklin
  - c. Mike Chuey (Website guy) will join us.
10. Conference Coordinator Appointment-
- a. Tim Pollock (president) nominated Dariela Rodriguez to move from acting Coordinator to Official coordinator
  - b. Ted Avitgus motioned, Andrew Hunt seconded
  - c. Dariela accepted, unanimously approved
11. Future Conference Sites and Themes
- a. Next year's theme "Capitalize on Communication"
  - b. Franklin University 2014
  - c. University of Dayton 2015
  - d. Future sites to be discussed.