

ORTA Executive Committee Retreat (2 days)

March 13, 2016, Max and Irma's Restaurant 6 pm to 9pm

March 14, 2016, Wright Patterson Air Force Base

Museum Hall of Fame Conference Center, Dayton 9am to 4pm

Attendees: Carol Remington, Randy Overbeck, Gale Adkins, Dave Gynn, Darlene Ruzicka, Dr. John Cavanaugh...guests Ashley Reeves, Volunteer Services Coordinator Greene and Montgomery County Habitat for Humanity; Jose "Rafi" Rodriguez

The meeting was called to order by President Carol Remington at 9 am after a brief welcome and introduction to the WPAFB by host Mr. Ron Kaplan, Enrichment and Outreach Director of The National Aviation Hall of Fame Museum by our executive director Dr. John Cavanaugh.

Dave Gynn was installed as the ORTA Eastern Area Vice President by president, Carol Remington.

The committee reviewed the ORTA Vision and Mission statement and the president's goals for 2016.

The February 17th **secretary's report** was read and approved for filing.

A **membership report** submitted by Helena was discussed.

The **treasurer's report** for February 2016 was read and approved for filing. John noted that the categories follow the STRS model and now match up with the IRS categories for filing the IRS 990 form. Gale asked that the % column be moved to the right of the year-to-date column. Randy questioned the paypal and credit card line items. John noted those two items would be reconciled monthly. Randy suggested the legal and investment services expenses be listed separately.

Executive Director's report: Considerable time was spent regarding office personnel issues; job descriptions which need revising and job title changes. Mary's position title is changed to Business Manager. Helena's position title is

Membership Coordinator. Randy Overbeck and Gale Adkins are co-treasurers of the executive committee, and Darlene Ruzicka is secretary of the executive committee.

Action item: John Cavanaugh is to study the effects of a raise in the hourly rate of the Membership Coordinator position to \$18.00 an hour and the possibility of offering 401K plans to the office staff and report at the next executive committee meeting.

Action item: John Cavanaugh is to revise the job descriptions of the office personnel and present at the next executive committee meeting.

Action item: John Cavanaugh is to invite at least three investment firms to the next executive committee meeting for interviews. Don Ullmann, chairman of the Finance Committee and Ron Snowberger and Don Baker are also to be invited to attend the meeting.

A lengthy discussion followed about office procedures and how the executive committee can help John and the office staff manage the daily demands during this time of transition. John stated that the corporate office must keep control of what goes on and when. Many web site demands are taking time away from membership coordination. InSpiRe is managing the facebook business page and designing the Leadership Bulletin and the Quarterly. We need to rethink the media we use to disseminate information.

Action item: John Cavanaugh is to determine his priorities and a time table for what he feels he needs to accomplish for himself and with the office staff in this time of transition and report at the next executive committee meeting. Any other matter will need to wait.

Action item: Eileen McNally, chairman of the Technology Committee, including InSpiRe and the chairman of the Public Relations Committee, Claudia Trombla, will be asked to determine the protocol for using social media to communicate with the chapters and members. The when? Where? What? How? How often? Who? To whom? and report to the Spring ORTA Board meeting on May 5th.

Action item: Mary is to inventory the storeroom for any materials we can sell or give away at the area conferences....pins, cards,pens, cookbooks etc.

Plans for the area conferences were discussed. Helena and Mary will each attend two conferences to help with registration and meet members. A report of the registrants so far was discussed, listing chapters not yet registering.

Action item: Gale and Dave are to contact the district directors of the chapters not yet registering for the conference and encourage their attendance.

Action item: John is to run an evaluation form from Eventbrite for the next executive committee meeting to compare with the form used previously for members to evaluate the conference.

Action item: The ad hoc committee chaired by Karen Butt to complete the external survey is put on hold.

Guests: Ashley Reeves from Habitat shared how their affiliate can be involved in the Xenia area conference. She will work with Ryan Miller in the morning session and be involved in the afternoon break-out community service session. She will try to also have a partner family in attendance.

Jose “Rafi” Rodriguez, an investment specialist, discussed his evaluation of the ORTA Investment Policy and Procedures. He will be invited back with others for the March 31st Executive Committee meeting.

There being no further business, the meeting was adjourned at 4 pm.

The **next meeting** of the Executive Committee is Thursday, March 31st, 10 am at the ORTA office.

Respectfully submitted by Carol Remington

