Executive Board Meeting
Thursday, April 11, 2019
Desmond Hotel
10:00-5:00 PM

A. Call to Order

1. **Meeting called to order at 10:02 am**
2. Present in the room: Greg, Brittany, Brendon, Heather, Sonya, Sarah, Matt M, Antonio, Eric, Mel, Shelly, Zach, Kevin, Colin, Nate, Ryan, and Trish
3. On the phone: Vinnie, Jon B, Kim

B. Approve Minutes from the March Phone E-Board Meeting

1. **Motion to approve minutes from March 15, 2019 made by Sonya**
   - **i. Second Brendon**
   - **ii. Discussion?**
   - **iii. none**

Vote passes 8-0-0

C. New Business – (Due to availability constraints the following were discussed prior to discussing unfinished business)

1. Financial Guidelines and over budget discussion (Jon Bragg)
   - i. Have not updated financial guidelines since 2010, there are a number of changes that have been made and are not reflected and some changes to reflect the evolving organization.
   - ii. Changes include:
     - Addition of the treasurer elect and past president,
     - The reserve budget had a line about limiting the amount of money in that account and it that removed to not limit the amount of money in the reserve.
     - The current E-Board will approve the budget for the next E-Board
     - Reimbursement from the hotels should be applied to the president's budget
     - Budgets should be sent to the Finance Committee 6-8 weeks before the event.
     - Finalized budgets should be presented within a month for the one-day conferences and within 3 months for the annual.
     - Added all of the Legacy information because it was not reflected.
   - **iii. Motion to approve changes to the financial guidelines made by Nate**
     - **Seconded by Sarah**
     - **Discussion?**
       - **a. None**

Vote Passes 8-0-0

   - iv. 2019-2020 Budget

- NEACUHO lost approximately $22,000 in 2018. Based on the internal audit we are miss managing some funds
- In 2018, we had $14,500 in membership revenue and $21,200 in Compass revenue for a total of $35,700. We spent approximately $60,000 in operating costs.
- If everything is budget neutral in 2019, we will end up with $22,000 and if we continue on this path, we will be going through our operating budget by the end of 2020.
- We have been counting the rollover from year to year as revenue. It is the equivalent of getting a paycheck and counting what is already in your account as revenue.
- We either raise revenue or cut costs.
- We need to look at raising membership fees and cutting costs by not having as many in person board meetings (as it is one of the biggest expenses)
- Another idea was to combine multiple events like a board meeting with an RD2B and a One Day Conference so that it is more cost effective for board travel.
- Talk about raising membership fees and enticing schools to re-up their membership in the beginning of the year by offering an early bird membership fee that increases throughout the year
- It was decided that we figure out if we are raising the membership fees before tackling the 2019-2020 budget.

2. ACUHO-I Foundation plans (Tim Touchette)
    i. Tim wants to bring a basket raffle like other regions and ACUHO-I utilize for fundraising. This would start at the ResEd conference in June as a trial before the full rollout at the Annual in October.
    ii. Items do not have to be a basket but should be as universal as possible. Try to avoid region specific gift cards and alcohol.
    iii. We are looking to have full board participation in the ACUHO-I Foundation this year. Donations have no minimum or limit. The goal would be to be able to publicize that the full board participation to get more donations from the membership
3. Annual Conference Budget (Brendon Goodridge and Brittany Bookman)
    i. Program Proposals will be going out soon and will be closing May 3rd.
    ii. Budget reviewed line by line.
    iii. Decision to change registration to a 3-tier system with early bird at $250, regular registration at $250, and late at $300.
        - This also affects the past president and committee member rates, which are $50 off the rates for the membership.
    iv. Raise the fee for MAP members to $150
    v. We are only purchasing 100 generic registration bags, with the idea of not using them at all in the future, unless a company wants to sponsor them.
    vi. **Motion to approve the 2019 Annual Conference Budget made by Sonya**
        - **Seconded by Eric**
        - **Discussion?**
            a. **None**
            b. **Jon B left the call changing the number of voting members to 7.**

Vote passes 7-0-0

D. Unfinished Business

1. Joint Conference 2021 – Contract signing (Shelly Keniston)
    i. Shelly signed the joint conference contracts with MACUHO.
    ii. No updates for the time being

iii. Will start more planning after the 2019 Annual and will be looking for committee members at that time.

2. 2018 Annual Conference budget close out (Nate Gordon)
    i. Budget has been finalized and conference actually turned a $7,000 profit
    ii. Profit will be rolled over to the 2019 Annual budget.
3. Open membership dues issues (Trish Loring)
    i. Jon B has resolved the issues and confusion.
    ii. There is a certain way that checks need to be tracked and is different from the credit card transactions. The errors have been figured out and will allow for a more accurate tracking of those membership dues that are paid by check.
4. Time & Place Committee updates (Trish Loring)
    i. Committee is heading to Buffalo/Niagara New York on June 2-3.
    ii. Dave hopes to have a new presentation at the meeting prior to the ResED conference.

Lunch Break started at 11:50 am

Meeting resumes at 1:23 pm following lunch and a tour of the Desmond Hotel and Conference Center

E. New Business

1. Res Ed Conference Budget (Nate Gordon)
    i. Budget was approved by the Finance Committee and was reviewed line by line.
    ii. **Motion to approve the ResED conference budget made by Antonio**
    iii. **Seconded by Shelly**
    iv. **Discussion?**
        - **None**
    v. **Vinnie had not rejoined the meeting changing the number of voting members to 6**

Vote passes 6-0-0

2. Board transition process (Trish Loring)
    i. Looking to add to the current board transition process. Idea was to add time for the old and new members to get together at the Annual.
    ii. The discussion quickly transitioned from talking about board transitions to committee membership and involvement with a focus on how to get more information out to the membership about the committees.
    iii. By telling the membership, what they will be doing and what skills and experience they will get out of being on a committee maybe we can rebuild the strong committee involvement we used to have. In hopes that this will resolve the disconnect between those who want to be involved and those saying there are not enough ways to get involved.
    iv. Social Media was discussed as a new focus as opposed to the Navigator and the Website that don't draw in the newer professionals
    v. It was proposed to take back the transition plans and the engagement of the membership back to the 3 P's for larger discussions to be brought back at the next in person meeting.
    vi. Shelly is also going to be providing them with the raw Self Study Data to utilize as well.
3. Legacy proposal for 2019 (Nate Gordon)
    i. The proposal was to include one night at the hotel for those requesting Legacy funding for the Annual as a way to entice members to utilize Legacy Funding.
    ii. Consensus was that it was a good idea but to limit it to 10 members.
    iii. It was decided to select 10 members who applied for Legacy during the early bird registration period to receive the hotel accommodation and registration fee. Then during the regular registration, you can still apply for Legacy to cover the registration cost.
    iv. There was also discussion about transitioning the Legacy process in the coming years to be earlier so that it can be determined who gets Legacy Funding prior to registration opening to

help those members who can only attend if they receive funding. And it will be more of a pot of money you can apply for versus the current process.

4. Public Private Partnerships (P3's) (Shelly Keniston)
    i. Shelly started the discussion on NEACUHO's relationship with P3's and it what that would look like moving forward
    ii. **Motion to have the ResOps committee begin to explore adding language to our constitution and report back before the June Board meeting.**
    iii. **Seconded by Greg**
    iv. **Discussion?**
        - **Matt M expressed he would be on maternity leave for most of that timespan and would need someone else to help.**
        - **Antonio as prior committee chair agreed to help. Shelly also volunteered to assist.**

Vote passes 6-0-0

5. Minutes
    i. A question of how quickly the minutes could be made available was raised. Both for the DC's to have access to the information for their districts and for those who did not attend the meeting to know what was discussed.
    ii. Given that our current minutes are more of a transcript of the conversation it does take a good amount of time to go through and make them ready for distribution.
    iii. It was decided that a Minutes Outline would be created and sent out that would highlight the key pieces of information and the motions. Then the full formal minutes would be sent out like normal prior to the next board meeting.
    iv. Colin would also be reaching out to the other regions to figure out how they keep minutes and what the best practices are.
6. MLI and NPI (Melody Smith and Kevin Conn)
    i. Currently 16 for new professionals and 17 for Mid-Level registered.
    ii. Topics are more closely aligned while still obviously being directed towards the different levels.
    iii. We have made a deliberate focus on making sure that the difference between an Institute and a Conference. This is designed for you to go to the sessions that are for you not a choose your own adventure.

F. Board Reports

1. Website – the next four events all have webpages and ready to go. ResEd is set and ready to go out Monday. Annual conference information is going to start rolling out. Tool Kits are still being worked on and will be working on those. Do we have a President update?
    i. Trish is going to have a mid-year update going out in the next couple of days.
2. Treasurer – no report
3. Heather – RD2B is almost done and everything is ready to go for tomorrow. And then will start working on ResEd
4. Western NY – Cornell reached out wanting me to go and speak at their professional development training. Looking forward to the site visit in June in Buffalo.
5. ResOps- will be working on P3 language
6. Mass – hosted social media round table, and had nine people listen in. Will be looking to head out to Amherst for a social in June.
7. Corp Relations – Matt F and I are going to start looking at sponsorship to start that process earlier based on the feedback from last year.
8. Maine/NH – reaching out to the school who haven't renewed and figure out where they stand
9. New Professionals – RD2B was amazing and very successful. We helped connect a student to Sarah and got him a nice Grad Assistantship! Huge thank you to Trish and Eric the RA's were amazing.

10. 2021 Joint Conference – We are in hold until we get further down the road.
11. Self-Study – only have about 162, does not close until next Friday. Hopefully, we get over 200.
12. Eastern/VT – have 12 renewed and will continue to reach out to those who have not renewed yet. In addition, a while back we talked about creating DC Gmail accounts where do we stand with that?
    i. Trish did make some for the assessment and the Secretary but encouraged all the E-Board positions to make a Gmail account under the format neacuho(your position name)@gmail.com to keep consistent looking names. Then we can create consistency from year to year.
13. Professional Development – toolkit coming up in August and see you tomorrow!
14. Past President – Legacy Flash Sale, Grey Hoodie for $25, Sweatpants for $20, limited number of ¼ zips with the water bottle for $50. Elections stuff will be out in the next couple of weeks.
    i. Sense of the body approved the sale prices.
15. Secretary – Work on the new minute structure.
16. Parliamentarian – Working on hotels for Newport in June. We will be staying outside of Newport to help reduce cost. That information will go out in the next couple of weeks to make sure we lock down those prices. We could also look at asking Jenn if she knew of any other options in the area
17. CT/RI – reached out to schools who have not renewed or are not members. Friday after ResEd there will be a District Social and University of Hartford is hosting a roundtable this summer.
18. ResEd – Registration and call for programs will go out. Frankie Minor AVP and Director of Housing and Reslife at University of Rhode Island will be the keynote. Shout out to Nate for suggesting him.
19. President Elect – Appointed board member applications will open the week after elections go live to give members more time to think about getting involved. Time and Place committee is headed to western NY for a site visit June 2-3 and will present at June 6-board meeting. If any school is interest in hosting an event next year please let me know. Everything is open but the fall RD2B.
20. Membership - . I wanted to report out our numbers as of 4/11/19: 88 Member Institutions - MA: 25, ME/NH: 11, ENY/VT: 12, Metro NY: 14, WNY: 12, CT/RI: 14. I am receiving rosters, updating my spreadsheets, and entering people into the listserv daily. My systems are down and all the numbers above are up to date. The DCs will receive all this data and updated rosters today!
21. President – Submitted the best of the Northeast to ACUHO-I and was looking at a Bucket for Bucks concept instead of a basket and playing with that idea.

G. Adjournment

1. **Motion to adjourn the meeting made by Antonio.**
2. **Seconded by Greg**
3. **Adjourned at 3:30 pm**

Upcoming Events

April 12, 2019	NPI/MLI	Skidmore College
June 7, 2019	ResEd	Salve Regina
August 6, 2019	Toolkit	TBD
August 8, 2019	Toolkit	NYU
October, 2019	Annual Conference	Desmond Hotel

Upcoming Board Meetings

April 11, 2019	*Site Visit/Meeting*	*Desmond Hotel*
May 14, 2019	*Phone*	
June 6, 2019	*Meeting*	*Salve Regina*
September 6, 2019	*Phone*	
October 1, 2019	*Meeting*	*Desmond Hotel*