



**Executive Board Meeting**  
April 24, 2015 ~ 10am – 6pm  
Quinnipiac University

**A. Call to Order at 10:12 AM**

Roll Call: Joseph Murphy, Anna Morreale, David Grimes, Katie Wright, John Zocco, Trish Loring, Nate Gordon, Ryan Young, Josh Hettrick, Tim Touchette, Brendan Goodridge, Mike Guthrie, Jen Spade, Jeff Bickford,

Calling In: Jason Fishner, Paula Randazza, Kathi Bradford, Thomas Kelley, Matt Foster, Mike Hamilton, Sara Essember

Guests: Cindy Long Porter, Karen Collins

Unable to attend: Jenn Crane, Ryan O’Gorman, Kim Schmidl-Gagne

**B. Approve Minutes from Executive Board @ MCLA on March 5, 2015**

Mike: I move to approve the minutes

Nate: Second

Tim: Unanimous yes on approving the minutes

**C. Unfinished Business:**

- A. Org and Structure Continuation
  - a. Elections Process Update

**Tim:** As you are all aware, the online vote for Structure and Governance changes was tabled so it leaves us in a precarious situation with election. I don’t know if membership understood how this would impact Josh’s board. Thinking about releasing on Monday but wanted to open up the floor for questions/comments. Will have nominations open until in our bylaws, we need 45 days prior to annual. Still in line (May 3). If we run open elections for current style of board (includes Treasurer, President Elect and 3 DCs). That process would open Monday, we close the following end of week (May 8), and elections would start the week after that. We would know results by May 15. Questions have been raised to myself about DC positions. If we get to Annual Conference and new proposal passes, is it fair to elect 3 new DCs knowing in the second year, they would be in different roles. We cannot change the role and description of the DCs as it’s in the constitution, but we could hold the elections until after the business meeting.

**Discussion Included:** transitioning after 1 year; electing DCs and phasing them out through the transition plan; the set back to the new structure should it pass, the use of “up to and until a successor is determined”, which allows for current members to stay in roles and vote until the new election takes place – this puts us in the spirit of the motion on the new structure, the transition plan – which was made for this year, needs to be updated and evaluated, informing those running about the transition so they are aware of exactly what they are running for should the new structure pass, time limit for discussion at the business meeting

**Follow up items:** the membership has asked for the constitution to be better edited, that will happen and it will be sent out based on that membership feedback, in advance of the annual, so institutions may review and discuss before the business meeting; it will also be distributed at check-in as outlined in the C&B. Reddit had 1800 views, so there is confidence that it was reviewed by many, we will send out to institutions and members and get it into as many hands as possible.

### **Business Meeting Review & Questions/Comments**

Tim: Biggest thing is talking about this but also being respectful of their time. I went down to WPI to sit at their planning meeting. Don't want this to be overwhelming for new members or negative. Task Force members have done an amazing amount of work and want to make sure we're being respectful of their work. Looking to you all for help with that.

One thing that will help with that was a suggestion from Jenn Crane, short pre-session about business meeting and how it runs and inviting just new members just to go over structure and process. I think the other thing we need to remind people of is that this isn't regarding every single part of the plan. Discussion is to approve the structure or not to. All of those comments have been discussed by the Task Force and this is what they're putting forth. Splitting things would cause a domino effect. This was sent to the Task Force, the executive board edited and adopted it – now it's up to the membership to approve or not.

### **C. NEACUHO Legacy Fund**

**Follow up from the last meeting:** Tkay has started the process. Legacy fund is tax deductible pledge process where they make a pledge and get something in return. Bob's Task Force came back with, committee would choose awards. Questions on application would be demographic info, candidate statement, same as last meeting no real changes. Other questions were on marketing and how we would market – we can do through email blasting and table at annual. We can send out information saying there's a scholarship and make it part of main budget which it is. Only real question was how it's reviewed and they answered it (Annual Conference chair, Past President and a small group to review).

**Discussion Included:** getting reimbursed versus knowing in advance If you receive a scholarship (hope to make this work different in the future), the website can make it work either way – in advance or after depending on our process (use of unique coupon code); tracking issues for treasurer, who makes decisions on scholarship winners – the 3P's plus one or two others.

Tim: I move on behalf of the NEACUHO Legacy task force, to adopt language in the NEACUHO Legacy document to include 10 day prior online application period to be reviewed as indicated in the document by panel of Past Presidents. Open for discussion.

Nate: I second.

Vote: yes: 5 in person, 2 on phone = 7; 1 abstain; 0 no's; Motion Carries.

### **B. New Business**

Here are the online votes that took place between last meeting and this meeting.

#### **A. On-Line Votes:**

1. Motion from Tim Touchette (President): I move that we extend the official discussion 2 more business days until Tuesday 3/31 at 5:00pm, and begin voting at 12noon on Wednesday 4/1 and close voting on Friday 4/3 at 12noon. Second by Kim Schmidl-Gagne.

Amended by Josh Hettrick to extend discussion until Monday, April 6<sup>th</sup> at Noon, moving the voting deadline to open 12noon April 6<sup>th</sup> and close on Friday, April 10<sup>th</sup> at noon.

***Motion Carries Unanimously***

2. In accordance with the NEACUHO Constitution

Article X – Amendments

Section 1. Constitution

c. The President, with majority approval of the elected officers, may propose Constitutional amendments

Section 2. Bylaws

c. The President, with majority approval of the Elected Officers, may propose amendments to the Bylaws.

I propose that the Northeast Association of College and University Housing Officers adopt amendments to constitution and bylaws as described in detail below.

The proposed structure, which resulted in these amendments, was submitted by the Organizational Structure Task Force, chaired by Casey Wall, WPI and Shannon Valverde, Dean College and volunteer NEACUHO members, utilized information that originated from the self-study and was put into the strategic plan, a guiding document for the organization.

The documents that are available in this issue of the Navigator include a timeline of discussions, member feedback opportunities, executive board meeting feedback and discussion and finally, a presentation to you, the membership for your consideration and debate prior to a vote. ***MOTION TABLES***

2a. A motion has been made, seconded and restated\* as follows: I move to postpone the discussion and subsequent vote on the proposed structural changes to the NEACUHO organization and the related changes to the Constitutions and By-Laws until the 2015 Annual Conference.

Motion: Dianne Manning, MCLA

Second: Delmy M. Lendof, NYU

***41 Yes / 22 No / 9 Abstain***

***There is no objection, so the secretary will enter these on-line discussions/votes into minutes.***

## **B. ACPA Collaboration with events in our area**

Tim: I was approached by the ACPA person in our area to see if us and ACPA could collaborate specifically with the Conduct Hearing Officer training that they do. I just want to let you all know I will connect him with Josh but I wanted to let you all know they are interested in collaborating.

## **C. Treasurer's Report**

Joe: This is based on March Treasurer's report. Much of the money that we've received is from Annual Conference, 3 new members and 1 new Corporate Associate. 1st page is general summary, we plenty of money in the bank. Haven't brought in goal budget for Corporate

Affiliate plan. Still have plenty of money rolling over. 2nd page, corporate and membership, slightly outdated by 3-4 members and 1 associate. This page will be easier next year because of what came out of audit is that they have to start payment during fiscal year (not before September 1). Will make easier in terms of taxes. Page 3, conferences. Pretty much everything was in the positive. MLI is finalized, RD2B waiting on 1 payment that Jen is working on. Brought in some profit. Annual has but has doubled in past 2 weeks. Also have attendee numbers for all events. Operational budget line items - E-Board travel will come at budget or under, ACUHO-I reception, beginning of June/July (\$1500) and we're on budget, ACUHO-I Foundation donation (April/May), attendance will be at 2,000 maybe a little over, travel to MACUHO didn't have any. Committee travel, nothing submitted. Didn't do past president's retreat so money is still in there

Joe: Recognition - Tim will be working on and will be at or under. RELI support (May/June). WNYPE already paid out. Started paying out for Josh's travel. Time and place committee over the \$500 - at \$600/\$700. E-board retreat (July), no packets for publicity yet. Past President's - all will happen in June/July so will be paid out. Already paid out NHTI scholarship. A lot happens in June/July. Treasurer, no supplies needed this year. Filing taxes, \$2000 was because of penalization from 2 years ago. We'll see what happens next year. Insurance wise, under budget. Lawyer fees, pretty low. Have had to look at some of the forms. We'll fall under \$5,000. Bluepay fees are probably going to be right under depends on how many more vendors/sponsorship come in. Refunds nothing. Secretary nothing. DCs, Summer event will still fall under this budget or even giveaways during Annual (that would be June/July). We paid MACUHO for Go 2 meeting. Go to meeting will be paid in July. Marketing items for store and logo merchandise, Tkay is working on this. Corporate Relations - fee that comes in June/July for new signs. Media and Publications - paid out for photos, New Professionals saved \$100, New Professionals conference was over budget, Program committee, paying out lunch in beginning of May, waiting on invoice from WPI. Res Ops, free reception, nothing spent there. NHTI absorbed cost. Did thank you cards for 60th anniversary. That's pretty much where we are at.

Five Partners: Adirondack Solutions, My Favorite Student, LAM, Central Wholesalers and Ad Inc.

Kathi is still talking with folks. There are some that have paid for both at Associate fee and we have let Kathi know about that. Casey and Mike are both aware of that.

Tim: Probably won't spike that much. People are being more fiscally responsible. Some are just opting to come and pay into the Annual. Either way we win because they are contributing.

#### **D. Change is Fiscal Year for Incorporated Organization (Raz)**

Raz: To be consistent with the NEACUHO financial procedures.

I Move to change fiscal year end of the corporation from December 31 to August 31 each year and to authorize the clerk on behalf of the corporation to file with the Commonwealth of Massachusetts the Change of Fiscal Year End.

Dave: I second

Discussion Included: questions about changing the beginning date as well or if this is covered (will be handled by the lawyer), David's role as clerk in completing this task, and the yearly processes that will now go into place on the correct dates.

Vote: 8-0-0 passes

Raz: I move to ensure that NEACUHO Incorporation starts on September 1st each year

Joe: Second

Tim: Any discussion?

Vote: 8-0-0 passes

#### **E. Task Force Updates (Assessment)**

Karen Collins: Co-chair with Jon Conlogue have been talking to see what we're looking at in terms of assessment and seeing what key issues are. Reaching out to those who are interested in working and will be doing some group meet things. Wanted to put out to board prior to that to let everyone know. We're discussing best practices for assessment, (should we put out goals for each event), standardizing assessment and where we are doing it (paper vs. online), leaning towards online for ease and storage. Looking at what the right platform is (Survey monkey which can be hard to manipulate the data) or something like guidebook which would be more expensive and guardianship of information. Do we have someone responsible for it from year to year? Should it be part of historian type of position? Have series of questions to work with Task Force on - Assessing satisfaction? Learning? Both? We think the answer is yes and how to intertwine everything. Are we doing standardized assessment and how do we determine who's making those questions. Is that the question we wanted the Task Force to go towards?

Tim: You'll be on the business meeting agenda before the other conversation. If there's anything we want to modify before presenting to membership, now is the time.

Discussion Included: Guidebook hold ups- cost and development issues, but with forward thinking it works for overall evals and for individual sessions, Your membership did the annual conference last year, we have also used survey monkey in the past; questions on paper versus electronic and which has served us better; Mike has a contact for Crowd Compass at \$1500 that would give us everything we need; runs on a QR code (placed on name tags) and it's app based – it's very next generation. (noted that not everyone has a smart phone) and the paper session process has helped us to finalize award discussions in the past. This is beyond the program committee needs for the annual, but for all conferences.

Karen: We will include all of these items as we continue the task force work – satisfaction, learning, etc. Trying to hash that out so it's more consistent. Are want to ask the right questions to get info that's useful.

Tim: Thank you Karen and the task force for all that you are doing.

## **F. Annual Conversation and Focus – Joe/Tim**

- Joe:** Had a question from members about what's going to be happening about education purposes. Mike called me to fill me in and we can start talking up the educational aspects of the conference.
- Mike H:** Main point is that it takes a while to get educational stuff firmed up. All 3 of those topic areas will be coming out in the next 3-4 weeks. We just firmed up the last of Keynote and CHO mentors. Goal is to get that stuff out soon and to make it exciting. We have a communication plan in place.
- Tim:** As a side note to that, Brendon and I chatted as well. Some info coming from Program Committee once they are all locked in. There will be a far more educational part coming forward.

## **G. ACUHO-I STARS: Curious if we can offer scholarship \$? \$522 or \$260 if attending annual**

NEACUHO Elizabeth Hurley/Suffolk University

NEACUHO Maddie Chambers/University of Massachusetts Amherst

NEACUHO Natasha Young/Keene State College

- Tim:** I received an email from ACUHO-I, they wanted to know if we wanted to give out more money. 3 from our region, other regions offer scholarships and wanted to know if we wanted to. Open for discussion.
- Brendon:** Undergraduate program for those interested in going into student affairs. They are set up with a mentor. There is an application process and they do have to be selected as well as get recommendations from folks on their campus. Don't know exact numbers.
- Discussion:** In Winter Park, close to ACUHO-I site; 2 membership rates \$520/\$260 depending on attendance. We are the only regions that doesn't sponsor our students to go – we can put a plan into place to fund it like RELI or NHTI for the future. It is a good faith support as there is no guarantee they stay in our region, similar to RD2B; ensuring they are member schools and looking at NACURH and other conflicts.
- Joe:** I move that we fund for this year with the caveat that next year we look for a more standardized process
- Trish:** I second
- Vote:** 7-0-1. Motion Passes

*At Annual Conference opening banquet, we recognize NHTI and RELI, and ACUHO-I Stars*

**Break at 11:56 AM Back at 12:43 PM**

## **H. ACUHO-I Silent Auction**

**Tim:** Silent Auction we've done every year, we give AC full ride. Jen Hapgood has asked us for information again.

## I. ACUHO-I Foundation Rep Confirmation

There was a nominations process but we never brought it to the board. The only nominations were for Jen Hapgood White. She was contacted and Rich Bova from Brown at time was our rep. Those two connected and he was able to ease her mind. She agreed to accept. There hasn't really been any movement. Won't do anything until after this year's conference. She was the only one nominated. It's similar to Task Force chair. 2 year term. I can send out an email with more details. She is our rep moving forward.

Tim: 11/20 - 11:48 AM. There was one nomination submitted on December 2nd for Jen. Email went out from NEACUHO gmail on that date. Do people have issues with the person?

Joe: No, just the process. Should have been notified that it was going into effect

Tim: We're able to do it. Rich has kind of stayed in that role for 2 years.

Mike G: I think it should've been brought for discussion for a transparency discussion.

Joe: It was sent to membership on November 24. We'll have to do this vote during next President's cycle. There's only 1-2 people ever nominated.

Tim: It was in my President's update and in my email. We'll try to figure out a better way to do that for next time.

## J. Appointed Board Process

**Josh:** What I have done is pulled a bunch of info from the Constitution and website to put together information about Appointed Board positions to get it out to people. Tim had some trouble getting people to submit interest even if they were interested. Wanted to find a way to get the info out without having to go to website. Something that I plan to mail out to member institutions and share with people in the department to get it in their hands. I like electronic but this is one of those instances where if they have the skill set, interest and experiences, they should apply and not sit on sidelines assuming they don't have a chance. Page 3 at bottom - we have each year, President Elect has option to appoint task forces or chairs of areas they believe need to be focused on like Trish and Derek. I have identified several areas that I'm going to be looking at. First is Events and Offerings right out of the Strategic Plan and whether its meeting needs of membership. I envision looking at increase in online offerings. Another piece I brought up earlier in the year was whether the Annual should continue but not on a campus but in a conference center moving forward. I have an expectation for what they are going to be discussing. I have a plan on appointing 2 co-chairs because it's going to be a lot of work. On the back are 3-4 more. Organization Communication (a chair) There's so many moving pieces and it's not easy to keep up with this and that's why the strategic plan mentioned it., Corporate Affiliate Review is something I've been talking with a bunch of people about over the past couple months. I had an opportunity to attend MACUHO for 2 years and they pull in a lot of money. There is the opportunity to evaluate our current plan and it makes sense to take a look and make sure we're getting as much out of it as possible to bring cost down and make it easier for people to attend. Para-Professional Development Task Force is something that I've wanted to focus on for a couple years now. MACUHO has VIPs where they take 15 students in senior year to their Annual to volunteer, dress in business attire, get standing ovations from entire audience similar to graduates from RELI where they stand up and everyone applauds for them. Bridging off of that, I wanted to have an active discussion to see what more we can do. RD2B is hugely successful and you can easily make an argument that we should be doing more. Graduate organizations push certain organizations. I didn't know because my program

instructor was heavily involved in NASPA. Finding ways to get into out to paraprofessionals in their Junior/Senior year will help to grow our new professionals.

### **Discussion Included:**

Looking at entering into the field – tapping juniors and seniors is a good start as is grad programs, community colleges; Marketing will be appointed as that is always needed, along with a webmaster since the Tech person has so much on their plate. Questions about having task forces when we have chairs of committees who could focus on particular things this year, especially Corporate and Paraprofessional; task forces will allow the chairs to do their work without being overwhelmed with a new focus; communication between chairs of committees and task forces will be key. What about consistency? One year CHO focus, one year Community College focus – where do these things exist afterwards? Who targets things? I know the new structure focuses on this, but what about without the new structure – we need to consider these things as well as the growing size of the board with increased task forces. Time line, process and appointments:

**Josh:** President Elect will publish timeline and seek nominations from a balanced representation of the members including geographic area, types of institutions, minorities and women. This is why there's a discussion to make sure this happens and President Elect explains why they may not have that. It's a check and balance to make sure President Elect has done their due diligence.

**Tim:** Being able to see who's applied has always been part of that. You as President have to have conversations with folks to make sure they are representing their constituency well. Usually it happens between the 3P's as a joint process. By the time it has gotten to Board, its gone through 3 people to do the best they can.

*Josh will update the list, add parliamentarian and historian and this will it probably go out middle of next week.*

## **K. Conference Site Selection**

### **1. NEACUHO Annual Host Site Selection 2015-2016 (VOTE)**

Josh: Just a reminder for folks. Kathi and I were supposed to be members of the Time and Place committee. Took a step back and let folks work. By and large, this was run by Chuck Lamb, Rene Coderre, AJ Place, and Brendon Goodridge. Conversations that they've had have driven this. Both Westfield and NYU have put in bids.

**NYU** for 2016 Annual Conference. Date would be June 16-June 19. Conditions need to be in Weinstein Hall or in close proximity to Kimmel Hall. Committee felt we need to stay in that hall b/c it's at North side of Washington Park and Student Center is on the south side.

Josh: I think the site is going to be attractive to a lot of people. It's not something we do every year, we did a cruise around the Harbor last year and it was amazing. Would be a conversation with the Host Chair for next year. The boat cruise that we did at UNH wasn't on the radar until they told us they would cover.

I put together a standardized budget form that I asked each to put together so that we could have a side by side view. I sent out a standard form and both schools were able to fill out. Standardized some of the scholarships and exhibitor costs that we knew the prices of.

**Westfield** for the 2016 Annual Conference is trying to create a flat rate between new professional and seasoned professional. Often times they get the least amount of our sessions and trying to charge additional amount based on those getting the least amount didn't seem reasonable so that's the reason

**Discussion:** price differences, Massachusetts location (again), distance to sessions, halls, events, accommodations, distraction from the conference (obviously NY could pull people away from sessions easily); Westfield has experienced hosts; on the NYU team some people have never attended a NEACUHO; costs are obviously an issues with NYU being much higher. More sponsorship would need to be in place to help off-set costs – at this point, campuses could be bring 2 people to WSU for the price of one at NYU. There's no doubt that NYU is way more expensive, but at some point, have to take on that cost to get Metro NY way more involved. We have only 15 member schools from MNY; we rarely do events there but we are often in Massachusetts. Contingent offer? Bring down the prices and increase sponsorship? Ask NYU to “redo” some costs? Boston (NEU) had to make contributions to the conference to make it work for space rentals. Is NYU in a place to do that? There is not a need for this in Westfield.

Exhibit:

Westfield - Dining Commons, its a larger space. NYC one its same space as last time, on 4th floor of Campus Center. Looks like a ballroom with a stage and Curtains. Space can hold between 25-30 exhibitors. After you go across hall to other rooms and have folks walk through. Rene suggested if you filter through first room, you could do corporate partners there and filter to larger ballroom to force view of people outside of the room. If we can set it up to have identified walkthrough, should reduce concern.

NYU has a garage within a couple blocks where they could leave their cars. Only ones we had questions about were furniture vendors and height limitations. Outside of that, seems like they paid for parking as well and there wasn't a concern. Kathi said that's not necessarily a bad thing because it's a smaller number for people to be able to see.

Westfield can accommodate a large number of exhibitors, there is easy load/unload and parking.

**Tim: Sense of the body? 7-4 Westfield**

Details:

**GROSS: NYU: \$128,500.00 and Westfield \$84,075.00**

**NET: NYU: \$128,140.00 Westfield: 83,906.00**

**Joe:** Based on past 3 years of Annual Conferences, seasoned single 344-385 new 275-320. Based on here today: Westfield 295 for both (16 more and 59 less): NYU for seasoned: increase of 40% to both. Granted we have 6 months to work on this but based on what we have today, I can't support a 40% increase.

**Joe:** I move that Westfield Statue University host the 2016 Annual Conference

**Trish:** Second

**Vote:** 4-2-2

***Westfield will be our host site for next year. Jen Gould will work with Mike to transition in.***

## 2. NEACUHO Conference Sites 2015-2016 (Sense of the Body)

**Josh:** Ones that are highlighted are E-Board meetings, others are events. Started with transition meeting in June and tried to go through the whole year. Planning on 3 RD2Bs. No way around the fact that we are a very large region. If you look at RD2Bs, first is 10/17 in Albany at Siena, then Dean in SE Mass, and last is TC3 in Western New York. Takes it out of the heart of the winter. One of the reason why I wanted to put it out there. That would make sure we have 3 across the region. Fall Drive In would be for whole organization at Quinnipiac on 10/23. Before NASPA and MACUHO. Doesn't conflict with Business and Operations series. Social Issues Retreat going to look at again and in conversations with Joe, we're going to try it as a 1 day event and maybe with Women's and Professionals of Color.

**Joe:** To make sure current board is aware, that's how Social Issues retreat used to run. Feedback was the ability to want to attend multiple events. Expanded over multiple days and wasn't successful at all.

**Tim:** Practices and times have changed. Not segmenting vs unifying and bringing groups together. Allies sometimes think they aren't invited to those things. That's what people are going towards. The earlier in January, the harder it was. Might be somewhat of a struggle.

**Josh:** Noticed MLK is a week later this year, should offset some stuff. If there are schools that are looking at trainings could possibly take their staff to.

**Josh:** Not opposed to anything, if we have to change the name to rebrand, I'm fine. Spring Institutes are clustered. Wanted to do series over a couple days. Once you add hotels and staying overnight, run into issues with people being able to stay. His idea was to combine the 3 institutes into one day. We run into balancing into getting presenters and not conflicting but I think we have enough presenters in our region if we start early enough. Having gone through mid-level and running it in the past, doesn't make me a mentor. Not having New Professionals conference has hurt us to get our New Professionals involved. Giving them those outlets is really important. I had convo with Jon Conlogue that there are 8 in RELI and 40 with CHOs to see what's at the top. Needs to be intentional for our New Professionals. Tkey was able to work with Worcester to get us there and its after TPE, NASPA and ACPA. Only concern is that it's Good Friday but I don't want to go any later or earlier.

**Joe:** One point for board to think about is looking at institutes different than drive-ins. We do need to be investing in our members. This isn't something that has to break even. If we have to spend for more learning, we should do it.

to do that but worry people won't go.

*Sense of body: Unanimous in room, no abstentions, no no's*

### L. Committee Chair & Appointed Board Member Reports

#### A. Annual Conference – Mike Hamilton

Mike Hamilton: Shelly gave feedback on what we're doing. Sponsorships are rolling in. We're out there and have a good amount of money coming in. Have a question. Everyone knows Shrader and Shrader is oldest corporate partner. I had a convo with them yesterday, Mike had major heart issues this past year and is working to repair relationship with NEACUHO. Discussion included: merchandise sponsor versus payment and the message they may send to other CP's. Mike and Kathi will connect on this issue.

- B. Media and Publications – Jeff Bickford
  - a. Had our 3rd issue out, put general call for 4th issue and trying to collect stuff for upcoming annual.
- C. New Professional Development – Jen Spade
- D. Professional Development – VACANT
- E. Program – Brendon Goodridge
  - a. Had 95 program submissions. On the higher side from previous years. Only 1 extension. We did meet last Friday. Have selected 68 programs between 60 and 75 minutes, TEDs and Posters. Posters are on low side 2 but 8 TED sessions. Working on case study recruitment. All presenters have been contacted. 10 are on the waitlist and have until May 1st to confirm that they will be at conference to present. Will have final info after May 1st.
- F. Residential Operations – Ryan Young
- G. Risk Management/Legal Issues – Jenn Crane
- H. Social Issues – Anna Morreale
- I. Membership Coordinator – Nate Gordon
  - Membership Numbers as of 7:00 yesterday evening.
  - Small Schools – 45
  - Medium Schools – 39
  - Large Schools – 35
  - Extra Large Schools – 14
  - Total Member Institutions – 133. 17 away from 150!

There are some regulars that haven't renewed. Affiliates – 2, waiting on payments for two.
- J. Technology Coordinator – TKay
- K. Historian – VACANT
- L. 60<sup>th</sup> Anniversary – Matt Foster
  - a. If you go to Instagram.com, we have the countdown going. If you haven't seen it, check it out.
- M. Community College Liaison – Trish Loring
  - a. Since we last met, I advertised with some connects for programs with minimum results but we have one on slate. Planning a social for Community Council attendees for the conference
- N. Parliamentarian/Business- Raz
- O. Corporate Relations – Kathi Bradford

## **K. Officer Reports**

- A. CT/RI DC – Mike Guthrie
  - a. 3 schools I reached out to have renewed. UNH, Trinity, and New Haven
- B. E-NY & VT DC – Katie Wright
- C. MA DC – John Zocco
- D. ME/ NH DC – Sara Essember
- E. Metro NY – Ryan O’Gorman
- F. W-NY DC – Jason Fishner
  - a. Western NY is currently at 29 members which is unchanged since my last report. We have seven new member institutions in WNY this year. Monday I will be speaking on the phone with David Bagley from RIT about renewing their membership and registration for the annual conference.
- G. Secretary – David Grimes
- H. Treasurer – Joe Murphy
- I. Past President – Kim Schmidl-Gagne
- J. President Elect – Josh Hettrick
- K. President – Tim Touchette

## L. Reminders

**Tim: Next big event is at the Annual Conference!  
If anything comes up, please be in touch.**

Joe: Move to adjourn

Mike G: Second

**Adjourned at 4:03 PM**

## M. Upcoming Events

June 17<sup>th</sup>                      Annual Conference                      Worcester Polytechnic Institute

## N. Announcements

