



**Executive Board Meeting
Thursday, April 5, 2018
Mystic Marriott, Mystic, CT
10:00AM-5:00PM**

Attendance: Sonya Alexander, Brendan Goodridge, Heather Quire, Trish Godino Loring, David Ferguson, Greg Madrid, Matt Foster, Shelly Keniston, Kim Beardsley, Ryan Young, Jon Conlogue, Jon Bragg, Dave Grimes, Eric Benn, Antonio Willis-Berry, Nate Gordon, Vinnie Birkenmeyer, Sarah Fabianski, Melody Smith, Delmy Lendoff, Zach VanGalder, Danny DiCamillo, AJ Goodman, Shannon Overcash, Jenn Rosa

**Meeting called to Order
10:14am**

A. Approve Minutes from the February 15th Board Meeting

Motion from Brendon Goodridge to approve February 15th board meeting minutes

Second from David Grimes

Discussion: none

11-0-0

Motion passes

1. Annual Conference Update

i. Lunch with the Annual Conference Committee

Kim Beardsley and Danny DiCamillo: Annual conference discussion. Program proposals are open, that has been posted on Facebook. Already have 3 proposals in. This is the first time the group will be meeting together in person. Talking about deadlines/timelines. Breaking down into subcommittee groups. Came up with a list of about 5 people or keynote speakers. We are reviewing those candidates today. As far as schedule, there hasn't been many changes since the last time. I emailed it all to you. Don't know if anyone else has ideas, changes, and suggestions to current schedule which has been on draft 2 for a while.

Nate Gordon: Keep in mind that we meet that Tuesday. That will be the last board meeting together. It is an afternoon meeting. That evening we will do dinner as an e-board and host committee. After that on Tuesday, we will have time together as a board and do a board recognition. President's gift will be at that time as well. Available to help out with last minute things for host committee as needed. The food will be delicious. The lunch we are having today is one of the lunches we are

Commented [ASM1]: ot

having during the conference. We already have a rough draft of the menu already. When we did time and place meeting a year ago the food was delicious.

B. Unfinished Business

1. Constitutional Change – Secretary Vote

i. Wording to members about voting

Nate Gordon: Online vote for the secretary position, it passed. It was a one year appointment on the board starting in Trish's year. Low numbers from voting institutions. After vote was done, Jon reached out about wording on the position for constitution changes.

Jon Conlogue: We need to be careful on how we say things. We may be encouraging the way people vote. Work on some pretty neutral wording just so it is always the same and we are not trying to lead you one way or the other. Have a standard format.

Nate Gordon: If we have to do one more vote hopefully it's at the business meeting. Wanted to bring up Jon's concerns to the board. The decision was always yes to pass. What did other people think?

Vinnie Birkenmeyer: Take something that we can have a template, if there is a way to entice people to vote and not file the email away. People see another NEACUHO email and not see that it has important information.

Antonio Willis-Berry: The secretary vote vs the treasurer vote. For the secretary vote, we had the decision but the membership has not even though they had a chance to call in. I think that if I wasn't in the room I would not have voted because I did not have a real say in the decision.

Nate Gordon: We did get one person call in about the vote. I think you are right. The treasurer had a lively discussion. We could have waited until the business meeting but we would have to wait two years.

Jon Bragg: More or less votes in favor for everything. The only thing my staff has contested

Matt Foster: We need to make sure that it's concise and it's not too wordy and not bulleted. People do not fully read the emails. How do we make sure that we give the information that we need to get out? Those that have historical perspective are looking at things in a different lens and may not be effectively reading the email and effectively vote. Conversations a few years ago, major overhaul and some members feel that we are piecemealing things. What messaging are we conveying that we are not piecemealing and we are working to make better organization?

Trish Godino Loring: I support what Matt said. What I struggle with, to be transparent we have to give a long email. That's true everywhere. We should be concise without leaving out important information. It's a real careful balance because I don't want to jeopardize transparency.

David Grimes: A lot of people don't understand why some people vote. I think that is an element that is missing. They may not know how our organization works.

Jon Conlogue: Maybe what we want to think about in our Navigator is how NEACUHO works. We do have some people who read it. I agree with transparency. What I would say that it makes since that our organization is growing and changing. Yes we are going to put changes forward, template of

changes, why it make sense, opportunity make change, resources information, call in discussion, give people opportunity to think about it. Then give a timeline to vote. Just give a bigger window. Email at the beginning, then a reminder email in the middle.

Greg Madrid: I guess that there are a couple of things. We don't have a solid communication strategy. We need to look at how we are communicating. Younger professionals don't get on the list serve. Better communication strategy. How NEACUHO works: there are some things that people don't understand until they get on a board. We need to look at communication as a whole. Why is NEACUHO important, we know but does everyone?

Delmy Lendof: Thinking about the Navigator, making an executive memo that comes out 4 times a year. Executive memo that comes out 4 times a year with what we are working on. The first week, you will send notice about voting. Predetermining the timeline. If there is something urgent, think about could this wait until the next memo.

Eric Benn: Envisioning a consistent looking image kind of like what is on the back of our name tags. Basic language for people to understand. Deadline to vote. People that want details, that information is also included

Shelly Keniston: If the email was concise, had an attachment, more information is included. The conspiracy theorists, most of the people around the table had no idea what we talked about 3-4 years ago. We are doing thing that make sense. Significant shift in our organization. They need to hear that the past 3 secretaries are saying this. I think being mindful that we are focused on the business at hand, attaching minutes of the board meetings in the email.

Nate Gordon: I agree that this is a good lively discussion. I can see the back end. From seeing the institutions, this whole timing wasn't the best. The vote went out in the middle of TPE. I think it's important to know the timing. For our region, a lot of folks are heavily involved. NASPA was happening as well as TPE. Institutional contacts are usually SHO level or have been at this table. I like Delmy's idea, good way to update. It's a double edge sword. Anytime we try to make a change, people are going to be like oh my gosh. We shifted our entire operating year. This is where we are at for the foreseeable future. This is our 64th annual conference. I can tell you money wise this is much more expensive. It was a lot cheaper to be on a college campus.

Brendon Goodridge: Adding on to Delmy, maybe as a board we agree on 2-3 times a year we propose constitutional changes. So 6 months out and the business meeting. They anticipate when that will happen. Better seine of planning.

Nate Gordon: There may be years that we don't need to constitutional changes. This worked out because Sonya's time ends in October.

AJ Goodman: As a DC I almost never receive responses from institutional contacts, usually when I hear from people that it's not institution contact it's from others. Just thinking about who is getting that email, email to the entire membership, your institutional contact received the vote.

Jon Conlogue: Maybe one of the things is that to think about who your institutional contact is. Maybe we should say, maybe look at someone else in your institution. Ask someone who is going to be more connect, and have discussions. Maybe that is something that we should put out there gently.

Greg Madrid: Trying to push institutional contact to be the residence life email. That person is shifting it out to the appropriate person.

Nate Gordon: We had a good discussion, moving forward, working with Jon Conlogue to come up with universal language about constitutional votes. Phone meeting in May and we can talk more.

2. Planning Calendar

Nate Gordon: Back in December we did a planning calendar. Yesterday I sent everyone access to google calendar. A couple things on Google, you have to hover over the date to see the event. A lot of stuff on here. I wanted to bring this up knowing that this is a working document. Take a minute to look over and see if things are supposed to be added. This is going to change as we go throughout the year.

C. New Business

1. NEACUHO Annual 2021

Nate Gordon: Do a joint annual in 2021. This has been in conversation since November. Shelly and Olan are taking the lead on this. Shelly presented her document to us. Shelly will lead this discussion with us.

Shelly Keniston: Olan and my first charge was to think about challenges when it comes to planning our first joint annual conference. How do we split profit, what does seed money look like? Make-up of the planning committee? We are still working with Ken for venues that are kind of central. NEACUHO region but close to the MACUHO region. These are some of the issues. As we go through if there is something we need to talk about more, we can. Are there initial questions?

Nate Gordon: I think this is an exciting adventure. What this could look like. Take some time to look at the document.

Shelly Keniston: 1st issue is do we extend the conference by a half day or a day? There are some times that we give exhibitors more time. We are hoping to double the number of people at the conference. More programming slots. We need more opportunities and options for 500 attendees.

Dave Grimes: What are the extras? What are the thing we do and MACUHO doesn't and vice versa.

Jon Bragg: One are of push back is that there is a higher cost of staying in a hotel and that may affect people being able to come.

Brendon Goodridge: Cost, a lot will depend on how cost effective we can be. Also look at where ACUHO-I is.

Jon Conlogue: Makes sense to extend the annual. A little more time to do more.

Greg Madrid: Going with cost, you feel like you are getting more with a little more cost. It's not going to be that crazy to look at an extra night.

Trish Godino Loring: I am wondering If we have such a big group that we negotiate a better bargaining tool.

Shelly Keniston: You will see later that there are things that they offer and want to keep. Being offered new and different experiences.

Shelly Keniston: Information on how they do it. What does each organization offer their cooperate partners so that will make a difference in pricing. They have a 3 level, we have 4 tiers. We just need to look at that. Conference budget, which organization is going to handle registration. We are talking about the co-chairs being a MACUHO and a NEACUHO person. We would have a pair of co-chairs. We don't have matching board positions.

Greg Madrid: It may make since to do a one year conference website where you do everything from one website instead of between both websites. May be more helpful.

Vinnie Birkenmeyer: That might be up for a lot these questions. How do we wrangle things together? This is going to be unique every time this comes together. Come up with what we are calling cooperate partners for this one year event. There was a questions about creating a joint account so that money goes into that one account.

Shelly Keniston: We did say that for cleanest finances that we would open up an individual account. Both organization put in a certain amount into account by each organization. How do we close out the year?

Ryan Young: I think it would be smart to do separate accounts. Account manager for the accounts. Taxes have to be a thing for both organization for income. Something to keep in mind. I don't know their 501C3 status is, their fiscal year, etc.

Jon Bragg: The biggest thing as a non-profit and the amount of profit coming in this event. If we are drawing in a large profit, we may fall into an issue with taxes.

Shelly: MACUHO does not charge membership fees. We charge membership fees and that sets us up for cost of events. They charge more for their conference, and we start less. They have just a rate, we have a member rate and a new member rate. We have to make some allowances and make changes.

Brendon Goodridge: Registration cost, it would be easier to look at this independently. Waiving member vs non-member. Somewhere in the middle. We can waive that because it is special.

Jon Bragg: This may be the time to look at membership fees. We probably need to look at that and how it affects us as an organization.

Brendon Goodridge: Maybe affect recruitment.

Shelly Keniston: That takes care those with list serve. It eliminates that. Can charge a little more for conferences?

Shelly Keniston: Conference program and schedules. Very similar schedules between both organizations. We need to add program slots. Two different business meeting. We are not going to have a joint business meeting. The banquet, how do we navigate the awards? Talked about doing

awards at our own business meetings, then the bigger ones, are similar. Presidential transitions can still occur jointly at the banquets. They have a MACUHO basket raffle, we have Legacy fund. Everything would be open to everyone. They pick a local charity, basket raffle half money goes to that local charity. We had no one apply for legacy fund. We have given out \$200 this year. We can stand to do half our money to the charity. Keynote, we both pay an honorarium. Between the two regions, we can put some money together for bigger keynote. Experts in residences that they pay. Last year we did time with CHOs and Higher. We can merge these two. Preconference, special guest: who foots the bill. The guest list would shrink because some folks would overlap.

Delmy Lendof: So confusing to think about them and us. It makes me understand if we think about joint conference that doesn't belong to anyone. Committee that handles programming, registration, etc. Think of components of conference. Look at a model that has chair. Someone actually owns a component.

Shelly Keniston: This is the list of the components that we need to see how they blend together or what we are giving up. Everything is going to be co-chaired. This is just the first path. We are seeking feedback. This was the first call between Olan and I.

Antonio Willis-Berry: At the banquet, awards, then split off and do social so that you can go presidential pass off. It's not thinking about what we do and how we do it, but how we be creative.

Dave Grimes: What are the extra incentives for them to beef this up to get people excited to pay more money?

Nate Gordon: What is going to be the draw? Our corporate partners, having them all together. More corporate people and more time with them. SHO institute. Maybe we can use the joint annual for this. It is more intentional. Think RELI for SHO. We'd have a rich amount of presenters. Programs will be much more competitive. Tomorrow we have NPI/MLI, this is another opportunity for mid-levels to have more structured time. Maybe a Mid-Level Institute during this event as well.

Matt Foster: I think that we need to challenge those SHO to attend conferences.

Nate Gordon: Matt has a good point. We have to have SHO people present to mid-levels. Talking about what they want, they need to be courted a little.

Matt Foster: We have a structure. We are not directors, there are a few in the room. The few in the room cannot present all those sessions. Need SHOs to get involved. We tapped our resources locally.

Brendon Goodridge: We do need to be more intentional for ML and SHO. There are still people out there that are not being tapped. Need to tap to VPs and higher. We know we are going to get our New Professionals. Professional development committee needs to start developing those relationships.

Jon Conlogue: Getting SHO involved. Feeding the soul, feeding the brain. This conference will provide a great opportunity for that. That will already be there. Feeding the brain part will be harder. I'm going to programs presented from VPs, Chief financial officers, presidents of institutions, etc. It's giving me new tools for my toolbox. Those are the kind of things we need to start looking at. If you

really want to bring in SHO, bring in a keynote and then have a session with keynote for SHOs right after.

Trish Godino Loring: For my e-board, it's time to do a self-study, they can look at that. SHO liaison I want to bring back. Want to get someone to go out and engage.

Delmy Lendof: Thinking about the hot topics, exploring if it's having a track or a preconference specific for them based on the hot topics. Could hot topic be turned into a track?

Shelly Keniston: Special guest: identified special guests. Do a larger program for our undergrads. Host committee, execute board dinners are they together or separate? The host committee will be mixed committee. Work with 3Ps for their preference. We have districts and they have regions. All those things can simultaneously exist. We both do regional first time attendee meeting. Both do case studies. They have MACUHO Link program and pair up a first time attendee with a returning attendee. Night on the town, depending on where we are, things to think about but having independent night on the town. Exhibitor: The ones to go to both, it's easier, some are for Mid-Atlantic only, and some are Northeast only. We have to plan something fun. Single closing banquet. Both regions need to send best of Northeast and best of Mid-Atlantic. They do Tuesday night committee meeting/ Committee expo. Orientation for each region. Difference in business meeting. What we want to know are there other things that we haven't thought off?

Shelly Keniston: Exhibitor issues: do expand the exhibitor time by an extra half day or day. Giving them a little something more. It's more about the pipe and drape rentals. I thought the exhibitors would like more time instead of less.

Matt Foster: I don't think they would care if some of their time overlapped at program times if they have a longer time with us. Just think about when just the exhibitor hall is open only.

Shelly Keniston: Exhibitor costs, levels of exhibitors. How do we share revenue, etc.? Exhibitor money drives their budget differently.

Matt F: It's easy for us to look at covering cost of booth, etc. We would pay into joint budget, etc. I don't think it's going to be a big problem. There are going to be a few crossover. I like that they give their corporate partners money to annual conference. Does some of the corporate member fees goes to offset cost? We make close to \$20,000 from corporate members.

Jon Bragg: Probably sooner rather than later, treasurers of organizations meet.

Shelly Keniston: I have to share our conference budget, they shared theirs.

Nate Gordon: I think that Matt has a good point with sponsorships. Now that we are in our second year offsite, food prices are so different. Food is what is going to get us. Food is pricy. Using some of that seed money to help offset the cost of food. The more sponsorship for food the better. Join power to sponsor the corporate lunch. Maybe we can do something like that.

Eric Benn: Curious about the exhibitor hall time, it was spread out throughout the entire conference.

Shelly Keniston: We didn't get that far in terms of planning yet.

Matt Foster: Corporate partners in both regions, do they get more? My suggestion is new, they are going to not have to pay some things anyway. If they are getting a free exhibit at the annual, they may want to sponsor more. They are saving shipping costs, etc. I don't know if we need to create a different package than we have.

Meeting in recess 11:55am

Meeting resumes: 1:03pm

1. Conference Sponsorship Opportunities

Matt Foster: Looked back at the last 6 years of sponsorship. List of things that have been sponsored in the past. 2012 sponsorship was \$6200 that was accounted for, it was higher but unknown where. \$17,000 UNH sponsorship money. WPI was an anomaly and can't base sponsorship off of that. Fun Enterprises funds novelty events, instead of giving money they gave free novelties and events that was the meaning of in-kind stuff. True Life actually gave us some funds for events.

Jon Conlogue: There is no way for us to track that? Don't know if we can or should track in-kind sponsorships?

Matt Foster: We should keep this spreadsheet and add something to track in-kind sponsorships. I want to make sure that I definitely know. Portland we brought in \$16,500. For this fall we are aiming for \$15,000 but moving forward, decide if want to incorporate sponsorship money in the annual conference budget. We can comfortably say that \$10,000 is a good number to budget for. \$10,000 is a good number and if they raise more, then great. I feel comfortable that we will bring in more than \$10,000.

Jon B: I agree with that, \$10,000 is a better number. We need to base it off of cash sponsorship. We did not have that level of sponsorship going into September but at the last minute.

Nate Gordon: This is great. Offset the cost of registration for the members.

Jon Bragg: Sponsorship for food price was inflated.

Matt Foster: I don't know if someone will come forward to pay for a banquet. We actually have it as an option and we have yet to have anyone do it. That cost is set at \$5,000. Reach out to companies in districts to cover district socials. Sought sponsorships from institutions. There was a little bit of push back for that. We are not at a host institution, this is different.

Vinnie Birkenmeyer: Host institutions, they are getting the chance to showcase themselves. Now we don't have that, so getting a chance to host a social, so it gives a chance to showcase themselves.

Brendon Goodridge: I think we are going to get into public vs. private, public we would never be able to do it so it's almost like we are favoring one side over the other. If a campus approached and say that but not soliciting.

Jon Bragg: I think we are talking about the worst case scenarios. I think there could come a time when registration is down, \$500 from an institution is helpful. Many institutions, this is not helpful.

Dave Grimes: More comfortable if schools donated raffle baskets, etc. Donating a t-shirt is different than donating money.

Shelly Keniston: I don't see a conflict as another option. I think having it as an option for people that can is just one more thing.

Matt Foster: Are we looking to create policy for this to be included in the annual budget?

Jon Conlogue: I think \$10,000 is a very safe number. I can be more realistic and say \$12,000. We haven't been lower than that. I think that if we talk to be and saw this is what has happened, I don't think \$12,000 is scary.

Jon Bragg: \$10,000 is good. Breakeven. This is how we knew how many registrations we need. Start with lower number

Trish Godino Loring: Second what Jon B. said, I think we go conservative.

Matt Foster: I will look at policy around this. Compass Member money for the year.

Sense of body: For Matt looking incorporating this into budget good forward

Meeting in recess/site visit 1:24pm

Meeting resume: 1:49pm

2. Budget Update

i. New CC/Check Request Form

Ryan Young: Sat down and reconciled every bank statement that we had. September 1st 2017 through current. We have at least some kind of paperwork for every transaction since September 1. The next part of that of reconciliation, Jon is going to look at operating budget. For annual conference some DCs had it out of DC line and some out of annual conference line. Jon and I will do this monthly. More easily follow up. Closed out Residential Operations conference with Antonio recently. Residential Operations had a loss. There was some unexpected costs associated. \$94.00 loss. Close to a breakeven. The EDI conference was closed out. That conference had a \$1080 profit. I went back and looked to make sure had information to close out November RD2B. Started process with March RD2B. If you are hosting something, you should be working with me or Jon to close it out. Expect an email or phone call follow up if you host something. Jon was able to get the new PO Box. We have updated our forms. If you have the electronic version if you would like. Make sure you use the new one.

I have the first tax appointment on Monday. Sept 1 2017- December 31, 2017. In those 3 months there were three conferences including in the annual. I am going to talk to her about filing an extension. Jon will be in a better place next year. The other big thing is gone through financial guidelines. I'm going to set up some time with 3Ps to go through and go over thoughts and ask questions about the guidelines.

Nate Gordon: We haven't had someone in the treasurer position that has been this picky and we need this. This highlights why we need a treasurer-elect. It will be a smooth transition.

Greg Madrid: There are orders from 2013, are we going to try and clean that up. There are "Bill Me's", check requests, etc. I didn't know how this stuff gets cleaned up.

Ryan Young: Any check that I have received from Nov 1 on, I have dealt with. We can go back and make a decision about how to close out that old stuff. That is a goal before transition to Jon. I am trying to learn the system, I didn't get a lot of training on.

Budget as of today: see email.

Trish Godino Loring: Thank you. It has been a lot of tedious work!

3. Transition Reports

Melody Smith: When I was at RD2B I brought up to Nate transitional reports/documents. I feel like a transitional report would be helpful for 1 year positions. If we had those reports, there would be a lot of less learning.

Nate Gordon: We have done transitional reports in the past. We used to have them due at the start of the annual, the new board would come in with old board. I believe Trish is planning to do that. I think that we can go back in and see what we have used in the past for transition documents.

Shelly Keniston: We used to do monthly board reports. We did do transition meetings. Transition reports fell off because people wouldn't do them. Then they went away. There was no accountability. The in-person meeting, because that ensured people sat together. Even the fact that transition reports are coming back up. It just depends on how it is utilized.

Heather Quire: I would offer to put up a template and make sure that people do that.

Nate Gordon: Look at making a draft and send to 3Ps

Greg Madrid: Board report on E-board portal. Archive documents as well. Google doc, some people have access to some don't. We don't have a transition report on the portal but we have the capability to do so.

Eric Benn: There is a template, then during our last meeting, work on it.

Jon Bragg: Expectation standpoint, work has to be done after your position ends. Just because it's the end of the annual conference doesn't mean you are running for the door.

Brendon Goodridge: Is bringing up both new and old boards together, is that up for discussion now? The other thing that a lot of committees have a google drive with its own log-in but I don't know where the log-ins are. That might be something to look into.

Nate Gordon: We can look at doing them together. NEACUHO pays for Tuesday night but I don't want to pay for hotel rooms for the new when they don't take their responsibilities until the end of the conference.

Brendon Goodridge: Transition board meeting, from there, we actually had time to recruit new committee members because we did goal setting in that transition meeting. We didn't have much to

go before the start of the committee. We didn't have the sense of direction to recruit committee members.

Trish Godino Loring: I hear some good ideas, one challenge is not uncommon for people to be in new position in board. Certainly there is value in the discussion. I also see people hopping positions all the time. You can't be in two places all the time.

Antonio Willis-Berry: I wouldn't be opposed to a meal with someone who is coming into the role. That is a better expectation than talking in a meeting. It gives an opportunity ask questions that they would not want to ask in a meeting.

Shelly Keniston: We know that are coming to our roles fairly early. There is an opportunity for people to do a phone call early too.

Dave Grimes: When you turn over half of DC's at a time. Here some sample emails, that will help.

Nate Gordon: We need to have something for transition, so we need to come back up with some kind of structure.

4. Presenter Registration for Drive-Ins

Brendon Goodridge: One of things that came up for mentor recruitment was the idea of registration. Currently only covering meals. One of the things that was challenging was volunteering at an institute but we are asking them to pay to. In past we haven't always asked them to pay. Specialized conferences, the professionals are coming in to teach but only present.

Jon Conlogue: I think if someone is coming solely coming to do work, we should not be asking them to pay for a meal.

Shelly Keniston: Especially if you look at the people who is asking for this, they are not getting anything out of it. We are talking about 8 presenters. We can afford that easily. We have the money, pay for that.

Jon Bragg: We want to set a guideline. Don't want 45 mentors to come and then have to pay for that. We set some sort of number.

Matt Foster: I agree. We are not in conferences to make money, they are for professional development.

Ryan Young: Need to set guidelines. We know the numbers and those are the conferences (RD2B, MLI/NPI) we are talking about. We can look at the financial guidelines, there is a number of sponsorships for each.

Nate Gordon: This is good moving forward. We should do that.

Motion from Matt Foster for Brendon Goodridge to create guidelines for sponsorship and guest presenter at day drives conferences

Second from Eric Benn

Discussion:

Friendly amendment Brendon: anywhere that we are soliciting for people where we are intentionally soliciting people

Second from Antonio Willis-Berry

Matt Foster: That could include preconference for annual for SHO?

Dave Grimes: Experts in residents, how did that do?

Shelly Keniston: Email ahead of time, SHO that were already registered and going.

Jon Bragg: Any special guest are a part of the budget. You can't just invite more people.

Shelly Keniston: So Brendon is going to look at something.

Ryan Young: There are times that we solicited people to present. That is not ok to waive fees so that language needs to be cleared.

Eric Benn: For the people that are coming tomorrow, would they get refunded?

Brendon Goodridge: this would probably be for next year's board.

10 yes-0 no-0 abstained

10-0-0 motion passes

5. Award Monies – Transferrable Funding?

Nate Gordon: Funding that is attached to boards. Money to be used for annual?

Shelly Keniston: We have made a one-time extension of that money. We have said that you can have that one year. We can either do a one-time exception, for some time you don't use the money and the money goes away. The spirit of the award. This is way we have looked at a one-time request.

Greg Madrid: That's the only piece. If we wanted to make something official we would have to change in bylaws.

Jon Conlogue: There is nothing in the bylaws, it does imply, it would be the upcoming but that has never says when.

Jon Bragg: The more flexibility we give the more complex we get. We would need to roll over money, we don't have a process right now.

Matt Foster: I don't know if it's a bad idea to consider the upcoming ACUHO-I or NEACUHO annual registration. If it used within that time frame. It could be beneficial for us to create a timeline. That's when that award is given.

Jon Conlogue: It just covers registration but doesn't give an amount.

Shelly Keniston: In the operations manual it specifies the amount. It's in the past presidents budget. This is one of the things that the awards committee is doing to streamline everything so that everything reads the same.

Jon Conlogue: The Casey James Award has an amount so we have a mix bag of stuff

Brendon Goodridge: Would it make more sense to say that it is expected to use at the next one they are able to attend. Then it would come up for the board.

Jon Conlogue: I'm going to Grinch who still Christmas, when they know what they are applying for. I need to be specific and be consistent.

Sonya Alexander: I disagree. I did not nominate myself and wasn't even aware that I was up for the award until it was announced.

Jon Bragg: my concern would be if they don't like that answer, they can go to the next board.

Dave Grimes: If your institution needs you to stay, you need to stay on campus and now you can't go, that can be a circumstance.

Antonio Willis-Berry: what is the award we are talking about?

Jon Conlogue: Professional development award.

**Motion from Nate Gordon for the Professional Development award be extended to 2019 ACE
Second from Trish Godino Loring**

Discussion:

Trish: If it is approved, in my budget I would have to budget for two of them.

Ryan Young: But technically it has been budgeted out of the current budget

**9 yes-0 no-1 abstained
9-0-1 motion passes**

Matt Foster: Is this something you are reviewing currently?

Shelly Keniston: Yes, there are award descriptions in 3 or 4 different locations so we are streamlining.

6. Foundation Update: none

7. NPI/MLI Update

Brendon Goodridge/Melody Smith: Tomorrow at Roger Williams. Thank you to Danny for being site host. 20 Mid-Level for institute, 36 for New Professionals coming. We spent a lot of time recruiting presenters. Many SHO we have not seen, we have at least 1 VP that has not been a part of NEACUHO. I don't think we need anything from the board. All the mentors have been notified who their mentors are. Mentees do not know until tomorrow.

D. Board Reports

Jon Conlogue: New copy of the Constitution distributed. It needed a lot of formatting clean up. I think it includes all the recent changes made to the bylaws. I think we are up to speed at this point. Happy reading.

Ryan Young: None

Matt Foster: None

Greg Madrid: Anything you need on the website let me know. Everything has been updated as much as I possibly can. Registration for annual conference goes live May 1.

David Ferguson: Any submissions for next Navigator let me know.

Heather Quire: EDI summary was done. Hard drive crashed so I have to do over. RD2B response will close tomorrow. The evaluations are ready for tomorrow.

Brendon Goodridge: MLI tomorrow, once MLI we will start planning Webinar that Sonya will be working on looking at June. Starting to look at Tool kit stuff.

Sonya Alexander: none

Shannon Overcash: 93 members, we are right where we should be 30 MA, 12 Metro NY, 11 MA, 10 EVT, 15 WNY, 15 CT/RI. Following up with membership rosters. Added for departments to have a department email. I started sending out in February a membership booklet with benefits of membership. There was some discussion around certain districts with sizing and spread. MA has a large spread. MA and Metro NY has close to the same number of institutions. WNY is spread out. ENY and Vermont, it's a broad area. Looking at this, I have talked to Nate about this, it's hard to look at redistricting, and I'm going to finish doing all the districts so that we have all the maps. If anyone does need a full roster for institution contacts, positions so if you are doing anything I can pull that information for you.

Melody Smith: New Professionals is tomorrow. RD2B was two weeks ago. RD2B, we were low with turn out. It went really well. We did try new professional's panel. Students gather good information from that.

Sarah Fabianski: Skeleton of Ride share for annual. Hopefully bring more people from my area to the annual. Hoping this will help out a little bit. RD2B went really well.

AJ Goodman: There was a roundtable by Delphi University. Vinnie Represented board there. 5 institutions in attendance. Looking forward to another one. Looking to do another roundtable in June or July.

Zach VanGalder: To fellow DC if we can connect I would appreciate it.

Jon Bragg: Updated the annual budget. There were expenses that were made that were part of the budget but conference chairs were not made aware. Annual co-chairs, there are people spending out

of your budget. We discovered that money was not reflected on annual budget. Conference chair is supposed to approve any spending. It's not great that we find out in March that was money was spent that was not made aware. We still brought in a lot of money.

Shelly Keniston: Operations Manual is still in the same place. If you owe something, please do it. Awards were supposed to be pushed out but because we are making changes, we are pushed back. We are months ahead still. Legacy, I will talk about legacy balance soon. Fire sale tomorrow on legacy items. All that money goes into Legacy fund. I have some of the traditional items. We do have to talk about the new item. We will end up with one new item. We have some recommendations. Elections are open soon. President-Elect, Eastern NY DC, Treasurer-Elect, Metro New York DC are open.

Antonio Willis-Berry: Residential Operations has to hold off doing webinar until after housing selection is done. Residential Operations doesn't get the love that Residential Education gets. Tell them to appreciate the Residential Operations people.

Eric Benn: Working with USM for social for next Friday but it is not working so focusing on Residential Education social in June. Have 4 options. Trying to put a call out for the newsletter. Also asked Maine schools to host an event for next year.

Trish Godino Loring: Working on slate for next year. Anticipating elections. Starting conversations with people.

Dave Grimes: Recruiting, Bard College. Roundtable at the end of February at Brandeis University. Trying to do a roundtable in Western MA. Want to see what Tool kit looks like and not over saturate.

Vinnie Birkenmeyer: EDI gathering and planning for transition report. Thank you for all who attended. Committee has had one meeting and are meeting every 3 weeks. End of April they are prepping for ACE presentation. Book read. Working with Kim and Danny about book read at the annual.

Nate Gordon: Ordered more promotional items. Pens and mints and restocked post-its. Keeper of the promo items. In regards to half way through our time together. Kudos to the entire board. President's phone meeting coming up on Wednesday. When we do regional board meeting all the other regions are impressed. For those that will be at ACUHO-I in Denver, we are doing the social. First hour of meeting, president and president-elect are split. I was on a task force to put in on-boarding for president-elect. We upped our snack order. We asked ACUHO-I to send attendance for past few years and a lot of attendees. Residential Education retreat is up next. Keynote is Ophelia from Fairfield University. Program proposals are coming in, people are registered. RD2B was 2 weeks ago. Got to tour new residence hall. Excited to have Zach as new DC in ENY.

E. Information for DCs to Share with their Districts

1. Remind people to do rosters. We are at about 2000 people on the list serve
2. Remind folks to register to Residential Education Retreat
3. Annual conference program proposals are live
4. Registration for annual opens may 1st.
5. Promote the legacy fund
6. Institutional contact members can put in career center for jobs.
7. Mention elections

8. Committee recruitment coming soon for NEACUHO

F. Adjournment

Motion from Antonio Willis-Berry to adjourn meeting
Second from Trish Godino Loring
Meeting adjourned at 3:24pm

Upcoming Events

Friday, June 8, 2018 – Res Ed Retreat – NHTI
October 3-5, 2018 – NEACUHO Annual Conference, Mystic, CT

Upcoming Board Meetings

Tuesday, May 15, 2018 – Executive Board Meeting – Phone – 1:00pm
Thursday, June 7, 2018 – Executive Board Meeting – NHTI – 10:00am
Friday, September 7, 2018 – Executive Board Meeting – Phone 1:00pm
Tuesday, October 2, 2018 – Executive Board Meeting – Mystic Marriott – 1:00pm