



**Executive Board Meeting
Thursday, February 15, 2018
PACE University Pleasantville
10:00AM-5:00PM**

Attendance: Heather Quire, Brendon Goodridge, Antonio Willis-Berry, Mel Smith, David Ferguson, Sonya Alexander, Vinnie Birkenmeyer, Jennifer Rosa, Danny DiCamillo, Trish Godino-Loring, Dave Grimes, Jon Conlogue, Ryan Young, Eric Benn, Shelly Keniston, Zach Pelletier, Jon Bragg, Tim Touchette, Greg Madrid, Kim Beardsley, AJ Goodman
Phone in: Matt Foster, Sarah Fabianski, Delmy Lendof, Matt Lewis

A. Online Votes:

Motion from Eric Benn to make the Secretary an appointed position on the Executive Board and not elected.

Second from Sarah Fabianski

Nate Gordon brought motion to membership through email communication

24-yes, 11-no, 1-abstain

Motion passes 24-11-1

Motion from Brendon Goodridge to approve the budget for the 2018 NEACUHO New Professional/Mid-Level Institute

Second from Melody Smith

9-yes, 0-no, 0-abstain

Motion passes 9-0-0

B. Call to Order:

Meeting called to order at: 10:24am

C. Approve Minutes from the January 16th Phone Meeting

Motion from Ryan Young to approve minutes from January 16, 2018

Second from Shelly Keniston

Discussion: None

10-yes, 0-no, 0-abstain

Motion passes 10-0-0

D. Unfinished Business

1. Financial Guidelines Review

Ryan Young: Check request for travel, a couple of years ago, organization can support travel at 75%. You do not need to submit your google maps. Encourage folks to carpool. Travel budget under President's line. Once exhausted it is gone. Turn your request in at the meeting. Supposed to be submitted within 2 weeks. We will have the checkbook present. We also do have in the financial guidelines, you can stay in a hotel in a double for free, in a single at a cost. You will need a letter stating that your institution can not cover your cost. It stays on file for the year.

2. Ethical Standards Document

Ryan Young: Task force had a phone meeting. Feedback sought. Included the first part that has our mission on it. Instead of listing out over again, use other documents and refer to them as our guiding documents. Make sure folks understand financial responsibilities in their roles. We also thought that as leadership, be present and active at the meetings. Be able to call in or show up in the meetings and participate. If you are staying over, you should be able to help the events. Helping to move forward with initiatives. Providing support, encouraging your institutions to attend events. Working with the rest of the organization to collaborate on initiatives. E-board should be able to expect things from the membership. This document that will be done annually regardless of how long your term is. The new president would start this on their first board meeting. We want you to make a commitment to the role but we know that life happens, so if someone transitions out and someone new comes in, they would sign this document when they come in.

Tim Touchette: A motion needs to be made

Motion from Nate Gordon to incorporate this NEACUHO agreement for the executive board

Second from Ryan Young

Discussion:

Tim Touchette: This is a fantastic document. It will help to cut down on uncomfortable conversations. We are in a time that everything needs to be on paper.

Vinnie Birkenmeyer: It will help a lot with transition if you are new to the board. This is what I should expect.

Tim Touchette: This in no way supersedes the conflict of interest form. You still have to sign that.

Nate Gordon: This document lives internally, this is for NEACUHO only.

Jon Conlogue: Responsibilities related to the role and be familiar with all financial policies.

10-yes, 0-no, 0-abstain

Motion passes 10-0-0

3. Compass Program

Matt Foster: Reaching out to companies to join, question from Fun Enterprises about sponsorship came up. They sponsor all the fun activities are no cost. Can we list them as a compass member for the year, they tend to be between \$3000 and \$4000. Proposing that we acknowledge Fun Enterprises as a gold member for service rendered.

Nate Gordon: They would be upping their level status, they wouldn't pay the difference, it would be through sponsorships.

Matt Foster: They could give us \$2000 to go to our account and then charge us for \$2000 for entertainment. It's a wash in the long run.

Nate Gordon: How long has Fun Enterprises been sponsoring at the annual conference?

Matt Foster: WPI, they covered everything, it was \$5000, it was a lot of entertainment that year. I don't know if they were at Westfield or not.

Nate Gordon: They have been involved every year.

Matt Foster: They were at Portland and covered their entertainment.

Tim Touchette: We have written agreements with vendors in the past similar to this.

Nate Gordon: When did they reach out to you?

Matt Foster: They reached out about a month ago.

Nate Gordon: He is already committing to the conference in Mystic and they want to be recognized as gold.

Matt Foster: They didn't state a level but I am stating that it's gold

Tim Touchette: Write it up/outline the document that you want to send and we can circle back and vote on it later on in the meeting.

Shelly Keniston: Sounds like that we are going to run into a problem. We are letting them use their sponsorship. How is that different than our platinum level and their sponsorship that it doesn't count? It's not fair. It's not different than Folio and they are at a recognized level. I am concerned in entering a deal and picking and choosing.

Trish Godino Loring: Shelly's question was my question. Not having the same rules as everyone. Don't want to alienate some of our partners.

Nate Gordon: Sense of the body: good idea, let this happen: 0, no, this is not we should be done, abstained: Majority no at this time. What I would have you do is let them know that this is not the direction we will take.

Matt Foster: I wanted to bring it to the board to see everyone's thoughts.

E. New Business

1. Annual Conference Budget Approval

Budget Discussion:

Danny DiCamillo: Transportation is different this year. Meals are pricier this year. We are also missing things this year. Some of the DC socials were covered. Benefit is that the rooms cost a little bit less this year than last year. Meeting room and AV prices we don't have yet.

Jon Bragg: Host committee and the number of folks and limit it to 10-12.

Tim Touchette: Guidelines for host committee is in the manual.

Shelly Keniston: We made two chairs. 12 is what we approved.

Nate Gordon: Circle us back to Portland. Food is more expensive for this year.

Shelly Keniston: Final audit, we made over \$20,000 on the conference.

Nate Gordon: We haven't had this much of a profit since Northeastern. NEACUHO is a non-profit. What we can do is put that money towards this conference. This will cut down the cost of food. We can put money towards food. This will bring expenses down. DC socials with food in the rooms. The budget is based to zero profit. We will get profits in for annual. We can't bank profits. We are only budget to 170 attendees.

Tim Touchette: Coverage from annual would usually go into the reserve. Then pull out of the reserve. We don't need to spend the whole \$20000. The more people that come the more the cost will rise. The total net, is that taking into the account sponsorship? We don't traditionally include sponsorship. You are spending money you don't have.

Shelly Keniston: We didn't get some sponsorships until later.

Tim Touchette: Recommendation is to remove sponsorship from the budget right now.

Jon Bragg: 170 is a good number to budget off of. Assume that you won't get to that number. Most of the cost of the conference is fixed. We found that we were close to breaking even, then the cost got cheaper as people added. It's worth the discussion about grad students and do they pay the same rate. Need to sort out the MAPs hotel room cost. Should that be a part of the annual conference budget?

Shelly Keniston: I absorbed it in my new initiative line.

Jon Bragg: If it continues to grow, it may not be able to stay in the annual conference budget. We were lucky special guest didn't stay over last year.

Shelly Keniston: Is it reflected in the new professional's budget, Annual conference, other places?

Tim Touchette: It comes out of the big budget it just depends on what line.

Trish Godino Loring: MAPS application process, there should be a limit.

Shelly Keniston: Depends on the hotel but we are capped at 8.

Brendon Goodridge: Program originated from ACUHO-I, did we see where they place the budget?

Jon Bragg: NASPA region 1, their version is a huge loss for NASPA region 1.

Matt Foster: I agree with Jon Bragg, grad student rate can be beneficial.

Tim Touchette: Can you update us on the total expense and total net.

Jon Conlogue: We are capped on the number of hotel spaces for this event?

Kim Beardsley: There is a block.

Nate Gordon: We asked if we can expand the block.

Jon Conlogue: Based on everything we know, is there anything that leads us to think that this may be higher or lower than Portland?

Nate Gordon: I think it is going to higher because we will pull in the NYC crowd. I have asked to expand the room block.

Jon Conlogue: I am recommending that we look at all the numbers. All we can do is take our best shot. If we think that we are going to hit high numbers, this location will be a lot more accessible. I think this will be higher. Take our best guess and see where they numbers come out of. This will help to figure out if we need to take money out of the reserve.

Kim Beardsley: Changing it to 200 attendees.

Tim Touchette: When we did this on college campus, just moving those around we knocked it down \$9000. Location is going to give us far more than 200.

Shelly Keniston: In favor of what Jon Conlogue was saying. People panicked to see if this would work and we had over 200. Now that it has work, NEACUHO didn't implode.

Jon Bragg: Hard to project based on one year. Its ok to wait until this conference ends. If we don't hit the budget number, we have that money there. We don't need to decide this now.

Antonio Willis-Berry: Is there places that we didn't spend money on last year that may come up.

Danny DiCamillo: Cost of hospitality suite, that is an additional thing because this hotel will allow for that.

Jon Conlogue: Everyone always guesses low and then we get all these donations, we know we are getting donations/sponsorship. Look at historical averages. To not build in sponsorships, just seems kind of strange.

Nate Gordon: I agree but I think we still need to be safe. Maybe we can start putting it together and look back to see what has been sponsored in the past and what hasn't. When we get into next year, the conference committee folks will have that information. This is all good conversation. We are just in year two of our pilot. There are cool things to do and talk about with being at a conference site.

Motion from Danny DiCamillo to approve the annual conference budget

Second from Trish Godino Loring

Discussion:

Jon Conlogue: Build back into sponsorship. I would build in \$15,000

6-yes, 2-no 1-abstained

Friendly amendment to annual conference budge to add \$15,000 in sponsorship to budget.

Motion passes 6-2-1

Amended budget \$80,578.75

9-yes 0-no 0-abstained

Motion passes 9-0-0

Budget approved

Nate: Kudos to Danny and Kim for budget

i. Annual Conference Schedule

Draft 2 schedule discussed

Nate Gordon: Tuesday night, after dinner I would like to do a Presidential reception with the executive board.

Reception in the presidential suite. Add an hour on Tuesday. Debbie, ACUHO-I president will be coming, Regional director also invited.

Antonio Willis-Berry: Friday: charting your path?

Kim Beardsley: Decided to have panels, people come and ask questions. What is next, talk out career path. How you will take what you learned at this conference back to your institutions. Want them to stay.

Brendon Goodridge: Selection portion can last for a while for programming committee. I don't know if you want to add more time in there. Whoever is on the committee is going to be coming to lunch late.

Jon Bragg: We discussed this last year, its pick your poison, move up early and have less attendance. Awards presented later into the closing.

Trish Godino Loring: We were lucky that the decisions were easy to make. That isn't always to case.

2. ENY/Vermont DC Position

Nate Gordon: Jeff Bickford resigned from his DC position

Shelly Keniston: ENY/Vermont special elections discussed

Trish Godino Loring: Will they be able to run for the term?

Shelly Keniston: When you finish someone else's term you can run for a full term.

Brendon Gordon: ENY/Vermont: where does it officially end?

Shelly Keniston: It is done by zip code.

Nate Gordon: Zip code, Shannon has that on the google drive. Shannon has what is mapped out for each DC. Do we need another DC in MA? I don't know the exact area.

Shelly Keniston: As people nominate, I will make sure that people fall into that district.

3. Awards Committee Update

i. Dr. Chester Titus

ii. ACE Best Of Award Amount

Shelly Keniston: Started to meet with the awards committee. Sabrina Tanbara, Jason Rizk, Jake Goldblum. We are redoing the website and application to make it user friendly. Trying to clarify. There are several different awards descriptions so that has to be cleaned up and everything matches. Sabrina stated, its fine to award at face value, if they are not the perception is that the awards go to the board members. It's the outreach beyond the board that we are trying to get. The first thing that the committee recommends is that we reach out to membership and see if there are award nomination reviewers, they will give feedback, that will give them feedback to make informed decisions on . It's an additional spot to get involved in NEACUHO. Nate sent us a notice that Chester Titus passed away. Discussion that we name an award after him. When the 3 Ps chatted, it should be a higher award. Outstanding service award, awards committee agrees.

Shelly Keniston moves to change the outstanding service to be called the Chester Titus Outstanding service award
Second from Tim Touchette

Discussion: none

9-yes, 0-no, 0-abstained

Motion passes 9-0-0

Nate Gordon: I did reach out to send condolences, reaching out to his family and inviting them to the awards banquet this year. Worked at UVM for a long time before going to Virginia. First President of NEACUHO.

Shelly Keniston: We will fix the language in the description to talk about who Chester Titus was. We have also put out recommendation for Emeritus Status. Chuck Lamb is the only recipient. Carol Boucher and Rene Cordere. It is someone who is retired and was highly involved. They can attend for free. The idea was it was to be given annually, it hasn't given away in 15 years. There is no dollar amount with the best of the Northeast. We have done \$1000 in the past. We have to do more to honor and support them. This dollar amount is up to us. I am asking for an additional \$1000 for each recipient. You still have to account for airfare and food.

Motion from Shelly Keniston to request additional \$1000 from president to past president for best of northeast to support winners

Second from Nate Gordon

Discussion:

Ryan Young: Is this something we can change in the bylaws so that we don't have to vote it every year? Put in generic wording. We know its \$700 for registration for the past couple of years, in the language they are reading they know what they are getting.

Shelly Keniston: It's a \$1000 for each winner. Up to \$3000 so if there is 5 winners, you aren't getting \$5000.

Tim Touchette: Some of the awards are in the bylaws. It is there in the operations manual. It should be a monetary award will be evaluated by the executive board.

10-yes, 0-no, 0-abstained

Motion passes 10-0-0

Shelly Keniston motions to have a one year pilot program to add awards advisory committee to the awards committee to assist in awards review.

Jon Conlogue: advisory group members.

10-yes 0-no 0-abstained

Motion passes 10-0-0

Meeting in recess

Meeting resumed: 1:34pm

4. Residence Education Retreat Budget Approval

Delmy Lendof: Grateful to Trish for work on our behalf. We looked at other retreat changes in the past and the cost of meals. If we did have to pay an honorarium and any giveaways.

Shelly Keniston: Non-member registration number seems high to me.

Vinnie Birkenmeyer: Some people were confused people. That number might be a little higher than I expected.

Nate Gordon: EDI conference, we may not have a lot of members that renewed yet, we would allow folks to attend at member rate.

Tim Touchette: We do not build in non-member rates when building your budget. Change member rate numbers to 60. I would leave this alone and change it to 60 people at \$40. Change \$160 to zero.

Brendon Goodridge: Breakfast is at 50 and change it to 25 people. Half for breakfast.

Nate Gordon: Social for the night before should come out of the DC budget.

Delmy Lendof: Save the date on the website.

Brendon: Conference and supplies Do we not have any name tags?

Antonio Willis-Berry: The ones in the box came from Residential Ops conference.

Delmy Lendof: We can supply some as well if we need be.

Motion from Delmy Lendof to approve the Residential Education budget as amended

Second from Brendon Goodridge

Discussion: None

10-yes 0-no 0-abstained

Motion passes 10-0-0

5. NEACUHO Annual 2019

Trish Godino Loring: Annual discussion

Annual conference in the Albany area. 4 spots. Eliminate 2 spots immediately. Hilton Downtown Albany and the Desmond Hotel are the two are being considered. Both sites available October 2-4.

The committee has chosen The Desmond Hotel.

Motion Trish Godino Loring that we accept the Desmond as 2019 NEACUHO annual conference site

Second from Dave Grimes

Discussion: None

8-yes 0-no 2-abstained

Motion passes 8-0-2

6. NEACUHO Annual 2021

Nate Gordon: NEACUHO/MACUHO joint conference every 10 years. Similar to how ACPA and NASPA do it. We are in a 3 year commitment and then revisit. 2020 is the tail end of that. We agreed that 2020 was too soon, let's try for 2021.

Reached out to the past presidents feedback. Past presidents seem to be on board. No one has said no so far. Shelly is in charge with working with Ken to find a potential location. Looking at the border of both regions. MACUHO e-board is on board and ready to plan. Debbie has reached out to exhibitors already and has gotten positive feedback as well. We talked about having chairs. 1 person from NEACUHO and 1 person from MACUHO. Shelly and Olan have been told that they will be chairing this and exploring the co-chair relation.

Vinnie Birkenmeyer: Content when it comes to sessions, will the money be worth the content, this will bring that level up higher. Folks we typically wouldn't hear from.

Tim Touchette: There are so many positives to this but the logical nightmare is where the money goes. Their finances are very different than ours. We are fiscally ok. It will be fine and it will all work out, but we need to have a solid understanding.

Nate Gordon: That is why I wanted to wait until 2021 so that we could have a better understanding.

Matt Foster: I think this is an awesome idea. I wanted to mention that expectations that we make sure that we have a set guideline and have all those logistics in place prior. How are different pieces going to play out? It would be great to have people work/partner with another region.

Tim Touchette: It could be a chance to bump costs up because they are getting a two for one.

Jon Bragg: My concern is outside of the conference, how will it affect conference memberships. Will they see a lack of value with that?

Nate Gordon: Don't have an answer right now.

Shelly Keniston: We will start to add people. Take each piece of our annual conference and line them up. What concessions needed to be given? Business meetings, compass members. ACPA/NASPA do this, we will ask them how they do this. You have this kind of third set during that duo conference year. We have all of that in mind.

Nate Gordon: This highlights the value between organizations. Another cool way to set forth the charge.

Greg Madrid: Joint conference 10-11 years ago. Benefits outweigh the cons. We can always work through them. There are going to be challenges. People I would never see I got to see. The education piece is amazing. I think there will be so much more to offer.

Ryan Young: Even the smaller scale RELI, the benefits of being together with the networking opportunity. We host together at ACUHO-I, presidential swap, RELI, this is just another way to network. This area a lot of the schools will go the MACUHO because it's faster to get to.

Motion from Nate Gordon for the 3 presidents to explore joint annual conference in 2021 with MACUHO

Second from Ryan Young

Discussion:

Vinnie Birkenmeyer: What is a realistic time to bring this to everyone?

Nate Gordon: By Trish's annual conference.

Tim Touchette: We do not have to go to the membership.

Nate Gordon: Debbie will be at this annual conference.

Tim Touchette: There will be a presentation to the membership at this annual business meeting.

9-yes 0-no 1-abstained

Motion passes 9-0-1

Meeting in recess: 2:55pm

Meeting resume 3:11pm

7. Specialty Area break out

Break out discussion

8. E-Board at RD2B – University of Rochester

Nate Gordon: March 24th. Who can make it up to the RD2B in March? Last year we had to cancel the RD2B due to snow. Hoping for weather.

9. Foundation Update

Jen Hapgood-White: see email.

Nate Gordon: Sent her our upcoming meeting date and times so that she can send us updates

10. EDI Retreat Update

Vinnie Birkenmeyer: Draft of the agenda is in the folder. Guidebook is all set. Highlights: we will start the day in this building. Academic buildings for sessions. Trying out keynote with students. They are coming from Sarah Lawrence. Cathy Raynis Meeker will be speaking during lunch. Identity group break outs. Numbers for registered folks is above 60, around 65. The link is reopened if anyone forgot or didn't get a chance to sign up. We added a social in this year. We are wrapping up at 4:30pm for the social. Snacks worked in to the budget for this. One of the outcomes for the day is the networking. We were trying to get at least one operations focus. We have some folks speaking outside of residence life. Service trips and staffing. Announcing the Book read for this year. Will be giving away 15 books.

Greg Madrid: There are 6 people that signed up that weren't members. One of them is from Pace. Five of them are not from member institutions.

Vinnie Birkenmeyer: I may ask you to present on behalf of the committee to present the certificates to the presenters.

F. Board Reports

Shelly Keniston: Operations manual we had our first board meeting. Talked through a format and outline. They are doing a run through of their areas. The rest of you, you will get a reporting outline for your area. We will regroup at the next in person meeting. Legacy, we did give out 2 scholarships. The committee got the application, they vote if they should be awarded. I have stuff on site with me with a table set up to make some donations and buy items. Next big conference, we will do some blast sales to decrease our inventory. I'm not sure that we will be purchasing new items for this year. That is going to have to be a discussion at our next meeting. Continue to put legacy out in your district reports. Luggage tags we need to get rid of them. Represented NEACUHO-I At All the Above conference.

Eric Benn: 8 members that renewed. Double the amount since last time. Social in April in Maine. Working on creating a newsletter.

Ryan Young: We are starting to get checks from compass members. We did meet at the end of January to talk through financial stuff.

Dave Grimes: Reach outs, 20 schools that renewed memberships. Roundtable at Brandeis next Friday. 5 schools attending that.

Jon Conlogue: Constitution and bylaw changes. Historical information about Chester Titus and seeing what I can find. There are several years of nothing about NEACUHO. Trying to see if I dig up this information anywhere. Logo for NEACUHO, we might want to look at our identity. We weren't always a burgundy color. When you see this on a screen it gets muddy. Maybe look into this.

Trish Godino Loring: I have the email out about hosting an event, will be sending out every two weeks until the schedule is filled. Pretty much the slate is wide open.

Tim Touchette: Reaching out to folks for travel plans for Mystic. Will be making the reservations. Get back to me ASAP.

Kim Beardsley: Program chair Kim Kenniston stepped down, we had to find a new chair, Phillip Coontz will be new chair. Working with hotel to get discount. 20% spa service at the red door. Next thing going live with program proposals for the annual conference.

Jenn Rosa: Right now schools renewed. Sending individual emails to schools that haven't renewed. Social after new professionals at Roger Williams.

AJ Goodman: 10 member institutions in metro NY. Includes one new institution. They will be at EDI tomorrow. Roundtable March 14th. Hopefully getting folks to renew membership.

Vinnie Birkenmeyer: Thanks to Greg for registration and web piece. David Ferguson for Navigator, Brittany Bookman for the template, Nate for answering questions, Heather for working on assessments, AJ for holding all the supplies, we will have a bunch of call ins to start to plan around over the next few months. Proposal at ACUHO-I which was accepted.

Sonya Alexander: No report

David Ferguson: Working Navigator. If you have submissions, articles, etc. send them my way.

Melody Smith: Working RD2B, the logo is a camera "picture your future" registration is live. Working with Sarah and other NY friends. Working with Brendon on New Professionals/Mid-level Institute

Antonio Willis-Berry: More energized by our conversation today.

Brendon Goodridge: Mel and I have been touching base to finalize schedule. Hopefully get the budget out with a couple of weeks or so. Mid-Level survey was sent out. We will be talking more about how we will be using that. We will be tasking committee members for proposals for the annual. Sessions meeting the needs of the annual. Gearing up to start tool kit for the summer. We will do a webinar after midlevel.

Heather Quire: Residential Operations summary discussed. If any DCs or chairs want additional information we will survey them.

Greg Madrid: Website is up to date. Once I get Nate's video, there will be 3Ps on the front page. Working with different groups to get things on the website. If there are things that you want updated, please let me know. We have to sit down with Shannon and see how things are working. Things are going pretty well.

Jon Bragg: Primarily focused on annual conference budget. Close to being done. Expenses are pretty much set.

Zach Pelletier: Reaching out to different schools getting data. I have a lot which is great. Starting to make a bare bones presentation for June.

Nate Gordon: 2021 to explore this more at ACE joint reception. Ordering more promotional items so I am working with a compass member. Site visit in Mystic in April. Things are going well. I enjoyed my one on one chats with just about all of you. Really neat to see our events. Cool to bounce between regions and see what is going on.

G. Information for DCs to Share with their Districts

Hosting an event

Membership renewal

Job posting page on website

Annual conference program proposals going live soon

RELI applications are due March 2nd.

H. Adjournment

Motion to adjourn meeting Antonio

Meeting adjourned at 3:56pm

Upcoming Events

Friday, February 16, 2018 – EDI Retreat – Pace University Pleasantville

Saturday, March 24, 2018 – Spring RD2B – University of Rochester

Friday, April 6, 2018 – New Professional/Mid-Level Institutes – Roger Williams University

Friday, June 8, 2018 – Res Ed Retreat – NHTI

October 3-5, 2018 – NEACUHO Annual Conference, Mystic, CT

Upcoming Board Meetings

Thursday, April 5, 2018 – Annual Site Visit – Mystic Marriott, Mystic, CT – 10:00am

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