



Executive Board Meeting

February 6, 2020

10:00 AM - 4:00 PM

AGENDA:

In attendance: Mike, Trish, Heather, Sonya, Colin, Danielle, Matt M, Sarah, Zach, Kevin, Dave G, Raz, Vinnie, Adam, Johnny, Courtney, Antonio, Matt F, Rose, Garrett, Darnelle

Call to order at 10:05 am

Approval of Minutes from Last Meeting

Motion to approve the minutes made by Trish

Second Sarah

Discussion – None

Vote passes 8-0-0

I. New Business

a. Emeritus Award (Trish)

i. Historically it is something we present at annual, however Trish would like to appoint Cathy Bradford this status at her retirement in March and then formally present it to her at the annual in October.

ii. **Motion to appoint Cathy Emeritus status as of her retirement in March and then present her the award at the conference in October.**

1. Seconded by Sonya
2. Discussion – Matt F, Raz, and Trish all spoke to Cathy's involvement in NEACUHO and her contributions to the organization. Especially when it came to the development of the Compass Member program for Corporate sponsors.

iii. **Vote – Passes 8-0-0**

b. 2020 Annual Conference (Sarah and Johnny)

- i. Have been working on preparing a budget so that it can be turned over to the finance board for approval.
- ii. Dave will be looking to schedule a phone meeting in March so that we can approve the budget and will have the date as soon as possible.

c. Annual Conference Pre-Conferences (Dave)

- i. The original decision was made when Dave developed his slate of programs. This was before the professionals of color and the SHO summit were made pre-cons. So now we have potentially 4 pre-cons so we need to discuss how that will work and when everything will happen at the conference.
- ii. Discussion:
 1. Wide variety of things were discussed including possibly moving one or two of the pre-cons to the end of the conference to spread them out and get people to stay until the end of the conference. If we must forego one or two of the events for this year in order to make enough room, we should make sure to have the Professionals of Color Retreat because it is such an underserved group in higher education.
 2. Decision after discussion was to leave the SHO and Person of Color as pre-cons. Then doing Career Connection style programming blocks like at ACUHO-I. These would be rooms divided out by levels, new/grad, mid, director, SHO etc., with discussions lead by one individual who is in that group, this would be the final session prior to the closing banquet. Allowing a little more time to prepare for the banquet and entice people to stay through the end of the conference.

3. Sense of the body – mostly positive

- a. Concern about not making the money off the MLI and NPI conference and can we afford to not do those conferences.
- b. Since we raised membership dues should we be rolling back on our offerings?
- c. Matt's goal is to bring them back as March events next year and I think it's ok to take a year off.
- d. We can offer the institute type sessions during the conference and label it as that and meet the expectations of the institute without having a separate event.

d. Spring RD2B Budget (Sonya and Abigail)

- i. Sonya Presented the Proposed Budget for the Spring RD2B at Sienna College.
 1. Planning for 40 attendees and 15 professionals
 2. Site is offering breakfast for free
 3. Included travel for chair
 4. Profit of \$560 based on proposed budget.

ii. Motion to approve by Danielle

1. Second by matt F
2. Discussion – none

iii. Vote passes 8-0-0

e. Res Ed Budget (Sonya and Adam)

- i. Adam and Sonya presented the budget for approval.
- ii. Sacred Heart is been awesome and covering an afternoon snack for us for free. Also offering planning committee members housing at no charge.
- iii. Projected to make \$1,820 if not more based on the proposed budget.
- iv. **Motion by Sarah**
 - 1. Second Antonio
 - 2. Discussion
 - a. Non-member rate? Although we don't budget for them but did, we decide on that.
 - b. Yes, we decided on \$70
 - c. Suggestion to connect with and see if Roompact is interested in sponsoring the event again.

v. **Vote – passes 8-0-0**

- 1. Can open registration for ResEd retreat way Early!

f. Budget Process (Sonya and Kevin)

- i. Kevin talked about the adjustments to the treasurer rolls to ease the work load.
- ii. Looking at the treasurer role and seeing if it makes sense to change how the position is structured. Maybe making the position appointed or a longer appointment to provide some consistency to the role. In an effort to help right the ship and get the organization back on track.

g. 2020-2021 Operating Budget

- i. Sonya Reviewed the operating budget for the 2020-2021 year.
 - 1. \$62345 in operating
 - 2. \$29335 in reserve
 - 3. \$9,000 in a new Legacy Fund
 - 4. \$125,259.70 total but it's not all revenue.
- ii. We reviewed each Positions budget and then voted to approve that, with a motion at the end to approve the budget.

1. Motion to approve Presidents Budget made by Trish

- a. Seconded Heather
- b. Discussion –

- i. Were there any changes?
 - 1. Recognition budget was lowered to make consistency across those being recognized. But other than that, there was not much changed.
- ii. Can there be anymore reduction in the board travel line?
 - 1. Would be cautious about lowering it without having Matts Slate solidified yet. Also, might be

beneficial to have for the Joint Conference site visit.

2. Vote - Passes 8-0-0

3. Motion to approve the Past Presidents Budget by Heather

- a. Second by Sarah
- b. Discussion – none

4. Vote – Passes Unanimously

5. Motion to approve the President Elect budget by Heather

- a. Second Trish
- b. Discussion –
 - i. Matt talked about changes. Adding back in the Time and Place line in order to select a new conference spot for 2022.

6. Vote – Passes Unanimously 8-0-0

7. Motion to approve the Treasure Budget Heather

- a. Second Trish
- b. Discussion
 - i. \$100 increase for insurance
 - ii. Are we incorporated in NH? No, we are incorporated in Mass, Leominster

8. Vote passes 8-0-0

9. Motion to approve the membership coordinator by Sarah

10. Seconded heather

- a. Friendly amendment to add the \$1,000 from the president's budget
 - i. Discussion none
- b. Vote passes 8-0-0
- c. Discussion – none

11. Vote passes 8-0-0

12. Motion to approve the Tech Coordinator Budget by Heather

- a. Second by Sarah
- b. Discussion –
 - i. Looking at using YAPP as opposed to Guidebook for \$600 a year with no limits on downloads and all the same features that we use in Guidebook. Matt looking to add that to the budget since we would be using it for all our events.
 - ii. Also, some sentiment to revamp the website and make it more user friendly and accessible and do we need money for that

- iii. Greg, Gary, and Dave have a call to discuss the website this coming week
- c. **Friendly amendment to add to the Tech Coordinator budget, \$8,000 for YourMembership, \$599 for the Yapp subscription for a total of \$8,599. By Matt F**
 - i. Seconded Sonya
 - ii. Discussion – none
- d. **Vote passes 8-0-0**
- e. Discussion – none

13. Vote passes 8-0-0

- iii. Matt F recommendation to adjust the numbers to \$20,000 for Corporate revenue based on where we are projected to be at for next year, bringing the budget to \$44,000

Motion to table until after Lunch by Antonio

Second by Trish

Break for lunch at 12:15 pm

Meeting Resumed at 1:15 pm

- 1. **Friendly amendment to add the \$20,000 to corporate revenue by Matt F**
 - a. Second Sonya
 - b. Discussion –
 - i. With new proposed budget we would have a deficit of \$6,516.
- 2. **Vote passes 8-0-0**
- iv. **Vote on Budget – Passes 8-0-0**
- h. 2020-2021 Slate of Events (Matt)
 - i. Looking for feedback without giving specific dates. No Dates given due to working with MACUHO to complete a site visit.
 - ii. Matts Recommendations
 - a. ResEd webinar first conference right after annual in the beginning of Nov
 - b. Combine RD2B 1 with ResOps - December
 - c. January Toolkit series online only
 - d. EDI Retreat - February
 - e. NPI and MLI with RD2B 2 - March/April
 - f. ResOps Webinar - May
 - g. ResEd - June
 - h. Onboarding Webinar - July
 - i. Toolkit Series in August in person and virtual
 - 2. The reason for combining the RD2B's with another conference would be to also be able to provide something for the professionals who are

bringing students. Helps with travel for the board as well. Hopefully plan to keep those on a Friday is possible.

3. Discussion-

- a. NEACUHR also does student conferences during the week so we like the combining of RD2B's with other offerings. We like given the professional staffs the opportunity to attend something while at RD2B in stead of just attending with their students and not getting much out of the day.
- b. Tool-Kits in January and August can be difficult to navigate around training times
- c. Suggestion to move ResOps to February further away from the annual to allow for more time with vendors and develop better relationships.
- d. Moving EDI to Nov/Dec with RD2B to better engage our paraprofessionals in those important conversations.
- e. Should we be looking at solidifying our slate of events for the year prior to the annual so that we can make a bigger push for registrations at the annual. Possibly incentivizing multiple registrations.
- f. Can we offer our registrations for the year at the annual? Or even earlier and offering an incentive for registering for multiple conferences

i. 2021 Joint Conference Chair (Matt)

- i. Matt proposed appointing Thomas Tressler-Gelok Director of Residential Education & Retention Specialist at Wagner College
- ii. **Motion to approve the appointment of Thomas Tressler-Gelok as the Joint Conference Chair by Matt F**

1. Second Sonya

2. Discussion –

- a. Matt F Outlined the role and the responsibilities and starting Monday February 10, 2020 and working on the conference until its completion. He geographically is located near the site for ease of travel.
- b. His NEACUHO involvement has been limited, he is currently on a subcommittee for the strategic plan and has been on some other committees and has applied to a couple positions. He is very excited about getting to talk with the membership and bringing back the NEACUHO home feel that some would say we have moved away from.
- c. Some concerns about his lack of involvement in an annual conference prior to taking this role. Understanding that this is

going to be a huge undertaking and will his lack of experience draw attention from other things and affect everything else by having more work going into the joint conference. How can we better support him?

- d. As an organization taking on a joint conference and a strategic plan in the same year was a huge undertaking and maybe one that we shouldn't have done, but we did, and we chose Matt F to lead us through this process and we will all need to support one another to make it through the next two years.

3. Antonio moves the question

4. Vote 8-0-1

j. Joint Venture Agreement (Matt)

- i. Matt F reviewed the Joint Venture Agreement for the Joint Conference with MACUHO. Making an official agreement to do the conference together. Matt Drafted this agreement with MACUHO's Vice President (their President Elect)
 - 1. Joint Chairs have power of purchase and reimbursement once we have an approved budget.
 - 2. 50/50 percentage interest. Both organizations have agreed to add \$5,000 seed funds
 - 3. Agreement ending date ending October 31st or the date at which all debts are paid which ever comes first.
- k. Profits would be a 50/50 split as the original agreement when we agreed to conduct the joint conference.
 - 1. The reason this is problematic is that we collect membership dues and have that revenue coming in. MACUHO does not, their members just pay to go to conferences. So, their annual revenue is solely from conference profits. There will need to be more discussion about how the split is going to need to work. In talking with Shelly, Matt was able to find out that the original agreement with Shelly and Olan was a 50/50 split.
 - 2. Consideration of adding a stipulation of assessing the profits after the conference when more information is available.
 - 3. We need to understand where MACUHO is willing to give, what we are giving and what we all have to gain.
 - 4. If we are both putting in equal amounts, then we should reap equal reward.

I. Calendar Our Year (Dave)

- i. We reviewed the upcoming calendar from February 2020 through November 2020

m. EDI Update (Darnelle)

- i. 51 attendees from 10 different schools.
- ii. Darnelle talked about the different offerings that EDI is going to have.
- iii. Still under budget so we should be making money on the event.
- iv. Kudos for all the work Darnelle has been doing and changing up the schedule as the weather has been uncooperative.

n. Board Member Updates

- i. Heather - Res Ops Assessment Packet was completed. At Trish's request a Senior Level/SHO Survey went out on 1/27/2020 (may or may not have results assessed in time for this E-Board meeting), EDI Evaluation is ready to go. A pre/post-test are being done as well for the conference.
- ii. Adam - We have completed our budget proposal and timeline for the Residence Education Retreat and have created a series of subcommittees to work on planning and implementation. We also have created a professional development subcommittee that will focus on identifying opportunities for members to write and present. Finally, we are working on creating a list of resources for the webpage.
- iii. Colleen - 1. Compass Membership has launched for the year. New Gold membership is New England Woodcraft! 2. Please look at the corporate partners Google Doc and put your name down for any partners that you'd like to be a board lead for. 3. Working with Johnny and Sarah on exhibit fair for Niagara. Please send any ideas you have for the exhibit space my way
- iv. Matt M - The feedback from ResOps was positive overall, with some constructive criticism sprinkled in. Examples of this are having the schedule out further in advance, trying to cover different topics, and lunch being too long. All pieces I agree with. I have an attendee from ResOps who is planning on writing a review for the next edition of the navigator. I am currently reviewing the assessment to decide who had the best presentation for ResOps to offer them guaranteed spot to present at annual. I plan to have that go out shortly after the board meeting.
- v. Vinnie - Metro-NY Updates: - January: 2 Membership Renewal emails sent o General opening/welcome back email to members. Recruitment email sent to all schools in Metro-NY who are not members of NEACUH. February: Calendar of events to membership schools will be sent as soon as we receive the new members lists. March 18th Call-in discussion on RA Selection Processes Discussion. April Drive in TBD at NYC school.
- vi. Danielle - Next Issue will go out the first week of March. Submissions will be due to neacuhonavigator@gmail.com by Tuesday, February 18, 2020 at 11:59pm. Major themes that people can focus on: RA recruitment, Selection practices, Supervision, Training review, Technology in training, EDI Conference Review, ResOps Conference Review. I'll take any submission regardless of topic, though! If anyone has any position updates or things they want highlighted, send it my way to be included! Especially if there are updates from districts!

I want to start a "Navigate the News" section of the publication where we talk about trends and articles that come out to reflect on what is happening across the country. I may start with an article of my own outside of my welcome letter and

discuss a national higher education topic and then open it up for more article review. Outside of the Navigator I also want to start a NEACUHO Book Club. If anyone has thoughts on if this should be more social or work focused, let me know and I'd love to collaborate and have one book per quarter or so to then have thoughts and reflections on the book in the Navigator to resend out.

- vii. Raz - Constitution Review on March 13 at 10am at WPI or via Zoom. Creating History documents: RE: history of RD2B; etc.
- viii. Dave G - Johnny, the MACUHO President and I are continuing to have our monthly calls to discuss the business of both organizations. We have discussed open invitations to our members to each other's Annual Conferences. Our Regional President's Calls have been moved to Mondays and we will be receiving information regarding NHTI funding soon regarding any of our members who may have applied and have been accepted. For members who may have submitted proposals for ACE, notifications go out on Monday via the Presenters Portal. As part of looking at Treasurer responsibilities for the future as well exploring solutions for the continual managing of the finances of the organization, Kevin and I are researching specific options that may be out there to suit our needs that we hope to report to the board down the line. Worked with Sonya to make sure that the Insurance paperwork was submitted by their specified deadline for processing.
- ix. Sarah and Johnny - Annual conference planning is starting. We are meeting with their co-chairs and have had 2 full committee meetings. Most are in planning stages at this point. Our big focus is on the keynote and the transportation right now. We are looking forward to locking in a keynote to use it in our advertising. Further, NASPA Region II is also using the same location for their conference this summer. We are having communication with them to collaborate and hopefully use their experience to also assist us in our conference!
- x. Kim - As of 2/4/20 we have 62 schools who have renewed their membership with us. The breakdown for districts: MA- 20, ME & NH- 8, ENY & VT- 4, Metro NY- 13, WNY- 5, CT & RI- 12. The breakdown per size of institution: Small- 14, Medium- 20, Large- 14, XL- 10, XXL- 4.

I have been working with the DCs to gather rosters for their districts. That way their first point of contact is the DC. Once they upload the roster into the Google Doc, I created I will add all members to the Listserv. I plan to send a 'Thank you for choosing NEACUHO' email to all institutional contacts by next week. I also created a brochure, but I plan to break that down into my email because it will be easier to read.

Additionally, we had several school's membership expiration dates that were listed incorrectly (i.e. 2022, 2023, when it should be 2021). I have checked all institutions who have renewed. We also ran into a small hiccup where institutions who chose the 'Bill Me' option received the wrong invoice with last year's membership rates. I have been generating new ones as they are brought to my attention. I also am managing I don't know my username or password requests.

- xi. Tim - I just returned from our ACUHO-I Foundation Update meeting and I'm happy to report that NEACUHO reports a 300% increase in fundraising and we had our best year in 11 years! The Foundation is thankful to the region and they look forward to what we have to contribute this year. Our region was also used in a presentation about the cycles of giving and how it is possible to turn things around with the right approach. I was honored and presented our Executive Board Commitment program. With that said I will be reaching out to each of you in the next few weeks to set up a

- time to connect. After consulting with Dave, we have decided to carry the highly successful 100% Eboard contribution program forward to this year's board. The momentum is real, and I want to keep our region at the top! Thank you all who contributed last year, and I look forward to connecting with you about what you can do this year!
- xii. Garrett - Since our last meeting, I've been learning more about our event registration back end, troubleshooting some EDI registrations, and learning more about how my role works in tandem with other positions.
 - xiii. Zach - Continuing with outreach for membership renewal.
 - xiv. Courtney - -Gmail set up: neacuho.wny.dc@gmail.com Thank you email sent to member organizations that renewed membership. Working on sending emails to institutions in district that are not currently members to share the benefits of membership and trying to encourage them to become members. Working with members in WNY to update rosters. Asked for member interest in planning socials/professional development webinars specific to WNY district, have not yet gotten interest/feedback but will ask again in email that goes out after Eboard meeting.
 - xv. Chuck - I have been working on assisting the Membership Coordinator collecting rosters for schools in my district that are members to ensure accurate records for the listserv. Additionally, I sent a communication to all schools that aren't currently members to consider membership and to reach out to me with any questions they might have and to let me know how I can assist.
 - xvi. Greg - We have been working with Kim, the Membership Coordinator as well as Sonya and Kevin, the Treasurer and Treasurer-Elect on membership issues. I am finishing up manuals for the Membership Coordinator and Treasurers, but because of some things on campus at SHU I got a bit behind. Dave, Garrett and I am meeting next week to work on updating the look of our website.
 - xvii. Matt F - Thank you everyone for healthy debate and discussion.
 - xviii. Trish - Legacy Sales at EDI
 - \$75 - Jacket AND T-shirt or beanie or fanny pack
 - \$50 - T-shirt AND beanie or fanny pack
 - \$25 - beanie AND fanny pack
 - New item - Navy NEACUHO t-shirt
 - SHO Survey back - SHO are looking for sessions on Strategic Planning, Facility/Operations, Retention and Budget.
 - Nominations for Elected positions will open on March 22nd - Think about your next move!
 - xix. Kevin - I have been working on supporting the treasurer in their role and finding ways to make what we do more efficient and effective. I am working on taking and processing all credit card requests and Sonya is handling the processing of check requests. I have also been working to check and manage the PO Box for NEACUHO now located in NYC. In addition, I have been working with Kim and other members to help support schools with any membership or billing issues that need to be addressed. As the role progresses, Sonya and I are working to further divide and support the role to make both Treasurer and Treasurer - Elect as efficient and supportive as possible of both roles and finding new ways to do things within these roles. Also working with Sonya on trying to find new locations (if possible) to file taxes to allow more flexibility.
 - xx. Eric – created a Gmail so they will come from that email.

- xxi. Mike – Webinar options and Toolkit ideas.
- xxii. Antonio – reaching out to members and non-members to get more people than last year
- xxiii.** Darnelle – Thanked lots of people for different things. Committees, we talk about them in October and then we don't talk about them ever again. So, do we need to have something online so people can open at any time. How do we get more involvement?

II. Next Meeting's Agenda:

- a. Strategic Plan

III. Items for DCs to report to their districts?

- a. Spread word about committees!!

Motion to adjourn at 4:08 pm by Antonio

Second by Matt F