



**Executive Board Meeting
July 12, 2006
9am-Noon
Springfield College, Springfield, MA**

1. Call to Order 9:16 a.m.

2. Approval of June 2006 minutes

3. Officer and Committee Updates

A. President- Terri-A. President- Terri Panepento

1. Attended ACUHO-I Conference and met with the Leadership Council. Discussion included:
 - ~predicting attendees and costs for receptions
 - ~New Task Forces for ACUHO-I
 1. Technological Issues
 2. Curriculum/continuing educationMembers for both task forces are needed; interested persons may contact Terri for more information.
2. The Organization has new stationary – letterhead, thank-you notes and blank note cards available for use by Elected Officers and Committee Chairs
3. Technology Coordinator: 7 individuals are in the 2-stage application process. An appointment will be made in the coming weeks.
4. Email voting: Section 4 in NEACUHO Binders. This will be reserved for standard issues such as approving minutes. Issues that require debate will be presented at regularly scheduled executive board meetings.

B. Past President-Jon Conlogue

1. The election process will have a new time line that

concludes by mid-February. This will allow adequate time for any run-off elections and provide more opportunity for smooth transitions of board members. This may be coordinated with the Committee Chair Appointment Process. A more detailed report will be provided at the September meeting when those involved with both process have had a chance to meet.

2. The Scholarship and Awards process will also have an earlier time line along with more advertisement to encourage nominations and applications.
3. Constitution and By-Laws: A full review will be completed throughout this year. Anyone interested in assisting with this process may contact Jon for more information.

C. President-Elect-Sabrina Tanbara

1. Working on Operations manual (financial guidelines, some constancy from year to year) what needs to be passed on so we have everything written, our traditions and time lines will all be written in nothing too restrictive,
2. Working with Annual Conference bids, looking to have conferences bid done for 2 years out for long term planning

D. Treasurer -Jeff Horowitz

1. Please look at 3 forms handed out: personal speakers form, deposit form most come from committee/membership chair, invoice receipts for conferences adds to your packet.
2. Shred all out forms, see CD for new forms

E. Secretary –Carol Sacchetti

1. Please make any changes to roster
2. Minutes out in the next month

F. WNY DC-Chuck Lamb- no report

G. ENY DC Amanda Dubois- Not present

H. ME/VT/NH DC-Katie Orlando- No report

I. CT/RI DC-Michelle Eichengreen-No report

J. MA DC- Josh Hettrick-

1. Mass Leadership having social on August 3rd at Bentley College, 7 professional organizations hosting event

K. ACUHO-I Eastern District Representative Peter Galloway-Not present

L. Membership Coordinator-Jen Hapgood-

1. We currently have 1 member institution
2. In your binders there is a list of demographic questions that are asked on the membership forms that may help you out
3. Membership fees for the year are \$60/\$80/\$100

M. Technology Coordinator- TBD

N. Parliamentarian- Paula Randazza-No report

O. Annual Conference- Dennis Proulx-

1. Passed out tentative schedule and budget for E-board feedback
2. Committee meeting on July 21st, working on scheduling events and Meetings, working with the budget, and figuring out if Tech person should also be the Tech. Coordinator
3. Changes to the schedule were given to Dennis on Committee Fair, committee meetings, and keynote. Please give him any further changes that you find

P. Corporate Relations-Rene Coderre-

1. Rene spoke of his goals for the committee to implement the corporate affiliate plan, work on corporate partners (currently have 4 partners of which 3 are returning), looking to have educational and corporate associates as members
2. Working on Brochure for program, looking to have the brochure and information completed by August 1st for feedback and September 1st sending information out.

Q. Media and Publications- Tina Tormey-

1. Set deadlines for articles to the newsletter
2. Let Tina know if you are going to have a liaison to her committee to write newsletter articles

R. New Professional Development- Jana Jacobson-

1. Is Jeff Horowitz still in responsible for conference registration? Yes
2. New Committee Initiative to get CHOs involved in representing under-representative people

S. Professional Development-Pam Peter-

1. Looking to secure location for Spring Drive in

2. Working on on-line professional development for those people who can't afford to attend conference, looking at E-Board to lead

T. Program-Shelly Keniston- :

1. The committee will look at a Programming database for all conference programs
2. Shelly is creating a format for this information and will report back on what she creates

U. Residential Operations-Jen Paulin-

1. Residence Operations Conference is December 1st at Onondaga Community College

V. Risk Management and Judicial Affairs- Jessica Lang- nothing to report

W. Social Issues - Jodi Bailey- not present

4. Goals for 2006-2007

1. We spoke of our goals for our specific committees during the caucus meeting on July 11th
 2. In September board reports, please submit goals with a basis in tech/recognition, planning, and efficiency
 3. A Calendar for 2006-2007 meetings, events and board reports will be sent to you in the following weeks
 4. Board reports will be due to Terri 1 week before the board meeting
 5. Conference dates need to be solid by July 24th
 6. Membership information will be out on August 1st and due to Jen on October 1st
4. Budget submittal process- Jeff
- Jeff send budget deadline for today, how does the process worth, so that we can make budget approval, we have the September meeting to approve the budget
 - As budgets are prepared, try to make judges, what are your goals in what you want to accomplish, show this in your budget. Look at last year's budget information for more information for your position/committee
 - We have new initiative line that will assist position/committee

-Hidden cost line---can your institution pay still put it in so if that is not the case for everyone.

- NYU will provide their books by August 31st

- *Wednesday, July 19th budgets are due back to Jeff*

5. Unfinished Business

Business Partners as presenters- Sabrina

- Looking at Corporate Affiliate plan and having partners and affiliates at our conference, what do they pay

- Corporate Relations to make recommendations to presenting conference.

-Anyone could submit budget to presenters included and not charge them

6. New Business

Financial Proposal-

-The financial task force and Jeff Horowitz met after the annual conference to talk about people that are invited to present at conferences, had time to talk about it. - Each conference would be allocated money to bring speakers to their conferences, goal is 2 things---have conference break even and it also helps to have conferences making profit to lower there costs, or you can loose money and lower costs

-Have constituency plan for new initiatives---you have proposal and rational As an example, if you are looking at RD to be, you want 20, we are only giving you 15 extra would need to be in conference budget

-We want to base on a zero budget when we didn't have money, we are offering a lot of events that we did not offer, we are trying to keep costs down and our financial situation is better in year's past; but what about the future. We should be looking at our corp. folks to have these paid for, most conferences run on shoestring budgets

- We are a conservative conservative, a major population doesn't agree, most people remember when it was like years ago when we had no money, we need to try and protect ourselves and we don't have to jump and change things

Motion 2006-07-01: I would like to make the recommendation that the following line be added to our budget called *5004 Professional Development*

Here is my proposal based on last couple years of figures for expenses -

includes honorarium/lodging/meals New Professional Drive In Conference

\$500 Operations/Vendor Trade Show Conference \$200

Women's Renewal Retreat \$250

Each RD2B Conference \$300 (which is 10 faculty at 15 dollars for

registration cost and 15 dollars for meal costs) 4 RD2B Conferences \$1200

Spring Drive In Conference \$500

Mid Level Institute \$400

Annual Program Committee \$1000.00

This total would be \$4050

Contingency \$450 (Contingency would be for other conferences that are being proposed this year not thought about) making it 4500.00 in the line for new conferences etc.

Second by Rene

Motion 2006-07-01 Vote: 8-0-0 Motion Passes

Rising Star Scholarship-Terri

-The winner of this year's Rising Star Scholarship had to pay out of pocket for late registration charges due to late notification.

Motion 2006-07-02: I move that we fund an additional 200 dollars towards the 2006 rising star scholarship winner.

Second by Jon

Issue of Scholarships and costs to Jon's committee

Motion 2006-07-02 Vote: 7-0-1 Motion Passes

Past president fund- Chuck

- If you look in binder in section 7, there are 42 past presidents and there are currently 12 active people. Discussion had on what involvement should be and we should reach out.

-The Past President Fund has yielded \$54 dollars in interest

Canada-Jon

- working on the Canadian issue

Electronic voting-Terri

- see your binder for information on Electronic Voting

Historian/Archivist-Raz

- Will have proposal for next meeting

Constitution Updates- Jon

- Anyone has suggestions please talk/send email to Jon

Demographics for Membership Applications-Jen

- If you are interested in working on these task forces see Jenn

Minutes: Carol will finish call for vote, they will be approved through electronic and the DCs can send them out.

Committee Task force on Recognition and Involvement

Task force: Sabrina (chair), Tina and Jess and Michelle

Suggestion to have committee members who have been on committee for awhile from any committee (cap of 3 people)

Separate task force for standardizing definition of presenters

-spoke of at the Spring Executive board meeting

- All chairs of conference bearing committees will serve on this task force and Chuck (Pam to chair this task force)

Jon: I move that we approve additional 250 for the 2006 ACUHO-I reception
Second Chuck

Motion 2006-07-03 passes

Financial task force looking at discussing surplus funds

- It was decided that the Financial Task Force will look at the surplus funds. This task force is made up of Ann Marie Przywara, Chuck Lamb, Jodi Bailey, Shelly Keniston, Tina Tormey, Tom Wozniak, and Trixy Palencia

7. Announcements

a. Tentative conference dates:

- i. 10/20 New Prof
- ii. 11/18 RD2B x2
- iii. 12/1 Res Ops
- iv. 1/19 WWRR
- v. 1/27 RD2B x2
- vi. 2/16 Spring Drive In
- vii. 3/23 E-Board Meeting

b. Newsletter submission deadlines:

- i. 9/15
- ii. 12/15
- iii. 3/15

Sabrina: can people presenting at Nexus meet with Sabrina at lunch

Jeff: how tentative is deadline for the spring, only not tentative date is spring drive in and spring RD to be location/date

Pam: ACUHO-I Announcement—Syracuse University is Living Learning Conference Oct. 15th-17th registration is live and hotel rooms are going at the speed of light

8. Things for the DCs to report to regions

- Newsletter deadlines
- NP Conference 10/20
- Membership materials to contacts on Aug. 1st due on Oct. 1st

9. Adjournment

To Do List:

7/15- Newsletter liaison to Tina

7/24- Dates for the following solidified and submitted to Terri:

- Membership
- Elections
- Awards
- Committee Appointment Process
- Committee Member Applications
- Conference Registration Dates

- Calls for Programs
 - Annual Conference benchmarks
- 9/15- Goals for positions/committees (included in first board report)

Respectfully submitted

Carol Sacchetti