



**Executive Board Meeting
Tuesday, July 28, 2015
Conference Call ~ 2:00 PM - 4:00 PM**

A. Call to Order at 2:04 PM

Roll Call: Josh Hettrick, Tim Touchette, Shelly Keniston, Dave Grimes, Thomas Kelley, Katie Wright, John Zocco, Trish Godino Loring, Jen Gould, Allison O'Donnell, Emily Schiavoni, Joe Murphy, Jay MacDuffie, Nate Gordon, Brendon Goodridge, Paula Randazza, DaVaughn Vincent-Bryan, Brittany Bookman, Michael Guthrie, Cat Kellman, Brian Bishop, Stephany George, Anna Morreale, Rene Coderre, Matt Lechter, Jon Conlogue, AJ Goodman

Unable to Attend: Robert Vass, Darese Doskal, Mike Hamilton, Shannon Valverde, Kohya Lu, Sonya Alexander, and Beth Moriarty

B. Approve Minutes from June 16, 2015 Executive Board Meeting at Worcester Polytechnic Institute

Dave: I move to approve the minutes

Tim: I second

Raz: Entered into record

C. Unfinished Business

1. 2015 Business Meeting Feedback

i. Support for this year's initiatives

ii. E-Board Restructuring

Josh: Continuing from business meeting, I was talking notes down on feedback. If everyone doesn't remember, following Structure and Governance not passing, Jen Hapgood-White asked the board what we were going to do to get the strategic plan back on track. Structure and Governance was an aspect of year 2 of the plan, we are now on year 4. There was good discussion on what members are looking for in regards to continued conversation. 2 proposals haven't passed in past 2 years, there was discussion about dropping it. In each vote, 50% or more of members did feel that the proposal was strong enough to be passed. We didn't hit 67, but there was clear majority. In that breath, we are going to continue looking at some of structure pieces proposed in past couple years. My plan instead of another task force, we have a large and experienced board, there's benefit to sit down in each meeting to figure out how to move forward as a group. We take the opportunity to have a conversation and how to move forward in comprehensive way. Breaking up both governance plans and utilizing 2-3 different motions before membership at next Annual. There was some disagreement regarding some aspects and some agreement around others. At end of the year, we have something of substance to give to members to vote on. Any thoughts or comments to try to make sure to hit right away and process through.

Discussion Included: communication to members to make them part of the process; utilizing the marketing coordinator and a variety of mediums; regional discussion; the risk involved in presenting another motion for change - this would be a third failure; taking a year to pause and refine versus trying to push another change through; possible survey to the membership to see where the support lies;

Josh: What I will do is sit with Shelly and Tim and go through everyone's thoughts and figure out next step forward and email everyone about that and how we want to progress forward. If folks can respond to questions or thoughts in that email, I would appreciate it.

2. 2014-2015 Assessment Task Force Recommendation

i. Appointed position - Assessment Coordinator

ii. Charge of this position for 2015-2016

- 1. This position will be responsible for implementing the recommendations of the Assessment Task Force in order to develop a comprehensive assessment plan. This position will collaborate with members of the Executive Board to develop the assessment plan which will be presented to the membership for their approval at the 2016 Annual Conference. This position reports to the President.**

D. New Business

1. E-Board Lines of Communication

Josh: Wanted to go through our communication for coming year to make sure we are effectively communicating with each other. Our ability to communicate with each other is important. I'm sending you what I'm thinking for the upcoming year. 3 Ps will communicate on a regular basis. Marketing/Media working closely together. RMLI are often writing articles and putting things out for membership so those 3 working together and working with Tim. Committees putting on conferences, Shelly will utilize them to plan for next year. DCs working with Nate to make sure recruitment is as strong as it can be and making sure we have a strong push for membership in an intentional way. Tkay has been Technology Coordinator and is more familiar with the site, Brian and Steph working with him makes sense. Annual Conference Chair, Corporate Relations Chair and Programming Committee chair have to work together to pull off Annual and I can walk down the hall to work with them. Please make sure that if you have any questions you copy the 3 Ps so everyone is on the same page.

2. Finance Committee Approval

- i. NEACUHO Bylaws p. 6, 1., Section 5., c. The Treasurer shall: Chair the Finance Committee made up of one elected officer and one appointed board member as well as three additional members. Ideally the six person committee is representative of each of the six districts.**
- ii. CT/RI - Richard Bova, Brown University
Eastern NY/VT - Joseph Murphy, Skidmore College
MA - Thomas Kelley, Worcester State University
ME/NH - Trish Loring, NHTI, Concord's Community College
Metro NY - Debra Ferguson, Dominican College
Western NY - Rose Piacente, SUNY Oneonta**

Tkay: This year, we have 3 weeks to review budgets. Starting the week of August 31 we will assign budgets to committee members. You will receive a call from a committee member (September 7-11) to clarify and gather information. The committee will review each budget line by line. During the week of 9/14-9/18, the committee will look to see where to make more cuts if needed and end with proposed balanced budgets for board. Finance committee will reach out September 21-24 to explain changes or updates to budgets. The next part is committee itself. They are listed on the agenda. Bylaws says Treasurer should chair Finance committee, ideally 6 people representing each district, 1 appointed board member, 1 elected board member. Any questions or discussion regarding this?

Joe: Move to approve the committee as proposed by Tkay

Nate: I second

Raz: Any discussion, please speak now. Unanimous decision.

3. Financial Guidelines and Procedures

Joe Murphy: A lot of payments and transactions after June report, in particular, Annual Conference expenses. Still working with Mike Hamilton to finalize and close the year. We will reopen September 1 to accept money for FY 2015-2016.

Tkay: E-Board and Committee Chair budgets: All budgets are due August 28, 2015 which is the last Friday of August. Before then is excellent. If you have questions about last year's numbers, you can email myself or Joe. Finance committee will reach out to everyone and put out recommendations. The EBoard will have the final approval of budgets.

Anyone who has an outstanding bill that needs to be paid by check should complete a check request form with 2 elected officer signatures. Moving to credit card usage. This form is pretty similar. Shows where being used, address, amount, last 4 digits of card, whose budget, purpose and 2 elected officer signatures. The 3 P's, Treasurer, and Parliamentarian have NEACUHO cards for business operations. The final form we use is an invoice, which are typically created by the website, but we are able to produce paper ones as needed. For folks who are holding conferences, you'll probably have blank ones of these so that they have a receipt for payment. I'm going to bring up the Financial Guidelines. They were last updated 1/9/2015. Important for everyone to take a look at these. Any questions, let me or Joe know. Travel reimbursement, if going beyond 200 miles for NEACUHO, there's procedures for that. We repay mileage up to 75% at \$.34 a mile. Meals has a reimbursement policy listed in the guidelines as well.

4. Budget Process 2015-2016

- i. Differences from previous years
- ii. Approving 2015-2016 Conference Rates
 1. RD2B
 2. Fall Drive-In Conference
 3. Res Ops Conference
 4. Social Issues Retreat
 5. Spring Institutes

Josh: One thing that I wanted to for Conference budget process was to identify rates much earlier than in the past. **Past rates:** \$25.00 participate & \$10 chaperone for RD2B (3 years no changes). Drive-ins \$45, \$55, and \$50. CHO Institute/Mid-level between \$30 and \$65. Res Ops \$25 member and \$250 corporate. 3P's will discuss and could call for an electronic vote as early as next week.

5. Pro Forma Schrader & Schrader - Corporate Partner Status 2014-2015

Josh: For those that don't know, they have been a sponsor for nearly 20 years. They were sponsoring before plan was put in place. They didn't meet 2013-2014 financial obligation due to the declining health of the company CEO; it has since been taken care of, they attended the Annual. Communications from the organization and the company were not as strong as they should have been. In an effort to mend and continue the relationship, would NEACUHO consider a proposal to put this year's \$600.00 payment for their booth towards their partnership for the coming year and return them to the \$2250.00 rate (paid in 10 monthly installments) moving forward so we may celebrate 20 years of partnership? It's a measure of good faith with a long standing corporate friend.

Discussion Included: It is a kind gesture for years of dedicated services; it's a focus on relationships which are so important to NEACUHO; they have helped us to create our corporate plan; we need to set up a plan to stay on track in the future; we are not set up to track payment plans and other arrangements that have attempted in the past. Historical problems that have some board members concerned. Comparison to MyFavoriteStudent set up and making too many exceptions.

Josh: I move to approve Schrader and Schrader as Corporate Partner for the 2014-2015 year at the \$600 fee they paid for the WPI Annual Conference.

Shelly: I second

Raz: Up for discussion, write your name in the chat.

Discussion: paper contract with signatures needed; detailed plan needs to be outlined; upping from \$600 to \$1000 for this arrangement; instead of 10 payments; make it 2 or 3 larger payments. Will other CP feel they are getting special treatment? Debate on the multiple options and varying views; in the end, the motion stands as stated

Vote:

Metro NY - Yes

Western NY- Not on call

ME/NH - Yes

Massachusetts - Yes

ENY/VT - Abstain

CT/RI - Not on call

Treasurer - No

Secretary - Yes

President Elect - Yes

Past President - No

Raz: 5-2-1, Motion Carries

E. Appointed Board Member Reports

1. Annual Conference - Jen Gould & Allison O'Donnell

Jen: Since we saw you at Annual Conference, we have finalized host committee chairs and subcommittee members. Working with Josh on refining schedule. Looking at 5 interest sessions to get through everything and still give people time to prep for banquet. Keynote potential: Matthew Schuck, lineage is through Res Life and Student Affairs; was MACUHO keynote. He is very interested and not just coming in for keynote, but being engaged during entire conference. Would do interest sessions and even case study judge. Do have to talk money, have \$2000, at MACUHO, they were able to give him \$3500.

2. Corporate Relations Committee - Emily Schiavoni

Emily: I have sent out evals to corporate affiliates. Response has been low and Kathi and I have been chatting about going back to paper forms. A few glitches to look out for infuture years. Next up, reaching out to Corporate Affiliates, and talking to Shannon about Res Ops Conference

3. Historian - Joseph Murphy

Joe: I'll email any questions to folks

4. Marketing Coordinator - Michael Hamilton - Not on call

5. Media & Publications Committee - Jay MacDuffie

Jay: Reached out to committee and hoping to have first issue out by September.

6. Membership Coordinator - Nate Gordon

Nate: Spoke with Josh about recruitment efforts. In lame duck area where we are not taking any payments now. Compiling materials to give to DCs to reach out to districts that opening up portal on September 1.

7. New Professional Development Committee - Brendon Goodridge

Brendon: Reaching out to committee by end of the week and getting RD2B stuff by end of August.

8. Parliamentarian - Paula Randazza

Raz: Sending out email before week's end to get details on the eboard retreat at Westfield 9/24-9/25. Looking into overnight accommodations, what we may do for a social and any other special needs we need to consider.

9. Professional Development Committee - DaVaughn Vincent-Bryan

DaVaughn: Have basic goals for year and what to share with committee once formed. Working with past chairs to see what past goals were and any historical documents.

10. Program Committee - Brittany Bookman

Brittany: Over the next month, going to start dividing tasks, in lame duck period as well. Do want to point out, that I did transition to UAlbany.

11. Residential Operations Committee - Shannon Valverde - Not on call

12. Risk Management & Legal Issues Committee - Michael Guthrie - No updates

13. Social Issues Committee - Catherine Kellman

Cat: Getting an email together for those interested in committee and having goals by next time we meet.

14. Technology Chair - Brian Bishop

Brian: Myself, Tkay, Stephanie start training to start transition to this role. I transitioned to Nichols College.

15. Webmaster - Stephany George

Stephany: Brian covered it!

16. Corporate Affiliate Review Task Force - Rene Coderre

Rene: Would like to get as many volunteers as possible to join me on this task force.

17. Events & Offerings Task Force - Kohya Lu & Anna Morreale

Anna: Was able to connect with MACUHO President and was able to get some helpful budgeting info for how they kick off annual.

18. Para-professional Development Task Force - Matthew Lechter - Had to leave call

19. Regional Affiliate Working Group - Beth Moriarty & Jon Conlogue

Jon: Have started our work. We had our 1st phone meeting. Key Question from now through December 2016 is: How do ACUHO I and the regional associations work together to provide the best services and preparation for the professionals in our field? Where do we think field is headed, what's important, what needs to be addressed. Board contact is JoAnne Goldwater for us. We have proposed budget for face to face meeting in October. Think it will give us a boost to start talking about some of these things face to face.

F. Elected Officer Reports

1. CT/RI District Coordinator - Robert Vass - Not on call
2. Eastern NY/VT District Coordinator - Katie Wright - no updates
3. MA District Coordinator - John Zocco - no updates

4. ME/NH District Coordinator - Trish Loring

Trish: We had lapel pins at conference that were well received. Since conference, I sent thank you notes to delegates thanking them for choosing NEACUHO. Working with Cat and Social issues on behalf of some of my delegates, young professionals of color, looking for more networking opportunities. Already getting some good feedback from that.

5. Metro NY District Coordinator - AJ Goodman

AJ: I am new to the board and happy to be here!

6. Western NY District Coordinator - Darese Doskal - Not on call
7. Secretary - David Grimes - No updates

8. Treasurer - Thomas Kelley

Tkay: One thing I forgot to bring up earlier: Joe and I talked about exploring PO Box option. In talking with Joe regarding getting mail for Treasurer duties, sometimes folks omit name and just write NEACUHO. We brought up idea of exploring a PO Box option in Worcester. Fortunate to have one less than a mile away from campus. We'd be looking at \$132 annual cost.

Raz: I support that plan. If our mail goes to our official address which is our lawyer, even if they open and forward, that's an expense far greater than the cost of PO Box. I think that's the way to go moving forward for our business address.

Joe: I move that we get a PO Box for the Treasurer

Brendon: I second

Raz: Any objections to PO box in Worcester? No objections, unanimous

9. Past-President - Timothy Touchette

Tim: Working on closing out Annual Conference books from WPI. Excited to work with you all this year.

10. President-Elect - Shelly Keniston - Not on call

11.

12. President - Joshua Hettrick

Josh: Reinforcing what Raz cited, 9/24-9/25 retreat at Westfield. Starting at 1 PM on the 24th. Start early. Friday and hope to end mid-afternoon to have early enough time to travel home. Will be emailing chairs to connect to host liaisons.

G. Reminders

H. 2015-2015 Calendar of Events

1. E-Board Conference Call, July 28, 2015
2. E-Board Retreat, September 24-25, 2015 - Westfield State University
3. RD2B, October, 17, 2015 - Siena College
4. E-Board Meeting, October 22, 2015 - Quinnipiac University
5. Fall Drive-In Conference, October 23, 2015 - Quinnipiac University
6. Res Ops Conference, December 4, 2015 - Southern New Hampshire University
7. Social Issues Retreat, January 15, 2016 - Skidmore College
8. E-Board Meeting, February 5, 2016 - Dean College
9. RD2B, February 6, 2016 - Dean College
10. Spring Institutes, March 25, 2016 - Worcester State University
11. E-Board Meeting, April 8, 2016 - Tompkins Cortland Community College
12. RD2B, April 9, 2016 - Tompkins Cortland Community College
13. E-Board Meeting, June 7, 2016 - Westfield State University
14. 2016 Annual Conference, June 8-11, 2016 - Westfield State University

I. Adjournment

Tkay: I move to adjourn

Trish: I second

Meeting adjourned at 4:06 PM