



Executive Board Meeting
June 11, 2016

Meeting called to order: 9:04 a.m.

In attendance: Shelly Keniston, Nate Gordon, Joshua Hettrick, Thomas Kelly, Sonya Alexander, Kim Beardsley, Jim Sherman, David Grimes, Trish Godino Loring, AJ Goodman, Darese Doskal, Jeff Saint Dic, Laura Crouteau, Casey Wall, David Ferguson, Michelle Carvajal, Brittany Bookman, Kristin Murphy, Jon Bragg, Heather Quire, Shannon Overcash, Stephany George, Joe Murphy, Greg Madrid

Missing three people this morning due to prior commitments, Jason Rizk, Catherine Kellman, and Timothy Touchette. We currently have quorum.

1. Meet the Board

Introductions:

Name, what you do in your work life, something fun about you, what is your role on NEACUHO board

Joe Murphy, he, his him, historian, Skidmore College, Area Coordinator, on board for 7-8 years. In role brings history, data from financial, membership numbers, parliamentary fill in as well, training materials, collector of data and information for Shelly, passing around a contact sheet, will be sending out an email with fun favorites later on this week, I'm a runner coming off an injury first run since his injury, training for a third marathon, likes to hike a lot: Adirondacks.

Trish Godino Loring NHTI in Concord, New Hampshire, Director of Residence Life and Auxiliary Services, serving as District Coordinator for Maine and New Hampshire (2nd year). Lives in New Hampshire about to live in Concord currently buying a house, I love my animals, three cats and a dog and just getting rid of our farm.

Darese Doskal Director of Residence Life at Tompkins Cortland Community College (TC3) not allowed to use that anymore. Been there for 8 years, second year as Western New York District Coordinator, this is second time in role, A lot of time with 2 kids ages 11 and 16, likes to travel, roller coaster junkie, going back to Orlando to see Harry Potter World.

Brittany Bookman: Retuning Program Chair, University at Albany as Apartment Coordinator, lying in bed watching Netflix, excited for Orange is the New Black, loves cooking, TV, enjoys animals, two cats.

Jim Sherman: Eastern New York and Vermont District Coordinator, Assistant Director at SUNY Plattsburgh be there forever, loves to bike.

Michelle Carvajal: Assistant Director at SUNY Purchase, has been on board previous at Connecticut/Rhode Island District Coordinator many moons ago. Outside of work has 2 year old, thinks campus is his playground. Avid yogi try to practice three times a week.

Greg Madrid: He, Him, His, Sacred Heart, Assistant Director Residential Life, Webmaster, been around forever, big Red Sox fan

Heather Quire: Assistant Director at Hartwick College, Assessment Coordinator, in the Berkshires lives with partner, kayaking, in season cheering/recruiting on weekends.

Jon Bragg; Merrimack College Assistant Director, he, his him, Risk Management Chair, son Owen 7 years old, didn't make the fun run son won the fun run,

Jeff Saint Dic: he, him, his, Bridgewater State University Resident Director, strengths training, eating all types of food will try anything once, enjoys traveling.

Laura Crouteau; she, her hers, Annual Conference Co-chair, Fitchburg State University, this is favorite time of year, likes to be warm, likes to read, let son run around in backyard and I will lay on hammock

Sonya Alexander, Secretary, Area Coordinator at Fairfield University going into my fourth year there. Classically trained musician, I'm leaving here to go play a gig. I play flute.

Stephany George: she, her hers, Newberry College Area Coordinator, Technology person, anything to do with technology, for fun I like to do crafts, quilt, crochet, knit, and haven't found a craft I can't do.

Dave Grimes; Assistant Director at Northeastern been there a year and a half in July, he, his him, Massachusetts District Coordinator, love trivia, Greek mythology, currently doing improve classes, looking to do my first show in a year

AJ Goodman: he, him, his, Assistant Director at Manhattan College, Like to sit on coach and watch TV. HGTV WWE Network, Metro New York District Coordinator starting a full term now first.

Kim Beardsley, she, her hers, Assistant Director at UCONN in my 4th year, Connecticut/Rhode Island District Coordinator, was interim DC then became official, first full year on the board, love the ocean, 4 year old son, just got a Rottweiler puppy

Casey Wall: Director of Residential Services at Worcester Polytechnic Institute, Corporate Relations Chair, in addition I'm assistant softball coach at WPI, do Instagramming, love Legos, love hashtags, 4 animals each with their own hashtags

Nate Gordon: He, him, his Assistant Director of Residential Education at UCONN, President-Elect, enjoys traveling especially cruising, enjoys the ladies: Celtic Women, seen them on tours front row center

Shannon Valverde: going back to maiden name Overcash last name, Director of Residence Life at Dean College, Membership Coordinator, she, her, hers, 2 kids 5 year son, 2 ½ year daughter, reading, crafting

Kristin Murphy: Director at Fitchburg State University Residential Operations Chair, 4 year old and 2 /2 year old they keep me busy. Shannon went to grad school with me, likes a good bargain, yard sales, thrift store, kids like to dig and find things in yard sales

Josh Hettrick: Assistant Director for Housing at Westfield State, he him, his, Past President, 5 ½ and 2 ½ year old, favorite things to do is bowling, been bowling for 25 years December bowled first 300 game.

Thomas Kelley: Assistant Director of Residence Life at Worcester State University been there for two years 9 days 28 minutes, he, him, his, Outside of work I do NEACUHO, out of NEACUHO I do work, have a wife at home, no hobbies anymore, read occasionally I'm a slow reader so I don't finish many books, been up since 5 am, I have an allergy to mushrooms, favorite beverage is coffee drink a lot during the day and I'm the treasurer

David Ferguson: He, him, his 1 ½ years at Quinnipiac University as a Resident Director , Media and Publications chair, likes to visit college campuses, collect pennants, officiating my best friend's wedding this weekend

Shelly: Associate Director of Residence Life Bridgewater state University, been there 15 years, she, her, hers, I'm the President, so excited. Outside of NEACUHO and work I love being by the ocean, I love visiting niece and nephew, I love seeing movies, going on adventures, I appreciate you all being here. I have no living things in my apartment and so I will try to get you all out of here.

2. My style in this role, monthly reports, phone calls, etc

Tend to be direct or loud too sometimes, I don't hold a lot of punches, can unintentionally put people off and sometimes can offend people and never my intention. TK is a good balance for me. Never intent. Sometimes my passion for something takes over. Wants this to be an open meeting, everyone has a say everyone contribute, we are going to meet more often but not often in person. I will email this out as well to for you to put in your calendars as well. More connection is important. Monthly reports: people did them at the last minute or late and people truly didn't read them. Monthly reports are not beneficial, what is more helpful to me is that I'm going to have more individual contact with people. Following up with timelines that for me is more important. Give full reports on phone or in person. It provides more buy in when we get to conferences. Communication will be more effective that way. Phone calls: more frequently with some depending on what is coming up. So that we are in communication and you feel supported. We are going to talk about roles and expectations today. This year we are not going to be using monthly reports

3. Expectations of you, of me, of us

I think this is important. We can revisit this as well. Some people may need more time to reflect. We are going to do some initial expectations today

Expectation of each other.

If you have an expectation jot it down now

Shelly expectation of the board:

Do what you signed up for. Everyone has a job description, you know what you signed up for, you know what you ran for, if those aren't happening, then I need to be put in check. Make sure to follow through. Our positions here represent the people out there. I do care about personal life, I understand that life happens, so if someone has an emergency no one is going to be like "this person didn't show up." If it becomes consistent it's a problem. People need to be present in order to get the work done. My initial is rough around the edges sometimes, just general my loudness. I do want the feedback, I want people to come to me if you feel like you need something, to be involved in the process, let me know what you need, if you feel like you need something

Expectation of president:

Casey: Biggest things is accountability. I get personal life gets in way but tell people. It directly affects our membership and all of us professionally and as an e-board.

Nate: Accountability. Have communication with our members.

Kim: Feedback, please give us feedback.

Josh: I love the tone that you are setting with the phone calls and conversations and meetings. This is going to be great making sure that we stay on top of things. There is no such thing as over communication. Communication is key.

Casey: Communication, can we please make something that is different than the list serve from the board.

TK: Communicate outside of email and phone, get creative with it. Identity is important, we are more than the e-board, we are professionals, lives outside of this, I want people to know who you are, have fun with it and energize our folks.

Kristin: Happy you took a lead role with annual conference. You are decisive. Committed to thinking outside of the box. Decisive and innovative are my two expectations.

Shelly: If people have things about working with each other or in this group say them.

Heather: collaboration. Better of the bigger picture

Greg: Leadership with FLSA where is NEACUHO going to sit with all of our members, only have 6-7 months to get in order, maybe something from us, we are committed to helping with this, something we need to commit to this.

Jon: Plan on doing webinar on it. We need to collect information on it. Figure out from our membership on what people are planning to do, Poll membership and collect data and see where people are at.

Shelly: Our hope is to be at a webinar in September on FLSA

Casey: Transparency on structure of the board, know who to report to. Some of the stuff for us as a board: Trust the process, a lot of time we want to do things quickly but we don't trust the process it is important as a board that we follow bylaws and constitutions. We have to be okay with that. Everyone is busy, understand that everyone is busy and respect people's time. Engage the people at your home institutions. You have a unique opportunity to share with those at your home institutions, good to get folks interested. We need remember the foundation of the organization, if people need help with something, there are people who have been involved, don't be afraid to ask for help. Re-engaging the past-presidents, there are a whole host of past-presidents, if you ask them they will come and do things. I think we are afraid to ask because we don't know them, but just ask them and they will come.

Shelly: All you have to do is reach out. A past president corner, article to the newsletter, past president's corner in navigator.

Casey: They want to be re-engaged.

Josh: Now going off campus, we will see many more coming out of the woodwork.

Shelly: We can invite them to first annual conference off campus, past president summit and those things

TK: accountability. Who we serve and why we are here. Membership declining, we owe those folks. Holding events, putting out Navigator, there are a lot of people that we may let down. Now that we are expanding our offerings, we need to do more, because there is a gap that is our responsibility

Shelly; if you are sitting here at the table for the first time, if you have an expectation say it. You don't just have this conversation today and never revisit it. Expectations can change. We are going to continue to do this because it is part of working as a group, how we work together.

Nate: This year is my 7th year on the board. We have a lot of uncomfortable conversations, we need to be ok with uncomfortable conversations. That doesn't mean that outside of the board we talk about the person.

Shelly: it comes down to disagree with respect. My title doesn't grant me much more power, this room has to be together. When we leave the room we support it no matter up.

Joe: Please feel comfortable to speak up, everyone has a voice in here.

Shelly: It's ok to disagree. If you feel strongly in your role that the vote is no, then vote no. When we call for a sense of the body, we want to know what our collective opinions. It really is about where our minds are. So speak up and share an opinion. If you agree with something, it's ok to use ditto rule

Casey: Discussion about issue there were about 6 people who didn't have voting rights in the vote, their DC voted for it. Challenge that if you're in voting position, think about people they represent. I do corporate stuff so if you have a good relationship with a partner, please cultivate that relationship, its ok that others talk to that corporate partner.

Jeff: when working in a team, we are all on the same page. Not all of us are going to agree. Not a fan of calling out in front of everyone. Rumor and gossip never help a group out. Once that starts affecting a team, it will start affecting the members as well, they may not be your best friend, just cut off rumor and gossip. Once we are able to stop this, we are able to be seen as one.

Shelly: It's not personal, I just didn't like the idea.

Josh: I've seen boards in the past where appointed board members don't get a vote so I don't have a voice, never think that you are appointed that your voice isn't equally as powerful. Make sure you share your thoughts and opinions

Dave: Respect each other work. It may feel like you put all this work, respect that someone put hard work into it, assume best intention.

Joe: We are working for the greater cause. We are not just working for ourselves. Teamwork aspects. We all have different things. Recognizing that we all have different functions here. We are going to a conference center and we do not have student workers. Great way to start getting on a committee, we should be volunteering outside of what we do. Attending a webinar, sharing the ideas and work. It's not about doing everyone, this is volunteer, just teamwork and offer assistance.

Joe: It's ok if you don't feel comfortable to speak up. If you need someone to speak for you, do that, there is no judgement at this table. Feelings stay in this room. Just don't feel like you can't be heard. If you are feeling that way, reach out to someone on the board find an ally.

Jim: Ditto to what Josh and Joe said, as a voting member I rely on the folks that have been around and the appointed members, please speak up. I would rather hear from you

Joe: Don't hesitate to stop and ask

4. E-portal

Shelly: We have an e-board portal that holds documents and information, Stephany is going to walk us through some of the functions. Walk us through how to log-in. She can create logins

Stephany: Update the board. Some people don't have pictures so please send an email before I stalk Facebook and Twitter. I someone notices something is not correct please email me.

Josh: We should add Jennifer Hapgood-White on webpage as ACUHO-I Foundation Board Representative

Shelly: also add Matthew Lechter

Stephany: Everyone should have access to e-portal, it's the same sign in as your website sign in. To get into eportal, click on portal on website, then sign in. you are able to edit your profile. This does have financial material. File library has constitution and bylaws, etc. I do keep the website updated. Please let Stephany know right away if your log in does not work. Stephany.george@newberry.edu please email her. Everyone's name on the website has their email on it.

5. Joe Murphy: Historian Roberts Rules, collect data
1955 University of New Hampshire first NEACUHO conference.
Became official in the 1960's, 1955 a group of housing professionals met. We pre-date ACUHOI.
AUCHO is the head overseer, the mothership organization.
The host site was typically where the president was.
In 1990s the board came up with precepts, which were the first constitutions and bylaws. 2001-02 they had more in person meetings, Gary Bice JR. put together the 8 page document that are now our bylaws and constitutions.

Shelly: I was going to suggest that everyone read the constitution. I have a printed copy with me. I try to print the stuff. Good knowledge. You are representing this constitution. It all applies to you. To know it and use it in our processes. We will be called out on it. I used it the most for annual conference stuff.

Joe: I read the constitution before every board meeting. With the constitution, there are new things we do that are not in the constitutions and bylaws its ok but when it becomes consistent then we need to look at changing constitution.

Joe: Late 2000's NEACUHO begin working as non-profit, we became non-profit but then got rid it of. We are a business. A lot of board have liability insurance. We became incorporated organization/business. Making sure we have insurance in line. Making sure incorporated status is in line. TK works with taxes. Hard to find someone to do higher level taxes because we are a small organization but we are still working on that. 2011-2012 Non-profit. Legacy donations to 5013C. Every 10 years we do a self-study. Did one 2010-2011. Check with membership on how we are doing.

Shelly: We are in our last year of implementing of strategic plan. Calls for us to review our successes and achievements with our strategic plans but it can't be one of us. Need someone with history and power to get past presidents to respond. Look at Chuck Lamb. In Nate's year starting self-study the way the cycle works.

Casey: Working with Chuck lamb to create self-study and have it ironed out.

Josh: Seem more reasonable to have 5 year plan every 5 years and not take time off from that. We don't need something to put together to radically change but need to adapt to changes. We don't need to wait that long to start doing things again.

Casey: There are things that didn't get accomplished because they failed. Need to continue to look at those while we get ready for self-study.

Shelly: It becomes irrelevant. What people thought they wanted didn't change, the members didn't want it anymore.

Joe: it's ok to fail. It's okay if we don't accomplish something at this table. Must give 100 percent try.

Joe: This is not a formal meeting, Tim will make a speakers list, raise hand and make eye contact with him. Votes: we are a nonprofit board, we do need to have a formal process with financial with this. Roberts Rules of Order. We work as a team. Tim will help bring us back in our conversations. If we are going far too long we will call to question. To add something to agenda, contact Shelly and have her put on agenda. Emergency interruptions: hardly happens but for points of clarification. When you want to make a motion: Secretary minutes example. Motion to approve, Tim will ask for second, call for discussion, edits, call to votes, yay, nay, abstention, we need to make sure that we have quorum. We need 6 to make quorum. President does not vote unless needed. She is the 11th vote
We are very collaborate, we need to hear everyone's voice. We all represent different regions. Everyone has ability to give input and feedback, not just voting members. General questions refer to the tip sheet. That is how the meeting will run.

Shelly: Back of nametags will have what you say for examples. Has translation. We get the wording and the minutes right and try to follow the process. Tim will keep that order.

6. Event Line up 16-17 and meeting schedule

Event Line up

RD2B: October 15, Sacred Hart

Fall Drive-In: October 14/21

Residential Operations: December 9, Western New England University

RD2B spring: April 1, Northeastern University

EDI: February 17, Manhattan College

New Professionals Drive-In/Mid-Level Institute: April 14, University of New Hampshire

What do we do in between: ACE: June providence, RI. We can be creative. People start thinking what else. New Ideas, different ideas, does this still work. Some will be webinars. More that happen in the six month gap. Can we do something with RAs. Maybe in June can we do something after graduation.

Josh: Maybe a pre-conference with ACUHO-I since it is in our region. July is a big vacation month, August is training month.

Shelly: Committee meeting day to one-day thing. Be creative.

Annual Conference October 17

CHA Institute: October 17 at annual conference

E-board meetings

June in person at annual: June 11, 2016

July phone meeting July 18 1p-3p

September 16, phone 10am-12pm

October in person at fall drive-in location 10am-5pm

December in person at Residential Operation Drive-In December 8 WNEU 10am-5pm

January phone meeting January 20 1p-3pm

February in person meeting at EDI site February 16 at Manhattan College 10am-5pm

March phone meeting March 21, 10am-12pm

April in person meeting April 13 UNH 10am-5pm

May phone meeting May 17 1p-3p

We will add more for the summer 2017-one at the hotel site

Annual conference meeting October 2017

My board meetings 10am-5pm; we will get food. We can do hotel if people are coming from far away.

To get the business done, we need the time to make this happen. I don't want to feel like people are rushed. I have feeling that we will be talking about the annual conference a lot. There will be an annual conference planning committee.

We will add more meetings at meeting in January. This schedule will be emailed to you.

a. Annual conference discussion/planning

b. Filling the gaps

We will come back to this. Determining what those annual conference positions are. They are no longer the same. We are going to go forward. Annual chairs will work with Stephany to make annual conference committee apps. Need to know experience, institution support. Position descriptions. We are going to do research about Region I and their positions, MACUHO have a list of position that exist. What are those but we have some that are predetermined. We have an annual conference document. Some will now be null and void. It is now kind of expired. That will be a project later. We don't know the process until we make it through the process.

Annual chairs: Registration, dining, special events, programming and corporate, social media, special projects, special guests, CHO/past presidents early offerings, hospitality, volunteers, sponsorship, researched Maine to look at local area to make it more Maine encompassing, transportation, mentoring, finance.

Shelly: A program similar to STARS, SALT and stuff like that.

Casey: List is great. I think that sponsorship should be overseen by corporate relations chair, we need to make a system to make it less confusing.

Laura: We were thinking of more the Maine local stuff for example LL Bean.

Casey: we need to have this in sync.

Joe: Casey is the one that is the person that will look at this, there is now a committee with corporate relation that can have group focus on that.

Brittany: constitution explains the program committee overseeing the keynote, the language in our bylaws is not exactly what we are doing. The keynote was explained in another position. Is this stuff that goes back to program committee? Might be something to look at changing the language.

Shelly: We will need to make constitutional and bylaw changes at the end of the year. If we are going to clear it up, we need to clear it up entirely.

Joe: We need to reassess now that we are going to off site. Some of the positions on board will not be needed.

Josh: Spoke with Brian Medina if this change moved forward, we send a delegation to MACUHO Annual conference. We are starting to mirror MACUHO, they have so many things in place, and they can be a massive resource to use. This is really a massive structural change. Allison and Jen have a lot of feedback.

Shelly: Only Jeff is going to be able to go to MACHUO. Determine if there are other positions that need to go to MACUHO.

Shannon: Ditto to what Joe said. Next steps: get the list and go through constitution and look at where things fit and what we have established already.

Casey: We need to be cautious with restructuring board without the membership. Program committee chair in constitution is to provide programming at all conferences and not just annual. We need to make sure we follow that.

Jim: We don't recreate the wheel. We use MACUHO structures, get access to their bylaws.

Josh: Constitution states Program committee is annual conference. Conversation to have about programming at all conference. Discussion to have if Program committee handles all programs at all conferences. Valuable with making that change.

Nate: Annual conference we need to bring back up membership year. What do we need to do to make that happen?

Joe: We are going to fall outside of the constitution. This is a transitional year. We need to see what works and what doesn't. We will start taking payments September 1st. We may need to move our fiscal year. We need to see what happens this year. People that sign up September 1st it will go to October 2017.

Trish: program committee is assisting with selection with programs with the smaller committees with conference programming.

Darese: We presented at business meeting that it's a three year pilot and we are talking about constitutional changes. Is there a way to make temporary changes?

Joe: Can suspend the rules

Dave: program committee is supposed to see gaps in programming

Joe: a lot to talk about, this is why we are having some many phone meeting.

7. TK: Treasurer: forms/budgets/finance committee

Treasurer goals

Monthly treasurer report April/May

Operational Budget Request Form: Complete the contact information. Request descriptions, requested, recommended: determined by finance committee, approved the board has final approval, used. It is currently on the e-portal. Finance committee reviews your request. We will talk about these in July.

Josh: We discussed that we wanted to get conference rates ahead. We ended up in exact same place. We approve a conference rate so close to conference. We need to get ahead of this so that we can inform the membership. We have the chance to reset and go forward.

TK: Due dates 15 days prior to advertising dates. We don't want to be held up from opening registration because we haven't approved a budget. Each conference budget has its own form. When we close this form, it would calculate itself out. IF have questions, please talk to me. You will work with contacts at sites to make sure we have the correct rates. We are ok with conferences being revenue generating. As we move forward into what our annual conference will look like in case we have to offset costs. I will send you the latest version of one.

Shelly: Everyone that is hosting a conference, people will be in touch to start working on budget.

Dave: Standards for budgets, example DC. Are we still using those same numbers?

Tk: I would like to

Josh: This is stuff we need to approve as we talk it about later on. Trying to make DC socials happen. All the people in the room and region can help to make this happen

Tk: if you have ideas and submit forward those could be things that the finance committee sends forward Finance Committee:

Rose Piacente

Joseph Murphy

Jim Love

Jennifer Rosa

Trish Godino Loring

Thomas Kelley

Submit forward for approval

Motion to approve (Kristin, second Dave)

Discussion: were any past presidents were reached out to be on finance committee

No, does not have to have one

8 approved, 0, 2-abstained, motion passes

Tk: new timeline to you shortly. Hold off on paperwork until September meeting.

Shelly: If you put in date, it will fill in all other information. It tells you what you should be doing. This will help you with timelines. There is one created for each position.

Tk: this started with Mike Hamilton by hand, I just created one electronically. We can't take registration fees at certain times. We are hoping that this will be a resource on accountability. This is not a finished product but has the potential to be useful

Josh: I love this. I would suggest maybe adding things about assessment

Heather: Assessment. Can we add it to this tool?

Casey: Adding assessment is important, we need to have pre-assessment. There is a document that no one does. It's supposed to collect data. That needs to be added as an after. It is on the portal.

Shelly: This does not work for Laura and Jeff.

Tkay: Hoping to be able to add this in the following year for annual.

Shelly: look at annual planning document now

Jeff: We need to look MACUHO's at planning calendar.

Tkay: Future of Legacy Fund: Moving legacy fund to reserve or own account. We are going to look in to the best way to store money. Also have better records of tracking legacy fund.

Joe: fiscal year. We will not start collecting dues, sponsorships, until September 1st.

8. Casey Wall and Tk: New cooperate model

Shelly: email it out for July meeting. Give time to read and write out questions

Casey: Limit on each level, please review this.

Shelly: There is strong opposition on those limits per the business meeting. Strongly opposed to cutting out long time members.

Shelly: Annual Chair, email out

Shelly: Set two to three measurable goals and steps to achieve them. Email to me a couple days before. There are some that I would like to connect with each other before the next meeting. I will have you in touch with host site people. DCs will hear from Shannon as it related with memberships. Site tours in Maine, Trish, Chuck Lamb, Jeff and Laura, Casey, Brittany, Tk.

9. Shelly and Joe: Committee chairs and District coordinators roles and expectations

Shelly: Expectations of doing it well. Committee chairs, you will reach out to committees by July 1st to start planning. What I don't want to hear is that they haven't heard from anyone. This is how we lose members. Email from Shelly as well.

Brittany: has committee sign up gone live?

Shelly: Stephany and I will make the sign up live.

Casey: We should in our publication that there will be information about annual conference and express that there will be additional committees

Josh: Committee apps, I was intentional with not having sign ups at conference. There are also questions that are not needed.

Joe: Communication and accountability. DC and Committee chairs. There are finite things that you do and don't do. For some reason people come to him to voice concerns about lack of direction or lack of communication. We are looking for very consistent communication. Developed a good outline. There is an expectation to communicate at least once a month. There needs to be initial communication. All committee chairs, and DCs should be CCing the three Ps on their communication. DCs: You need to communicate. It should be after every board meeting and/or every month. Trying to bring in new members. Pick a topic and discussion. Just ask a school, there is a budget. Each DC has \$200, \$100 in spring, \$100 in fall. Thoughtful/ intentional collaboration.

Casey: Operations manual, very important to read. Sometimes things get overlooked because they are not reading the operations manual. New plan rolling out, we could have potential sponsorship that could affect your budgets. There is going to be more back and forth with some of our smaller offerings. I have chaired events I can talk to you on how to engage members. I am happy to share.

Dave: DC perspective, wished they knew what we were talking about before business meeting.

Shelly: Major topics we will know well in advanced. Our big topics, you should have time to be able to do that. We do at the end of a meeting, we will go back to what are the DC items for updates so that the DC will have a list of items to email your districts about.

I love were we at and I love the participation.

Meeting adjourned 12:05pm

10. Our board position timeline and moving forward with changes

Shelly: Appoint board people positions will go until October. Elected officers: stay in roles until reach annual conference. Changes to election time line. We will work with vacancies if people need to step down. We will as a group. Josh will be working on new election timeline to present to us. New awards timeline as well.

Shelly: elbow surgery on Monday. Not a lot of work for a week. So after recovering will be sending out.