

### Info Set #3 – NEACUHO – 2005 6/1 – 6/6

Kathi Bradford(PP), Jon Conlogue (PE), Jennifer Hapgood (ME-NH-VT DC), Sabrina Tanbara (T), Anne Colacarro (ROC), Zach Newswanger (S), Jeff Spain (TC), Paul Posener (WNY DC), Kristin Calegari (PC), Jana Jacobson (NPC), Henry Humphreys (ACC), Kate Baier (ENY DC), Lyn Krueger (SIC), P.J. Cappadona (MA DC), Lenny Zeiger (MRC), Rene Coderre (CRC), Terri Panepento (MC), Sam Johnson (RI-CT DC), Paula Randazza (PAR), Jessica Taylor (RMJC) Maureen Wark (P), Bob Jose (A), Beth Hill (PDC)

Hi Everyone -

Here is the last big set of info that I need to put out there for everyone. **PLEASE RESPOND ALL AS CAROL SACCHETTI IS ADDED ON HERE.**

- 1. Conference Update:** Just got off the phone with Henry. Things are looking GREAT for the conference! **241 participants, 56 vendors.** Sounds like BC is ready for us! Aside from looking at the 10 day weather forecast, Henry is doing well! ;) **DC's** - please don't forget to notify your 'people' about the breakfast. **Committee Chairs** - please be sure to be ready for a good showing at the Committee Breakfasts/Meetings and the fairs.
- 2. Appointed Board positions:** Please look over the **attached** list. Here is the motion from Jon Conlogue: **I move that the following slate of candidates for our appointed board positions for 2005-2006 be accepted. We need a second.**
- 3. New yearly conference schedule.** **Attached** is the final schedule, following feedback. **We need a motion and a second.**
- 4. Constitutional Change - Corporate Affiliate Exclusion:** From Terri Panepento: **I move that we add “Affiliate memberships are not intended for businesses, consultants or the like (Article XI i).” to Article IV, Section 3. We need a second.**  
*(Italics are what exists currently.)*  
*Article IV-Membership*  
**Section 3.** *Individuals may obtain a non-voting Affiliate Membership. Affiliate memberships are not intended for businesses, consultants or the like (Article XI i).*
- 5. Reverse Vendor Raffle:** This was started a few years ago. Members of the full Executive Board have donated goods - not 'look what I found when I cleaned out the closet' stuff - nice things - golf shirts, hats, jackets, gift cards, etc. - and they are raffled off TO the vendors as a show of appreciation. This will happen during the meeting with the business partners on Thursday at 9:30am. Please donate something nice to this cause. You can bring your donation to the e-board meeting on the 8th. If you are going to donate, please let me know. Thanks! :)

6. **Reports:** Technically, reports were due on May 26th, but this e-mail 'meeting' thing has been rather cumbersome, so I didn't send them out. **What I do need you to do is to send me a brief summary of your position's/committee's accomplishments, a list of your ACTIVE committee members and any AGENDA items. I would like to put together a packet of all this information to be distributed at the business meeting. To that end, I will need this information by 9am on MONDAY, JUNE 6th.** That is the only day that I will be able to get the packets printed as I am at a divisional retreat on Tuesday and then to BC Wednesday morning. I want to be sure that the membership has our accomplishments and it's important to acknowledge all of the volunteers who have helped out this year. Please just send a plain old WORD document. Nothing fancy. I'll put everything in a format with the same font, etc. Whatever I have that morning will go into the packet. (Hint...a little cutting and pasting from past reports may make this a little easier!)

7. **Baby News:** Kristin Calegari and her family welcomed **Abigail Elizabeth** on Sunday, May 22nd. She was 8 lbs. and 1 oz. and 20 inches long. Everyone is doing well!

8. **Program Committee Update:** In Kristin's absence, Carol Sacchetti will serve as Acting PC Chair through the conference. Thanks, Carol! ;)

9. **Treasurer Info:** **Please be sure to review the info that Sabrina sent out yesterday.**

10. **Executive Board Meeting:** We will be meeting next Wednesday, June 8th at 11am. Our meeting is scheduled for 2 hours and will take place in the 4th floor lounge in the residence hall that we are all staying in...110 Thomas More Road Res Hall. The agenda, as it stands, will be the usual set of reports and to try to wrap up any unfinished business, which will include anything that comes up in e-mails in the coming days. We will be eating lunch in a different building, so we will likely finish the meeting and then go over to lunch at 1pm. PLEASE LET ME KNOW IF YOU ARE **NOT** COMING - (not that it's an optional meeting!!).

**Okay, I have gone through all my e-mails and don't see anything else that needs to be in this e-mail...except the revised NEACUHO/NEACURH affiliation statement which I can't find, so Jen will send it to me.**

**If you have anything else that needs to go out to this group, go for it!**

**Thank you for your patience with this wacky format over the last few weeks. :) - MW**

I second Jon's motion regarding appointed board members. KB (PP)

I move to accept the recommendations regarding the Association's conference scheduling as proposed by the Task Force on Conference Scheduling. – KB (PP)

I second that motion.-JJ

I second the motion to add “**Affiliate memberships are not intended for businesses, consultants or the like (Article XI i).**” to **Article IV, Section 3**” as proposed by the membership coordinator. KB (PP)

Hi -- All necessary **motions and seconds (#2,3,4)** have been made. Discuss. Don't forget to read # 1, 5,6,7,8,9,10, from the first e-mail, too!! :) - MW

KB (PP) - 1. Yipppee Boston College and Henry. . nice job with the count and the vendors. . can't wait for our celebration. . .Pray for good weather. .isn't that what the Jesuits would do?? ;)

6. Maureen, please see attached. (I have included the 2005 Corporate Affiliate Plan, the official ballot and highlights.) Feel free to use what you think we should but. .I do feel like we should have at least 1-2 copies of the corporate affiliate plan on each table since I will be recruiting task force members at the conference. Thanks!

7. Congratulations, Kristin, Kevin and Autumn. . .Can we see an electronic photo???

8. Carol. .thanks for stepping up and into the role. .perfect training for next year!

9. Sabrina. . I am not surprised that your amazing attention to our fiscal stuff would continue until your very last moment as treasurer. I love what you have done with a once very small goal of moving to a line-item budget. Thank you.

10. Maureen, do you want me to hold the recommendations from my last report regarding the "vendor year" vs.. "fiscal" and membership years until JC's first meeting or bring it up now?

KB (ENYDC) - 1. **Conference Update:** Congrats Henry and the BC crew. I'm looking forward to the conference.

2. **Appointed Board positions:** The list looks great. Good job Jon!

3. **New yearly conference schedule.** Zach brought to the table discussion about Nexus. Lyn has lead the charge with great success for the past three years and has operated somewhat ad hoc but in collaboration with Zach when he was chair of the

professional development committee. As Lyn is leaving St. John's and the region it seems we need to find a sound committee home and host site for this event. Perhaps the committee should explore its merit and make a recommendation at the February meeting.

4. **Constitutional Change - Corporate Affiliate Exclusion:** Makes good sense. A procedural question: is this item inline with our process for constitutional change? I'm unclear as to whether this falls under ammendment proposed by a member (ie Terri) or one proposed by the president. Also were there other ammendments going before the membership? I thought we had discussed something about impeachment and awards (bylaw change).

5. **Reverse Vendor Raffle:** I will donate to the reverse raffle.

10. **Executive Board Meeting:** I will be at this meeting.

For the most part, I ditto Kathi, Zach & Kate. If we decide to keep supporting it. I do esp. agree with Kate that we do need to explore finding a committee home for NEXUS. We need to look at the outcomes & benefits of this event for our region. Right now NEXUS is a low cost event (Lyn went under her \$500 budget last year) especially for an overnight conference b/c St. John's has provided the housing and other things free of charge. We cannot assume that St. John can or wants to host it after this year or that the next campus to host it can do the same. Therefore we should look at the potential expenses and do we want to cover them. If not, do we want to start charging a small fee or only do it if we find a campus that will provide free housing? Or perhaps, it moves to a one day drive-in format? - ST

PR - The process by which the constitution is amended has been attached below. If the Executive Board votes to accept this proposed amendment, Maureen will propose it to the membership.

Notice of this proposal should be included in the Binder, which is the annual conference publication. If this is not possible, I think it will be within the spirit of the constitution to have the proposed amendment in each person's room or handed out directly to them or placed in the NEACUHO "bag" if there is one this year.

In addition, it should be reference at some point long before the business meeting so that participants may review the proposed change and be allowed time to reflect, rather than seeing it for the first time at the business meeting.

Article X – Amendments

## **Section 1. Constitution**

The Constitution may be amended by a 2/3-majority vote of the Member Institutions in attendance at the annual business meeting held at the annual conference; or in the event of a ballot by other correspondence, by a 2/3-majority vote of the respondents.

Any member of NEACUHO may propose amendments to the Constitution. Such proposals shall be made in writing, endorsed by at least three other Member Institutions, and forwarded to the President at least one month prior to the annual business meeting at which it will be presented to the membership.

The President, with majority approval of the elected officers, may propose Constitutional amendments.

Only one vote shall be recorded from each Member Institution represented at the business meeting held during the annual conference, or in the event of a ballot by other correspondence, one vote per Member Institution responding shall be recorded.

Amendments to the Constitution shall be made known to NEACUHO at the time notice is provided of the annual conference or as part of the annual conference publication.

Raz and Maureen, The binder is complete at this time and we are not using bags, however you could distribute the changes as people check in or at the business. - HH

Hello all-

As the future of Nexus is explored, I would encourage the decision be made in the fall. Intern and host site applications are due early December, so it would be important for a future host site to be able to include this in their job description. I would also recommend that the host site be in or near a large city. Part of the draw to the experience is spending a night on the town in a city many have never been to in addition to the professional development and networking opportunities. It is a safe and inexpensive way to explore.

In addition, Zach had mentioned the committee summer meeting. A date will need to be decided on this for this summer. Last year's date was July 15th and it seemed to work out well. If we were to go with the same timeline for this year, that would make the meeting date Thursday, July 14th, which is the week before ACUHO-I. An ad hoc committee coordinated this process last year, but who is responsible for this now? Committee registration forms will also need to be updated with Jon's info and the summer meeting date and available at the committee fair/annual conference. There will also need to be committee registration form drop boxes available. - LK

hi lyn and all. . i believe that JC is going to go with the 14th but he is at RELI until Monday. He has updated the form and probably would love to have the drop boxes as well (anyone interested in making them??). – KB (PP)

Hi Everyone - Given the lack of discussion...and the number of 'away messages' I've received, I think it would be best to hold these items for the meeting on Wednesday.

HOWEVER...I still need:

**PLEASE LET ME KNOW IF YOU ARE DOING THIS, if you haven't already! ;)**

5. **Reverse Vendor Raffle:** This was started a few years ago. Members of the full Executive Board have donated goods - not 'look what I found when I cleaned out the closet' stuff - nice things - golf shirts, hats, jackets, gift cards, etc. - and they are raffled off TO the vendors as a show of appreciation. This will happen during the meeting with the business partners on Thursday at 9:30am. Please donate something nice to this cause. You can bring your donation to the e-board meeting on the 8th. If you are going to donate, please let me know. Thanks! :)

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Thanks. - MW

One question: if we wait with these items until Wednesday, what is the status of the appointed board members Jon put forward? Have they all received information about the Saturday meeting and we are just approving them as a matter of procedure? - KB

I have the same question as Kate. Also, everyone, I will have copies of blank check requests at the meeting on Wed., if you have reimbursements, bill to be paid, etc. I would very much appreciate getting all that at the meeting. I will not be in my office tomorrow but will be at BC tomorrow evening. Mo, I will bring a vendor raffle donation and my report will be coming to you in about an 1/2 hour. Safe travels all! – ST

They have not been notified until we approve them; so I hope we have enough people online to do that today?! :) - JC

At Henry's request - If you need to arrive on TUESDAY, **please let me know directly**, along with your as-close-to-accurate-as-possible time of arrival. I will share that with Henry and he will be in touch with instructions for check in. – MW

Maureen - Could you have one list of all ex board members would like to arrive on Tuesday night. I don't want to miss anyone! – HH

What are the arrangements if we need to come to Boston the night before?- LZ