



Executive Board Meeting
June 20, 2013 ~ 2pm-6pm
University of New Hampshire

Roll Call: Cindy Long-Porter, Paula Randazza, Kim Schmidl-Gagne, Tim Touchette, Casey Wall, Mike Hamilton, Jenn Crane, Joe Murphy, Ryan Young, Marissa Derderian, Christina Lowery-Smith, Matt Talbot, Jen Golojuch, Julie Hershkowitz, Gary Bice, Stephen Luber, Dave Stender, Derek Zuckerman

Via Phone: Jess Faulk, Kathi Bradford, Brenda Ice

Unable to attend: Zach Irish, Jon Conlogue

I. Call to Order: Meeting called to order at 2:05pm

II. Approval of Minutes from May 6, 2013 Meeting

Ryan Young: I move to approve the minutes from the May 6th Meeting

Marissa Derderian: I second

Motion Passes: 8-0-0

III. Unfinished Business

A. Annual Conference Overview

Stephen – We are looking forward to a great conference. I sent Nate and e-mail with some numbers and will have him read them.

26	Exhibitors/Non Associates
3	Corporate Associates
40	Vendors
98	New Professionals
96	Seasoned Professionals
7	Past Presidents
4	Non-Members
13	Single Day
37	Case Study
94	5K
102	Harbor Cruise + 2 guests
42	Redhook + 2 guests
19	Underbelly
156	Parking Permits
27	eBoard members
47	lbs of Lindt Chocolate
1692	Truffles

Cindy –Thank you Stephen and your committee; you have been great with every detail!

B. Finance Task Force

Cindy – Jon can't be here today so I've asked Kim to follow up with us about pursuing a Business Manager.

Kim – I did some research and our Citizens Bank Partner put Joe and I in touch with a non-profit partner. They were somewhat helpful as we negotiated taxes. When I tried to go forward with the Business Manager idea, they weren't helpful. As I volunteer with a non-profit, I called them about a Business Manager and some have them and do contract work. This seems like the most likely way to go and work with us for a few hours a week. We talked about how much needed to be done. Ten to fifteen hours a week. The total for this would be \$15,000 a year and any audits would be done with the Business Manager. We would more than likely still keep a separate insurance but would be handled by the business folks and have separate lawyers. They would take on mostly financial stuff for us, handle taxes, manage the accounts and cut checks. The Treasurer would become the liaison, if that makes sense?

Discussion included:

Transactions, verification process, checks, bookkeeping, amount of hours needed and payment vs hours worked/flat rate. The annual conference business is handled by each institution – all of this would be up for review/discussion with the business manager and through structure and governance review.

Our finances – can we afford it; not likely without increased revenue which we do not have in place for next year. Other regions do not have business managers, but they also do not do as many events as we do, thereby increasing the work of our volunteer board members. We cannot bring this to membership without a way to pay for it. We need appropriate language and more information on what a business manager can and cannot do before moving forward. For the short term, we will move forward with an accountant, which has been budgeted; This discussion/recommendation will continue with the 2013-2014 board.

Joe – I want to clarify that we did not put operational money into the account, Tim had a

C. NEACUHO Event Tracking

Raz – Last meeting we talked about tracking information from our events to see specific information about what we needed to track. Mike will put this on the screen, Look at it; let me know what you think. If there are any changes, we will make them and then I will send them to the chairs; other comments?

Discussion included:

Adding waived costs if covered by institution, no shows, contact, actual cost, budget allocation, donations and subsidies; number of programs and sessions, list of attendees and full schedule of the day.

The form will be revised and distributed to chairpersons to complete.

IV. New Business

A. Amendments to the Bylaws Overview

Raz **I move to amend the bylaws as follows:**

Bylaws 5 The following award may be presented at the annual conference as determined by a group of 4 Past-presidents in consultation with the immediate Past-president using established guidelines.

Past President Professional Development Award - An award given annually to a NEACUHO member to attend three one-day events sponsored by NEACUHO. Funding for this award comes from the Past President's fund established in 2004 in honor of all the past presidents with the hope that professionals at northeast colleges and universities may benefit by the offerings of the NEACUHO organization.

Mike **I seconds the motion**

Motion passes **8-0-0**

B. The board was advised of the following amendment that will be presented at the business meeting by the financial task force:

Article IX Section 4: NEACUHO Funds will be apportioned as follows:

- a. Operating Budget – The annual budget created through, and confirmed by, the organization's approved financial processes.

 - b. Contingency Fund – Accessible only in extraordinary situations with approval of the organization as described in Section 5. The Contingency Fund shall be maintained at a level equal to or greater than the annual Operating Budget.

 - c. Reserve – not readily accessible; set aside for specific, identified and tangible long-term goals. This amount would be dictated by the organization's long-term goals.
- Section 5. In the event that accessing the Contingency Fund is under discussion, an affirmative vote from at least two-thirds (2/3) of the voting members (including elected members at an Executive Board meeting or registered delegates at the annual Business Meeting) is required to approve any expenditures from the Contingency Fund.

C. The board was advised of another amendment to the bylaws that will be presented at the business meeting by Jon Conlogue of WSU with the support of three other member institutions:

1. Duties of Elected Officers

Proposed change #1. Add a Section f. under #1. - Duties of Elected Officers:

f. Only full-time employees of member institutions who hold, and continue to hold, positions that have major involvement in that institution's residence hall services and programs, may serve in elected positions.

Proposed change #2. Add a Section f. under #2. - Duties and Selection of Appointed Board Members:

f. Only full-time employees of member institutions who hold, and continue to hold, positions that have major involvement in that institution's residence hall services and programs, may serve in Appointed Board positions.

Discussion included: Structure and Governance in progress, so this motion seems premature, concern for positions that may benefit from different expertise (corporate relations, marketing), if passed, would this change past elections.

D. Annual Business Meeting Overview

Cindy – In terms of the Agenda for the business meeting we will review the minutes from the last meeting, Jen will report on the membership, Joe will do a treasurer report, I will share highlights from the year, Jon and Gary will give updates on their strategic task forces. A question came up how are numbers were impacted by the re-districting in the New York area. We will then talk about constitutional changes, we will have a NEACURH representative and MACUHO representative as well.

V. Committee Chair & Appointed Board Member Reports

A. Annual Conference – Stephen Luber

Stephen –This room is being used for the meeting tomorrow, how many new numbers will be here? Gary was our first person to check in. After the dinner tonight, there is nothing organized. I want to publically recognize Chris Roland, she has done a lot of things I can't. She has been working with Mike. If you see her, she has done very well in putting the conference together and making things run well. One of my student workers noticed that you can't have a committee of one person. Where does tech committee go?

B. Corporate Relations – Kathi Bradford

Cindy–Kathi has someone who would like to buy our membership mailing list at a pro-rated fee of \$1000 to \$1200 dollars for this. Would we want to sell our mailing list?

After much discussion, the board did not approve the sale of the list in an effort to maintain our corporate plan.

C. Media and Publications – Jess Faulk

Jess –We created a lot of goals and unfortunately we didn't get them done. But we got things online. We streamlined communication between committee members and utilized drop box to pass information back and forth. We expanded upon submissions to the newsletters. With surveys to the membership, we were able to get more things turned in. In regards to the committee updates for the conference. We are putting together a best of edition for the next one. I will pass on a starter navigator after the conference.

D. New Professional Development – Matt Talbot

Matt – We had three conferences. RD2B in the fall, new professionals in the spring and RD2B in the spring. Mother Nature was not friendly and resulted in low numbers for conferences. Hurricane in fall and blizzard in spring. Thanks to everyone who helped out with NPDC and anyone who assisted. Go us!

E. Professional Development – Casey Wall

Casey – We had two successful events. Fall Drive in and the Mid-Level Institute. We assessed knowledge gained, not just satisfaction with the event. I will continue on with the assessment and the competencies with the MLI. We had an awesome committee.

F. Program – Dave Stender

Dave – Proud to say we only had two cancellations. We have two targeted CHO roundtables. Hosted by VP level folks; thanks Derek for rounding them up. I'm happy about this. Ten poster presentations at the Annual. This is the most we have had in three years. We will be giving out a best poster presentation. 44 signed up for the case study. I have three judges lined up. You will have to listen to me at the opening for more information.

G. Residential Operations – Tim Touchette

Tim – Great year, insanely successful! Good committees, everyone did a good job. Created new relationships with corporate partners and continue on next year.

H. Risk Management/Legal Issues – Marissa Derderian

Marissa – There was a lot that happened. We provided table tents at the fall drive-in. We provided a successful webinar in October and brought in 30 institutions for it. We started conversations with Matt Clifford from ACUHOI about what regions are doing for RMLI. We came up with a game plan for what we want to do.

I. Social Issues – Brenda Ice

Please refer to the board report located in the portal.

J. Membership Coordinator – Jenn Golojuch

Jen – Total membership for 2012/2013 is 142.

CT/RI	23
ENY/VT	16
ME/NH	17
MA	41
Metro NY	23
Western NY	22

K. Technology Coordinator – Mike Hamilton

Mike – Great year, recently been working on some website updates. Got guidebook up and going. So going forward we have the twitter feed. We will be doing videos from NEACUHO as well. We have been tracking our online presence over time. All of our stuff is up top. I did some online tracking. A cool thing is that outside of GLACUHO, we are the most active social media region. Over three months, we grew 16-20 percent. My committee works with the website and does social media and is charged with being consistent and having a similar voice; things went well and will continue in the future with the new chair.

L. Historian/Structure and Governance Updates – Gary Bice, Jr.

Gary – from 1:00-4:00 tomorrow the steering committees are meeting. The working groups have met, created ideas and I will compile where they're headed. After our meeting tomorrow, this will determine what I am talking about at the Business Meeting. It will determine what the PowerPoint is and will go from there. The working groups will get more information as to where they need to go. We will then do an announcement in early December of the findings. The committee has looked at what Cindy's group suggested. Gary talked about the different restricting options that the board members could be arranged. It's been interesting to hear their suggestions. My goal is to synthesize these reports and present to the group.

Cindy – Your hope is to have this out to the membership to vote in January?

Gary – Yes, after Thanksgiving before Christmas, have this out to membership to expect a vote. This will be like in Binghamton when we had a lot of changes. It looks like a lot but it is just things getting rearranged.

M. CHO Liaison – Derek Zuckerman

Derek – Getting to work with a lot of people in this room and working with a lot of colleagues I hadn't heard from in a long time. This led to a bunch of conversations and connecting with people. I'm looking forward continuing with the liaison role and to the CHO institute.

N. Finance Task Force – Jon Conlogue

Please see board report available in the portal.

O. Structure and Governance Task Force – Gary Bice, Jr

-See Above

VI. Officer Reports

A. CT/RI DC – Jennifer Crane

Jenn – I met goals, three, four and five. I had three great socials. Got people involved in NEACUHO. I was on the DC structure and governance task force. It was interesting as my replacement was there as well. Good to learn from my perspective and what that person wants to do.

B. E-NY & VT DC – Christina Lowery

Christina – I had a successful social this year and the planning for the second one is going to roll into the fall. We have invites for the August one at the dessert social. I was invited to sit on an educational task force for NY due to NEACUHO involvement.

C. MA DC – Julie Hershkowitz

Julie – Successful year for MA. We had the most renewed members. Two more of my goals were to increase social media. I will do this next year with TKays help. Socials in MA are not very round tableish, not interested in hosting or coming during the day. We are going to have one in July to talk about ACUHOI internships.

D. ME/ NH DC – Zach Irish

Please see the board report available in the portal.

E. Metro NY – Ryan Young

Ryan – Had a slow fall semester. Had a collaborative roundtable with New Jersey and built relationship with MACUHO. Doing one at the end of July to discuss ACUHOI internships.

F. W-NY DC – Kristen Eldridge

Kristen – I did not meet my goals. We had two successful roundtables. One at Buffalo and one at Delhi. Difficult to get people there. Really hard region. I didn't do the webinar thing like I planned. I think Jason will do that. He will help you with stuff you need in the future.

G. Secretary – Nate Gordon

Nate – Acknowledgments are up and ready to go. Please encourage members to fill them out.

H. Treasurer – Joe Murphy

Joe – I entered the position late, made goals and met all of them. Balanced an operational budget, developed new financial organization system, Developed financial updates to the EBoard. Make it transparent to the board as to where we are at. I worked with Jen and Kathi to follow up with people who are non-paying members. We were advertising numbers that aren't real.

I. Past President – Raz

Raz- year of the election... The board is now full. Awards selection process went well. The committee really spent a lot of time deliberating over nominations. The past presidents were Tom Wozniak and Maureen Wark along with past award winners Kristin Murphy and Dan Volchok. We've transitioned to the naming of the lifetime service award. Chuck will be at the Business Meeting where we will honor him with this news.

At the July meeting, we agreed to appropriate money to follow through with 501c3 to incorporated status; this was not moved into the appropriate line at the time; Joe will move it now to better reflect costs and not show an overage where there is none.

J. President Elect – Kim Gagne

Kim – Getting organized for tomorrow morning. Things with our sites, which is coming together. I'm ready for Sunday evening!

K. President – Cindy Long Porter

Cindy – I think it has been great year and that we set really high goals for ourselves. Is there room for us to go, absolutely! That's the beauty of this organization. I think you all have done a great job. Again, I thank you!

VII. Upcoming Events/Reminders

- Plan to join the new board Friday morning from 9:00- 10am.

VIII. Announcements

If you need letterhead or notecards, contact ngordon@keene.edu

Stephen – Check in is open until 8pm and then there is a number to call.

Stephen – My goal was to keep everything under 400. We were able to achieve that as chuck was in my mind as we were doing finances.

Gary – Just know that we raised \$3600 for Carmen Vance's Parthenon. At the reception we had, Rich was so eloquent in describing Carmen Vance. We raised 100,000 for the foundation at the conference. I have what Joanne read.

Cindy – I'm going to include it at the business meeting.

Casey – While it wasn't from NEACUHO – our Assistant Vice President got a Parthenon Award.

Gary – Now we have three members who are in the Parthenon society.

Jenn –DCs, please sit together at dinner so we can plan our new participant orientation.

IX. Adjournment

Meeting adjourned at 5:00pm