



## Executive Board Meeting March 21, 2013 ~ 1:00pm-6pm

**Roll Call:** Michael Hamilton, Christina Smith, Ryan Young, Marissa Derderian, Julie Hershkowitz, Jen Golojuch, Casey Wall, Jenn Crane, Stephen Luber, Kim Schmidl-Gagne, David Stender, Gary Bice, Anna Morell - Guest, Joe Murphy, Raz, Cindy Long-Porter, Kathi Bradford, Nate Gordon, Derek Zuckerman, Jon Conlogue, Jess Faulk

**Via Skype:** Tim Touchette, Brenda Ice

**Unable to Attend:** Zach Irish, Kristen Eldridge

### I. Call to Order: Meeting called to order at 1:14pm

### II. Approve Minutes from January 28, 2013

Ryan Young: I move to approve minutes from January 28, 2013

Mike Hamilton: I second

Motion passes: 8-0-0

### III. Unfinished Business

#### A. Conference Schedule

Stephen – The conference website is up and running. For those that have registered, if there are items that would still be helpful, please bring them to Stephen's attention. The number of exhibitors is around tenish; we have all three silver, gold and platinum level sponsors, which is great. Mike suggested putting peoples twitter names in the registration, which could be helpful in the long run. The lights out part of the schedule is not a joke!

#### B. Finance Task Force Update

Jon – We have an all-day committee meeting tomorrow to get in sight of the finish line for the strategic initiative. Here is a preview of coming attractions before the report lands in your lap. We are going to be recommending that NEACUHO hire a business manager to handle a lot of our transactions, conference registration issues and processing payments. The job of the treasurer has grown exponentially in the last three years. Also with the 501C3 status, this work should be on someone who is paid to do it to relieve some of the burden on us. ACUHO-I does this but not a lot of the regions do. This makes sense for us as we do a lot of events throughout the year in comparison to the others and for each event we have expenses that go along with them. This is going to be a significant recommendation and will have impact on the treasurer and membership coordinator.

## **Questions/Discussion included:**

Yearly tax reporting and costs for such reports; the changing role of the treasurer within the organization; cost of hiring outside personnel; timing of the recommendations (which is for immediate consideration), reaching out to ACUHO-I as an example of a business manager with a combined treasurer/secretary; the need to move in this direction for ease of operation, tax and incorporated status, and our increasing business transactions. The biggest concern, of course is funding and how we are going to pay, what is in essence, an employee.

Another option, if this does not come to fruition is to have a treasurer-elect position, so that someone can learn the ropes and not have a stand still transition every two years; discussion on a three year term, like that of the president is the debate as well. There are many concerns with this, most of which seem to support a business manager as described in the first recommendation.

Lastly, a \$50K reserve was included for discussion – this number comes from an average of our (typical) yearly operating budgets. These recommendations and others will be discussed at the Task Force Meeting tomorrow with the goal of passing on final recommendations at the next board meeting.

### **C. Structure and Governance Task Force**

Gary – The next big thing on the strategic plan is year 2014-2015, so we could spend next year figuring out the Business Manager position. We could have this figured out by January so the next set of elections could be under the new structure. I don't want to delay things based on the Business Manager. At this point, all three working groups are assigned. All three, Beth Hill, Ann Marie Pryzwara, AJ Place have reached out to their groups to get things done. Their struggle is how to get people in the same room. Some of the initial questions have been good. Beth's group is looking at committee chairs –term limits, requirements, etc. AJ's group is taking about the DC position. Ann Marie's is looking at the functionality of the DCs. If we stay with the current DC model, what does that mean? It was meant to be a support model for the Membership Coordinator; they're going to speak at both to avoid redundancy. They're supposed to get me stuff by mid-April so that I can do my program at the Annual. This will then guide the next six months. By January we should have something in place so that elections can be done on the same model.

## **IV. New Business**

### **A. Parthenon Award**

Gary – This is the highest recognition someone can get in ACUHO-I. Each recipient has had \$2500 raised in their name. Rich Bova and I are working to achieve one for someone. I am chairing the 25<sup>th</sup> anniversary celebration of ACUHO-I. I'm coming to NEACUHO to say that I would like us to give funding for this award.

**Gary – I move for NEACUHO to give \$1250 to the Parthenon Award for our nominee**

**Julie – I second**

**Motion passes: 8-0-0**

**\*This includes a friendly amendment to agree of negotiated amendment amount**

**B. Corporate Affiliate Plan for 2013-2014**

See information from committee report below.

**C. Time and Place Committee Report for Annual Conference**

Kim – Bridgewater State has put forth a bid for the Diamond Jubilee Conference with the Dates of May 27-31 2014. The other dates are right on top of ACHUHO-I. This is great for ten month contracted folks. I don't want to schedule over ACUHO-I. All of their staff would be available to us. Bridgewater hosted in 04, have experience and people are still here! Housing will be in the new residence hall. Lots of television lounges, common area spaces and seems like it will be a wonderful building. Food is from Sodexo, open to dietary restrictions and unique offerings. Banquets will be in the East Campus Commons, which will seat up to 360. Exhibits in the gym, could hold twice as many exhibitors. All buildings are handicap accessible. Sessions will be in the Science Buildings and all rooms are ready for us with AV, so everything will be on this side of campus. Some of the events are: Community Service opportunity, Breakfast keynote, Night on the town at Patriot Place, fun run stroll. Club NEACUHO will be in courtyard near the res hall. Projected costs: member \$250, non-member \$300, new professional – \$190, late registrant – \$350.

**Kim I move we approve Bridgewater for the Annual Conference May 27-31, 2014.**

**Raz – Second**

**Motion passes 8-0-0**

**D. 2013-2014 Conference Locations/Schedule**

Kim – Attached is a draft of the NEACUHO Calendar for the 2013-2014 year, along with a flowchart to follow of action steps for each event and a formalized marketing approach. Board members are encouraged to provide on the marketing plan via email; Discussion opened on the 13-14 Calendar and included:

Summer Social Issues Retreat and board meeting at Keene State

Change in time for the MLI and the NPC; Increased options for mid and cho members

Dates and timing for those that need to travel and back to back committee events

Effect on attendance with changes; overlapping possibilities with NASPA R1

Other conferences—all of the above, WNY placement, etc we want to stand out but also fit in RMLI webinar, the change in Social Issues both being weaved into the calendar

Timing for new chairs taking over and having immediate responsibilities is a concern; giving a new chair time to get into the role and get a committee on board is important.

We have looked at calendar for years; we change, adjust, tweak....these are big changes and the organization is in the middle of big changes – should we wait for strategic initiatives to unfold

Strong concerns were presented by committee chairs who are affected by the change; with this tabled, those concerns can be addressed and included in planning.

Kim will review all feedback and present a revised calendar at the May meeting.

## **E. Incorporated Documents**

Raz –According to the Articles of Organization, the fiscal year of the NEACUHO Corporation ends on the last day of the month of December. For ease of organizational business, we should have the official articles and our constitution/bylaws match.

**Raz I move to amend the FY in the articles of Organization, Article VII letter c, to match those which we use (9/1-8/31) found in the constitution and bylaws, article ix – control of funds, section 3).**

**Gary I second**

**Motion Passes 8-o-o**

Raz – The NEACUHO Corporation needs a permanent address in Massachusetts; since the officers of the organization rotate on an annual or semi-annual basis, I suggest we use the address of our resident agent Mary Feeney of Bowditch and Dewy. This is agreeable according to our attorney, Peter Martin.

**Raz I move to amend ARTICLE VII, letter a, of the Articles of Organization changing the address of our principal office from 777 Dedham Street, Newton, MA to 311 Main Street in Worcester, MA.**

**Ryan I Second**

**Motion passes 8-o-o**

Raz – The elected officers have to sign a Conflict of Interest form as a matter of strong business practice. We are approving the articles of organization – the bylaws that regulate our organization as incorporated in MA, and they spell out the duties of our lawyer, then President and Treasurer, then the Clerk (AKA Secretary). This will become a yearly signing and completed at the annual or summer meeting. It is recommended that we set up banking close to our resident agent.

**Raz I move to accept the First Consent document as reviewed by the Executive Board and signed by elected officers.**

**Julie I Second**

**Motion Passes 8-o-o**

## **F. Social Issues Retreat Series**

Brenda had to leave the meeting early and was unable to update the board on the Social Issues Retreat Series. Please refer to Brenda's Board Report for more information.

## G. Lifetime Service Award

Raz –Recently, I sent a notice to the Past Presidents about nominating individuals for this award who have a history of serving the organization. As a reply all, Chuck Lamb announced he was retiring. It has been suggested by Past President Kevin Kelly and endorsed by many others, that we rename the Lifetime Service Award in honor of Chuck Lamb and his major contributions to the organization throughout his career in housing/residential life.

### Discussion included:

Award being developed by Kevin Kelly in his presidential year – perhaps the award should be named for him and Chuck should be the first to receive the newly named award (Chuck has already received the LSA).

This also begs the question of doing something for all those who have retired or are retiring from the field who have served the organization – Emeritus Status. Derek will explore this further. Since this is the Diamond Jubilee Year, we should try to get as many PPs to the banquet to celebration and if we do rename the award, it will be fitting for Chuck to have so many colleagues present.

Raz            I move to name the lifetime award in honor of Chuck Lamb

Ryan        I second

**Motion passes 8-0-0**

As a result, this motion requires a bylaws change which will be presented at the May meeting

## H. Blue Pay

Mike – We currently use PayPal and it's still listed under Zach Newswanger's name. This has been a hassle, schools can't pay, it's hard to use, etc. Blue Pay is easier and will track what we pay over time. This is cheaper as PayPal has fees with the money that we have in there. I think that what we gain from Blue Pay is the money, less fees and this could be built into the conference costs.

Joe – I've done the finances, Mike assures me that this will happen and work with our system.

### Discussion Included:

Increased pay pal transactions 15000 up from 9000;

Blue Pay can handle our registrations and we can move away from formsite;

There is a monthly fee of a percentage base; if the minimum isn't met, then an annual fee is assessed; it seems with our transactions, we will meet the minimum every year;

\$1800 in fees from the Annual through pay pal;

We can try it and not lose anything if we are not satisfied and switch out after a year

Some institutions can no longer use paypal and paypal does have some upper limits for charging which has "bumped" people out in the past.

**Mike        I move to make our online financial transaction system Blue Pay on June 1**

**Casey      I Second**

**Motion Passes 8-0-0**

## V. Committee Chair & Appointed Board Member Reports

### A. Annual Conference – Stephen Luber

Reported in Unfinished Business

### B. Corporate Relations – Kathi Bradford

Kathi – We just added an additional Corporate Associate, Key Track. They want to come to UNH, thought they had to be a member and signed up; working on Associates and Educational Consultants; for May I will have the new version of the program so it will be ready to go at the June Conference and will work with UNH and Bridgewater for upcoming events.

### C. Media and Publications – Jess Faulk

The committee and I are working on the fourth Navigator with a conference and end of the year report. Anything you want to say please let me know

We were contacted by BACHA regarding NESAPC and having a “save the date” in our newsletter. I talked to Kathi about how this is done. We weren’t sure how the board felt about advertising other events. In the past we charged a fee, but haven’t in some time. This would be a benefit for our members.

Discussion included: similarities to WNY Placment Exchange – so the MA DC could work in conjunction with them; increased opportunity for our members, the opportunity to post NEACUHO events on their site as an exchange,

**Raz I move to support this opportunity between BACA and NEACUHO by posting opportunities/save the date on our website as part of a reciprocal advertisement agreement**

Jen G I second

**Motion Passes 5 – 0 -2**

### D. New Professional Development – Matt Talbot

Matt – New Professional Conference is tomorrow. Thank you to everyone helping out with this. RD2B coming up on April 20<sup>th</sup>. Due to blizzard this was postponed. This will be at Eastern CT State. I’m also starting to get help with the orientation that happens at the Annual Conference. 78 are registered for the NPC and more than 50 are being contacted about the change in date for RD2B.

### E. Professional Development – Casey Wall

Casey – We had 150 registrants for fall drive-in, with over 20 presentations. Utilized half sheets as evaluations and then emailed attendees for knowledge gained. All the feedback was great. Individuals felt as though they gained new knowledge. We have this assessment built for when we get to planning again. We had a great rate of return for evaluations. I’d use it again as it will be easier now that it’s built. The other feedback I got was in regards to facilities.

Tomorrow is the Mid-Level Institute, which we capped at 26. We have five mentors, Gary Bice Jr., Derek Zuckerman, Bob Jose, Beth Moriarty and Val Randall Lee.

This year's competencies are different than in the past. The idea is to have it rotate so we can get people to attend again next year, as it will be different. We're also working on incorporating technology competencies.

**F. Program – Dave Stender**

Dave – We have a healthy response of proposals. The committee meets on April 5<sup>th</sup> to decide who presents, done blindly. The case study is being written up and will be edited by the three Ps. I welcome ideas of people to serve as judges for this. There will not be a MLI or Pre Conference at the Annual (based on feedback received through discussion with board and committee members).

**G. Residential Operations – Tim Touchette**

Tim's board report is available in the portal.

**H. Risk Management/Legal Issues – Marissa Derderian**

Marissa – Plans to have a spring webinar opportunity. We are looking to buy into the copyright and fair use webinar in April. This isn't something we hear a lot about and is beneficial to know.

**I. Social Issues – Brenda Ice**

Brenda's board report is available in the portal.

**J. Membership Coordinator – Jen Golojuch**

Jen – Currently we have 140 (up from 128 on January 28, 2012) members (137 institutions, 3 affiliates) Goals is 160 members so we are close!

43 – Small (\$2,580.00)  
40 – Medium (\$3,200.00)  
38 – Large (\$4,940.00)  
16 - Extra-Large (\$4,800.00)  
3 - Affiliate (\$90.00)  
**Total Revenue: \$15,600.00**

**K. Technology Coordinator – Mike Hamilton**

Mike – Website is up and working. Phase two - we are training people constantly on getting stuff up and running. TKay has been training people on getting things done. We've run a couple things through the new site; currently working on Phase 3, which includes payment portals, live newsletters, etc. We have other options to incorporate down the line. In the tech world, we have some living and teaching stuff. Tomorrow we will have people live- tweeting at the conference. We also did a co-sponsor webinar with MACUHO. Shigeo approached me about co-sponsoring a technology event but we may need another webinar option.

Discussion included: increased costs, the "lifetime" of WEBX VS GOTO MEETING, we can then do events with MACUHO and events on our own, as more than 25 can join in, which will allow us to increase attendance at webinars and trainings; we may also be able to bring some of our events to members who cannot attend.

**L. Historian/Strategic Initiative – Gary Bice, Jr.**

Reported under Unfinished Business

**M. CHO Liaison – Derek Zuckerman**

Derek – Getting ready for the Annual, reaching out to CHOs for Program Proposals that are directed at CHOs. Last couple of months has been directed at getting membership renewals. I've been talking with people about their involvement. Talking with Dave about having hot topic conversations for CHOs. I'm also looking for people to facilitate these conversations with a diversity of presenters.

**N. Finance Task Force – Jon Conlogue**

Reported under Unfinished Business

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

Reported under Unfinished Business

**VI. Officer Reports**

**A. CT/RI DC – Jennifer Crane**

Jenn – Last fall we hosted a social in RI and folks were asking about what the DC is doing. We have five people running for the CT/RI DC. We have a social on Apr 11 at Mitchell College. Disability Services will be the topic. We have a tentative rounding out our year social in Hartford. Excited for the new DC!

**B. ENY & VT DC – Christina Lowery**

Christina – We have a round table coming up soon. We are now exploring dates for April. This will be good as this is a region of the organization that we don't normally see. We are trying to do a database in the district of both para and professional staff training. We are planning on having a social in late April/early June to talk about car-pooling to the Annual.

**C. MA DC – Julie Hershkowitz**

Julie – looking to get more renewals. I had a goal of having three new ones, but only got verbal responses. Hopefully, in the next week, Worcester State should be renewed. Happy Hour is in the works, looking for a sponsor. I know we get a high response with this event.

**D. ME/ NH DC – Zach Irish**

Unable to attend the meeting, please refer to board report located in the portal.

**E. Metro NY – Ryan Young**

Ryan – I'm still reaching out to schedule an event for this semester and after the Annual in July. Looking to get people interested post Annual. I have had institutions reach out to me about membership renewal.

**F. WNY DC – Kristen Eldridge**

Unable to attend the meeting, please refer to board report located in the portal.

**G. Secretary/Clerk! – Nate Gordon**

Nate – I'm working on setting up the Acknowledgements for the Annual Conference. I'm also working with Mike on getting the minutes on our website.

**H. Treasurer – Joe Murphy**

Joe – I've created a monthly report to know where we are at. I sent the February report and the March one will be out soon. Working with Jen and Kathi to make sure payments are coming in.

## I. Past President – Raz

Raz – Elections and awards are in process.

- 25 Nominations were submitted/9 accepted/16 declined
- 4 President-elect/2 accepted/2 declined
- 2 Treasurer/1 accept/1 decline
- 5 WNY DC/1 accept/4 declines
- 7 CT/RI DC/5 accept/2 declines
- 7 ME/NH DC/7 declines

For Awards we will extend the deadline to March 29<sup>th</sup>. Browse awards and submit nominations please!

## J. President Elect – Kim Gagne

Kim's board report is available in the portal.

## K. President – Cindy Long Porter

Cindy– NEACURH was a couple weeks ago at Northeastern where Mike represented us. I had my monthly meeting with the ACUHO-I Presidents. We talked about awards and how it is done. I've been working with MACUHO on planning the social at ACUHO-I in Minnesota. MACUHO is looking to have 500 in attendance! The MACUHO President will be joining us for our Annual Conference and Bonnie will be our ACUHO-I representative. On Stephen's request, Cindy will reach out to our special guests to provide a bio for the conference booklet.

## VII. Upcoming Events/Reminders

- March 4-March 29 Nominations for NEACUHO Awards Open
- March 18-March 22 Elections
- March 25-March 29 Run-Off Elections if needed
- March 26, 2012 Application for appointed board positions available
- March 25-April 1 Award Selection
- April 5, 2013 Program Selection Meeting at WPI.
- April 12 Western NY Roundtable Discussion at Delhi
- April 9, 2013 Application for appointed board positions due
- April 20, 2013 Appointed Board members notified of positions
- April 22, 2013 Board Reports due through portal
- April 22, 2013 Items for business meeting due to [clporter@quinnipiac.edu](mailto:clporter@quinnipiac.edu)
- **April 22, 2013** Navigator articles due for June Issue. The focus will be the upcoming conference and year end information.
- **May 6, 2013** **WebEx Meeting 1pm-4pm**
- May 27, 2013 Board and Transition Reports Due portal and [clporter@quinnipiac.edu](mailto:clporter@quinnipiac.edu)

## VIII. Items for the DCs to Communicate to Membership

- Invite institutions from your district to register for the annual conference!
- Continue to reach out to your district for membership renewals and new member institutions to help reach our goal of 160!
- Anyone with questions regarding budget please contact Joe.
- Appointed Board Member Applications available March 26, 2012 [www.neacuho.org](http://www.neacuho.org)
- Continue to reach out to your district for new and renewed memberships
- Encourage Newsletter submissions for the next Navigator

## **IX. Announcements**

- If you need letterhead or notecards, contact [ngordon@keene.edu](mailto:ngordon@keene.edu)
- Encourage new professionals on your respective campuses to register for the case study.
- Registration for the 2013 annual conference is open!
- We now have nine corporate partners! Please make sure you include them in any conferences you are planning. If you are hosting information about partners must be included in your information.
- Congratulations Brenda on baby Ice #2!

## **X. Adjournment**

Meeting adjourned at 6:00pm