



Executive Board Meeting
March 6, 2014 ~ 1pm-5pm
Rochester Institute of Technology

I. Call to Order at 1:17pm

Roll Call: Kim Schmidl-Gagne, Cindy Long-Porter, Gary Bice, Nate Gordon, Josh Hettrick, John Zocco, Jason Fishner

Via Skype: Tim Touchette, Julie Hershkowitz, Thomas Kelley, Joe Murphy

Via Phone: Jen Cafasso, Mike Guthrie, Paula Randazza, Mike Hamilton, Christina Lowery-Smith, Kathi Bradford, Jen Hapgood-White

Unable to attend: Ryan Gorman, Sara Essembler, Derek Zuckerman, Samantha Meyers, Shelly Kenniston, Casey Wall, Jen Golojuch, Matt Foster

II. Approve Minutes from November 14, 2013 Meeting (on portal and attached)

Jason	I move to approve the minutes from the November 14th Meeting
Cindy	I second
Motion passes	7-0-0

III. New Business

Financial Guidelines Review

Joe – One of the goals for the financial committee this year was to update our guidelines, which we did in January and February and e-mailed them out to the group three weeks ago. We highlighted in Red, things to cut and yellow are things to edit. We are changing some of our official identification numbers. Really, this means just updating the processes we have been using for two years.

The changes were reviewed with the board, line by line with Joe keeping track and holding the final version which will be put in the portal once approved.

Joe	I move that we approve the update to the financial guidelines with edits to the executive board.
Jason	I Second
Motion Passes	7-0-1

Host Sites For Next Year

Tim – Here are the sites for next year. As you will notice, the Annual Conference isn't on there as many host sites have representation on the board, so we will talk about it at our April meeting. Potential locations for conferences include SyracuseU, UHartford, Salve Regina, Northeastern, Colgate, Mount Ida, Johnson State, MCLA.

It was made clear that costs cannot be a surprise as we budget now and set prices. ME/NH is not represented, but did not offer and we have just been in the region, so this seems to be ok. A lively discussion provided feedback to the president-elect. More information will be available at the April meeting along with the confirmed 2015 annual location.

Structure and Governance

Gary – So I think the best thing to do is use the Org Chart. I'm going to do a couple of caveats here. We won't talk about term limits, or pre-requisites. Working group 1 has done this, but it is based on the current model. The work that is done here will guide the rest of this. The part of being a housing person has not been lost and will be part of what is proposed. Working group 2 gave us what they got from feedback back in June. This is what they have come up with. Cindy, Kim and I have some more time to look it over and had some reactions. I'm going to revise this in such a way that represents this that the idea will be that there is the constitutional changes we will make and that April will be as little changes as possible so that we can advertise it and do as much work prior to the conference in May. We in the board will act as a mini business meeting. Many people at the actual business meeting will have the reaction that you will have then. We want the feedback from you so that we can be prepared for the business meeting. I want to change the color under the treasurer. This is going to be hard as we are virtual. What was missing before was where do the committee chairs fit in/report to. I want to change the newsletter phrase back to media and publications. It's newsletter and publications. Those two would report to a communications liaison. There is a new position called professional development liaison. As it is diagramed now, we would also have a conference planning liaison with res ops and the annual conference reporting to them. The Secretary and Membership Coordinator get merged into one and the DCs report to them. I want you to get out of your head what they currently do as working group 3 wants the DC to do specific stuff. If you break down the calendar year from June –December is when they do the membership pieces and then January-June is social piece. I don't want it to be social the entire time. Get rid of the idea of what they currently are. There needs to be some membership organization on the board. Other than that, those were the changes that they put in here. We've done some talking here and I want to put it out there. We will have conversations and I will hopefully be able to gather the thoughts.

The board participated in a lengthy discussion on the details presented. Mr. Bice got the spirit and the exact recommendations and will revise the plan for the April meeting. Mr. Gordon has detail in his records as needed.

IV. Committee Chair & Appointed Board Member Reports

A. Annual Conference – Shelly

Kim – Shelly had a family emergency. Shelly reports that we can call her if we have questions. Going live with registration on Monday, which is for both attendees and exhibitors

B. Media and Publications – Robert

Kim – Navigator went out last week. We have a new deadline for the next Navigator and please send stuff to Robert.

C. New Professional Development – John

John – The last event we had was the RD2B conference on February 15. We ran into an issue with the snow. We went from three inches to a foot of snow. We had the conference end by 2:00 so that we could get the full conference in and everyone home in time. Ryan O’Gorman was the keynote speaker, he was great. We had about 49 participants, 16 chaperones paid. I think we will still be a little in the red due to facility costs from Merrimack. Next thing we are working on for the committee, we are working on the professional orientation. We are looking to make it fresher for the Annual Conference. We are looking at seeing what we can do for the scavenger hunt. We are going to scrap doing a New Professional round table. We are working on adding information to the website. Send RAs to the site to see the presentations that happened at RD2B. Hope that they see the website, get excited for the opportunities out there.

D. Professional Development – Casey

Kim – Casey’s message is that the Mid-level is next week, they are excited for it, have a good turn out and they are working on the annual as well.

E. Program – Jen C

Jen – Extended program proposal deadline to March 14th. If you can motivate people to present, please encourage people to do so. Right now we only have about 20. For the first due date, we had an influx of people wanting to come in. I’ve also sent out some e-mails to some folks about encouraging them to apply. I’ve touch based with some folks to be judges for the case study. I’ve also been working with Shelly for more logistical stuff at Bridgewater. There have been several announcements, on the banner, front part of the NEACUHO website. It’s all over the Facebook groups. I have no problem sending out more e-mails, just not sure how to advertise it.

Mike Hamilton – On Monday it went out to the contact list, which is around 1200; We are waiting on Bridgewater to build a website, once it is done we will link it there too.

Kathi –The link was sent to the partners that have paid and no one else should be getting them.

Cindy – Jen are you holding stuff in the schedule for CHO stuff or programs for a specific group?

Jen – Yes, I’ve been talking with Shelly about this and we are hoping for a CHO track.

F. Residential Operations – Josh

Josh – Working on putting together a refund for an exhibitor. Joe gave me the paperwork I need to do this. In talking with Joe, one exhibitor got trapped on a flight out of PA. He got nothing out of the conference and we are going to refund him. I have already connected with TKay about doing two webinars, focusing on housing related things. I met someone at MACUHO who was interested in doing a joint webinar. The other was allied barton and they are interested in doing something for the organization. I told him that this wasn’t an opportunity to publicize the business. This will be great as we don’t do anything for the housing folks outside of the conference.

G. Risk Management/Legal Issues – Samantha

Samantha was unable to attend the meeting. Please refer to her board report, located in the portal.

H. Social Issues – Jen H

Jen Hapgood- We are working on a July drive-in kind of training day. The Committee and I are coming up with some ideas on how I would do that. Two of my committee members are working on a follow up article for the navigator and working on doing a webinar.

Josh – What happened in January?

Jen – No one registered

Josh – I’m curious in moving forward about this event as it was always popular.

Jen – Tim and I talked about this and will provide the board with more info once we have met.

I. Membership Coordinator – Jen G

Kim – Jen G sent a membership report. I believe we are at 144 member institutions if everyone paid correctly. Her goal is still 150. It sounds as though the DCs have done a great job with recruitment. We

Affiliate – 1 confirmed

Small – 45 confirmed; waiting on payment for 1; waiting on registration information for 1 but Joe already has the money, so they are included in the 45 confirmed

Medium – 38 confirmed; waiting on payment for 2

Large – 37 confirmed; waiting on payment for 3

XL – 17 confirmed

That brings out total to 138 confirmed payments; 144 if all payments are received.

J. Technology Coordinator – TKay

TKay – A lot of things in motion. We will be converting the elections to take place through the website, similar to survey monkey. We have other stuff going on, but I don't want to bore anyone.

Cindy – I was unaware of this feature for the CHO Institute, suggestions?

TKay – I think we can keep this on the website and use the data for going back.

Cindy – So it's fine to use survey monkey but going forward, we will use the site.

K. Marketing and Social Media – Mike H

Mike – Currently working on the awards announcement that went out today and the Annual conference stuff. We have also been taking some different videos and posting them to the NEACUHO YouTube website. I'm working on some visual stuff that I will show at the Annual.

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

Gary- Defer until new business. Check your spam folder if you did not get the attachments from me.

M. CHO Liaison – Derek

Cindy – The CHO Institute is underway. We have about 15 participants. Things appear to be going well.

Kim – We had 20 register

Gary – One came during lunch, so we had 16.

N. 60th Anniversary – Matt

Matt was unable to attend the meeting. Please refer to his board report in the portal.

O. Parliamentarian/Business- Raz

Raz – Kim sent everyone the link to the binder for our insurance, so we will be covered. We can provide certificates for any venue that requires it. Last time we hosted at Bridgewater, they required it. When we are at NU, Tim helped us with increases and industry standards so we will be prepared for whatever Bridgewater sends our way.

Kim – This is big as we had to change insurance companies. Thanks Raz, this was huge.

Raz – Right. We got dropped from our other insurance as they switched types of groups they are working with. I'm sure Joe can tell us in his report more on the financials of insurance. Thanks to those that helped with that process.

P. Corporate Relations – Kathi

Kathi – Please send me anything you need to my personal e-mail at: Kathibradford27@gmail.com. Right now I'm working with our ninth corporate partner, which is campus TV. I'm hoping to wrap this up in time for them to actually get a proposal in and potentially end up at the mid-level conference

V. Officer Reports

A. CT/RI DC – Mike G

Mike – Jen G has reached out to all the DCs about our members who have not sent in their forms and I have done three and Jen G has done the other. If you have contacts at URI, send them my way to re do their membership. My goal is to work with people in RI about getting their membership numbers up. We are in a good place!

B. E-NY & VT DC – Christina

Christina – I'm using a lot of technology. We are doing the last steps for a round table in April. It will be in Northern VT, which doesn't see a lot of activity. I am going to talk to Joe about getting money for snacks. I anticipate that a lot of people will Skype in and will be technology themed. Excited to have something up there as we don't usually do stuff up there. Jen G also reached out to us about updating our forms.

Jason – Some of our locations are closer to you, then some of mine. So let's talk about doing one together.

Christina – Great idea! I'll send you the information for the stuff I'm doing.

C. MA DC – Julie

Julie joined the meeting towards the end. Please refer to her report in the portal.

D. ME/ NH DC – Sara

Kim – Sara is in meetings but ME/NH in good shape; communications are solid.

E. Metro NY – Ryan

Ryan was unable to attend the meeting. Please refer to his board report in the portal.

F. W-NY DC – Jason

Jason – Tonight at 6:00pm, we are doing a social sponsored by RITs Res Life Department, CSPA and NEACUHO. Tomorrow will be the WNY Placement exchange. So far there are 29 institutions, all in NY. This is a great opportunity. I'm working with SUNY Cortland on a roundtable. It's been a little challenging. The last one will be at the University of Buffalo and I'm working with Sam from legal Issues to finalize that.

G. Secretary – Nate

Nate – If you need thank you cards, let me know. We are also running low on Thank you cards and will need to order some before the Annual.

Kim – Talk to TKay about which logo to use.

Nate – I am also working with the NEACURH Director on reworking the NEACURH/NEACUHO Agreement and will have an updated version to bring to our next board meeting.

H. Treasurer – Joe

Joe – I sent out the monthly report the other day, anyone have questions?

Joe – Working with Raz on getting the insurances in line, we need to provide them with stuff for an audit. We hadn't had one done since 09 when Rene Cordere was Treasurer. Kim started putting the books back together during her year and I continued working with Raz & Kim on putting them back together. We were able to get the 11-12 year together for an audit. We will be working at the end of this fiscal year for an audit. Looking to potentially use a friend of NEACUHO to do the audit, look over our books. If you have questions about this, let me know. Jumping off of this into taxes, Kim, Raz and I have been working on someone to do our taxes. I've been talking to some CPAs and working with H&R Block. We have to have 990 forms filled out, given our status. Some of this is already past due. It will probably cost a lot of money going forward.

Kim – the 990 EZ Form... nothing easy about it. Joe spent an enormous amount of time doing this and it makes sense.

Raz – Joe's re-created records will get us through what we need to finalize some steps we have to take for our yearly incorporated filings and our tax exempt status – GREAT WORK JOE!

I. Past President – Cindy

Cindy – Elections are about to get underway. Candidates have until next week to give us their statements. Open on March 18 and go till the 25th. Run offs will take place on March 27th. We have been working on awards. The Nomination period for awards will run March 10th-march 28th. Shout out to TKay for doing everything behind the scenes for our CHOS to do the voting and get the info on the web.

Cindy – We have no one for the ENY VT DC. Christina is working on tapping some folks.

Joe –If we change our election structure, will this impact the elections?

Kim – This will be for the elections I run.

J. President Elect – Tim

Tim – We can talk about sites during new business.

K. President – Kim

Kim – I've been working with a lot of folks. As we have been working on some things with Joe and Raz, we brought up the recommendations from the financial review team. We have done a number of them.

We are still looking at moving forward and hiring a business manager. Right Joe?

Joe – We are moving forward with this and still talking.

Cindy – So Joe, Raz or Kim, when do you think you will have a recommendation as to when we will have a business manager?

Gary – It needs to be voted on by the membership. But it is an ex-officio.

Kim – We are continuing to look at costs.

Kim – We have done a great job at number 3. Tim is looking at events for February. Some of the questions that arose with the sites are the costs associated with them. Joe is doing a terrific job with the financial transparency. He sends us updates regularly. Perhaps this document will also be an update in my navigator article and I will send a letter to the membership and Past Presidents.

Cindy – You all are doing great and I like the idea of sending something out to the PPs. But I keep going back to pushing the budget manager, but I am pushing to have some sort of a time frame. Do you think it will be some sort of a recommendation to put forward at your year, or push it to Tim?

Kim- I want to wrap this during my year.

Josh – Will this be voted at the Annual? Just to clarify, there is an alternative if we don't do the Business Manager. I know we talked about a treasurer elect.

Kim – Yes, that is still there.

Gary – This has been part of the conversation. There is already an overlap with the Treasurer, as there is three months overlap. Each Treasurer will make changes based on their style and comfort ability. Again, it's a blending of things more so. Ultimately, if we can get this business manager at a reasonable cost. If there isn't something by April, then we can't do it at the business meeting. We can't let this slow us down. If we have to adjust, we will. I think the wiggle room is there with the three months. If we go with the Business Manager, we won't need the overlap or elect positions.

Kim – Joe and Raz, we have gotten through some big bumps of recommendations, let's chat in April.

VI. Unfinished Business

VII. Reminders

- 60th Anniversary (Matt): Please send photos or anything you have to me as I will be sending and coordinating with our video editor to begin creating videos
- Past President (Cindy): Nominate deserving colleagues for NEACUHO Awards
- Program (Jen): First deadline for Annual Conference Program Proposals as 2/28; we have extended to 3/14. Please encourage folks to apply!
- Professional Development (Casey): MLI is next Friday!
- Secretary (Nate): If you need notecards please let me know
- Marketing and Social Media (Mike): Please email me if you would like to have your items come out from NEACUHO to the membership. We can work it into a schedule
- WNY District Rep (Jason): Thursday, March 6, CHO Institute, Thursday, March 6 Social Co-Sponsored with WNYPE & CSPA-NYS at RIT Inn and Conference Center at 6:00pm. Thursday March 7-WYNPE at RIT. Friday March 28 Round table at SUNY Cortland. Friday, April 25 Roundtable at University at Buffalo, social to follow

VIII. Upcoming Events

Thursday, March 6, 2014	CHO Institute	RIT
Thursday, March 6, 2014	Board Meeting	RIT
Friday, March 14, 2014	Mid-Level	Dean
Friday, April 25, 2014	Board Meeting	Brandeis
May 27-31 2014	Annual	Bridgewater

IX. Announcements

- A. Congratulations to Mike on the new baby!

X. Adjournment

Meeting adjourned at 5:02pm