Executive Board Meeting
May 27, 2014 ~ 3:00pm
Bridgewater State University

I. Call to Order at 3:08pm

Roll Call: Kim Schmidl-Gagne, Tim Touchette, Matt Foster, Jen Golojuch, Jen Cafasso, Nate Gordon, Paula Randazza, Jason Fishner, Christina Lowery-Smith, Mike Guthrie, Jen Hapgood-White, Casey Wall, Gary Bice, Cindy Long-Porter, Derek Zuckerman, Shelly Keniston, Mike Hamilton, Joe Murphy, Sara Essember, Thomas Kelly (Tkay), Josh Hettrick, John Zocco, Ryan O'Gorman

Unable to attend: Robert Vaas, Samantha Kelly, Julie Hershkowitz

Guests: Owen Conklin, David Grimes, Brendan Goodridge, Katie Wright, Anne Moreale, Trish Godino-Loring

II. Approve Minutes from April 25, 2014 Meeting

Nate Gordon	I move to approve minutes from the April 25, 2014 meeting
Jen Hapgood-White	I second
Jen Golojuch	In regards to my comments in the minutes, I never said the quote about past presidents renewing at a corporate rate.
Raz	Shall we strike that?
Jen Golojuch	Yes, I never said that.
Raz	With no other objections, the minutes are submitted to record.

III. Unfinished Business

A. Structure and Governance-Tim

Gary The packet that is handed out at check in is down to two pages. It is down to three motions that I am putting forward. This is a result of a weekend of e-mails that have gone back and forth. Jen Hapgood-White at MIT, Raz from Rivier, and Tim Touchette from Northeastern are the three putting forth these motions. The piece about the Housing officers requirement and the treasurer terms will be voted on separately. Motion three is all of that as one big group. These are all the changes: DCs are kept as voting, Corporate Relations Coordinator reporting to the president, change Secretary to Communications Coordinator - reporting to president. The other changes, is changing the old newsletter committee into marketing and newsletter reporting to communications coordinator. Currently this goes to engagement coordinator. Everything in motion three is how to make this come to life without having a chart. If it is in bold, it means it will be replaced. Entirely bold is completely brand new! Last part 15, is about the election piece in terms of pre-requisites, in all was experience from the board. All of the organizations say to provide expertise.

Based on the way people come in and out of the board, is because we have people who move in and out of our region and if they have experience in other regions, I think we need to remain flexible. It also allows us to remain specific. It shouldn't be black and white as this isn't how we are. We don't have the membership pool like ACUHOI has. Their pool is much larger and people have gotten the jobs from going to ACUHOI. The people on our board may be a new professional. This could be their first job. Only the really large schools have specific jobs. If we want to change this in the future, we can. I think this still meets the needs of working group 1. This is not something we specifically talked about at the meetings. What the board approved was this version of the chart. I want to make this clear that this isn't something that the board talked about. I have e-mailed the chairs and have only heard from a couple of them. This will be clarified before we get to the business meeting.

Discussion included: the membership coordinator as it was just approved and has support; DCs continuing to vote needing additional discussion as two of the three working groups recommended no-voting DCs – the DCs voted this down at the last meeting; needing a sense of the body to move forward; the treasurer term(s), voting on a part of the motion, or all of the motions, particularly if there is one touchy part; the importance of showing how one relates to the other and that is why they are one motion – to make it flow and work; the last motion, is separate (1-14 work alone);

The board was encouraged to make their concerns known an discussed at this meeting because the presentation that Gary makes can only go forward if the board agrees; if not, we should not move forward.

Discussion continued: members ensured that amendments can be made and debated, and board members can change and share views and opinions based on the conversation at the business meeting. Concerns about engagement coordinator and the amount of direct reports – responses clarify the position as the communicator and not the person responsible for the output, just ensuring direction – there was much discussion about this in April with strong agreement;

Clarification – everything stays intact until the next election cycle; no one loses their position on the board due to this vote or other votes.

Discussion: annual conference needing a direct connection to the president, the program committee having an expanded role; newsletter switch to publications committee – we could be changing from newsletter to video, etc. etc. - this intersects with marketing which is focused on social media - there must be some distinction. Marketing takes on a greater role – timing of advertisements, registrations, etc. – the engagement coordinator when working with all chairs can set the flow, not marketing…there are many moving pieces.

Clarification: DCs are still voting and attending meetings; engagement coordinator is speaking on behalf of chairs who do not attend (unless directly before a conference they chair). More conversation and discussion will continue on DC role; as well as more conversation on requirements for running for a board or appointed position.

Discussion: As we continue with the DC role development we could see a shift to representative functions (CHO, MID-LEVEL, etc.); additional discussion on having to be around to the table to gain experience before running – there is most disagreement around this notion and the DC position.

Clarification: we can only present what approved at the last board meeting (30 days rule in the constitution). There can be amendments, however, as a board we should talk this through in advance. The main concern is #15 being separated – especially in light of the eboard being seen as exclusive. The three Ps have to discussed this to ensure a representative board; Gary has the details of how much the board has changed – it is very contrary to opinion; this will be pointed out.

Discussion: we cannot remove #15 now because it was part of the original approval in the 30-day rule; We should be transparent with the membership and tell them the full motion was accepted but now we are seeking a motion for separation – we have spent many hours at Brandeis and now here at Bridgewater on this topic; This should be reflected to the board.

Clarification: to follow process, Gary will present it as is; once we get to parts that are sensitive, if the body wants to separate out, we can do so.

IV. Committee Chair & Appointed Board Member Reports

A. Annual Conference – Shelly

Shelly – You're here! Welcome!! Some quick notes, everything is updated on guidebook, if you requested a paper copy, you will have that tomorrow. If there is something anyone needs, let me know. A Foursquare check in was created for the Annual Conference.. If you are missing a ribbon, people didn't check it off on registration; tell them to come to front desk. We are eating at 6:00pm right across the way. Next year's board folks will check in. Only You are currently in the Hall Of Presidents. This room will be used for Past President, CHO Reception. 250 registrants and 46 exhibitors

B. Media and Publications – Robert

Owen Conklin – Bob sends his warm regards. Bob was unable to attend. He thanks everyone who helped with the Navigator. Thanks to TKay for doing all the work with the website. Going forward we are hoping to talk about what we can do being online in the new age.

C. New Professional Development – John

John – We are doing a scavenger hunt for the conference this year. You may get people asking you to sign your form. They will be due at the end of session 6. We will have some surprises!

D. Professional Development – Casey

Casey – Nothing new

E. Program – Jen C

Jen – We have four case study judges – MACUHO Rep, ACUHO Rep, Cindy, Sarah from best of northeast. We just have two program changes. We have 18 New Professionals signing up for the case study. This is low. If you look at guidebook, it doesn't have the first time presenters. I touched base with Mike to get this fixed. Then, 3:30 or 4:00 for the case study.

F. Residential Operations – Josh

Josh – Nothing new.

G. Risk Management/Legal Issues – Samantha

Samantha did not attend the meeting but her board report can be found in the portal.

H. Social Issues – Jen H

Jen – no update

I. Membership Coordinator – Jen G

Jen – As of 3:00 we are at 149 members; I am transitioning everything to Nate. For rates: we finished phase 1 with the increase and this fall starts phase 2. Small goes to 60, medium would be 100, and large would be 175, Extra-large would be 400, which is an increase of 100. This will be part of my report on Thursday at the business meeting to remind the membership.

Nate – After consulting the minutes from the board meeting at SUNY Cobleskill, the discussion was:

Membership Rates for 2012-2013
Kim and Steph move to accept a 10 year plan to slowly increase and diversify membership rates to more evenly spread costs among institutional size groupings
Gary: Friendly Amendment, vote only on phase I with discussion at the business meeting to discuss the future years, Joe seconded, Kim accepts.

Small	*0-1000*	*$60*
Medium	*1001-2000*	*$80*
Large	*2001-4000*	*$130*
Ex Large	*4001+*	*$300*

Motion Passes: 5-0-1

J. Technology Coordinator – TKay
TKay – TKay discusses the use of Google Docs. If presenters submit, power points will be available. This will be clarified at the presenter's meeting.

K. Marketing and Social Media – Mike H
Mike – I passed swag out to you before the meeting. We have pens, magnets and car chargers, credit card phone holders. These will be available at the NEACUHO table in the exhibitor hall. We have a cool banner as well. Matt worked on this – 60's years celebrating NEACUHO. The official logos were distributes; some created from scratch as we didn't have master copies – these will all be maintained on the website under visual guidelines.

L. Historian/Structure and Governance – Gary Bice, Jr.
Gary – Nothing new.

M. CHO Liaison – Derek
Derek – No news

N. 60th Anniversary – Matt
Matt – Here is our banner. I will have a table at the vendor fair and will give out buttons. We also have this white cardstock and you can take pictures with it. We will have blank ones for people to use as well. I am working with a videographer to talk about next year's annual and stuff going on next year. I'm working with Tim on this. Thanks to our host committee, we have the celebrating 60 years for everyone. Beth worked to get this done. We didn't put the 60th logo on this as we didn't want this to follow.

O. Parliamentarian/Business- Raz
Raz – Nothing to report.

P. Corporate Relations – Kathi
Kathi – Be sure to stop by the vendor fair on Friday and bring any swag you have to giveaway**.**

V. Officer Reports

A. CT/RI DC – Mike G
Mike – Nothing new

B. E-NY & VT DC – Christina
Christina – Nothing new

C. MA DC – Julie
Julie was unable to attend the meeting, please see her board report in the portal.

D. ME/ NH DC – Sara
Sara – Nothing new

E. Metro NY – Ryan
Ryan – Nothing new

F. W-NY DC – Jason
Jason – Our speaker's grandfather died right before the social, so it didn't go according to plan.

G. Secretary – Nate
Nate – 1,000 cards were ordered and this should last David his full term as Secretary!

H. Treasurer – Joe
Joe – We have a large revenue base. A lot of this will go to Bridgewater to pay for housing. Just a reminder aside from paying the annual conference stuff will come out of the budget. Large chunks come in June.

I. Past President – Cindy
Cindy –I'm good!

J. President Elect – Tim
Tim – Tomorrow morning is our transition meeting. At 10:30am our current board can step out.

K. President – Kim
Kim – Working with Crystal from MACUHO on the ACUHOI reception. A phone call with the presidents happened during this meeting. We will have a great reception!

VI. Unfinished Business
Kim – So membership rates. What struck me was that our small institutions were supporting at a higher level than medium and large; Small institutions were paying at the $13-14 range per professional and large schools were paying $6.60. I feel as though we need to keep our income stable or growing. We should spread our costs evenly to all membership institutions. This could be spread out, what we came up with was a three tiered plan that could be broken down by number at an institution. I would assume that there is an exponential factor involved, a JCurve growth pattern that occurs there. There is a parody that develops. There jump to make it is pretty big. Large was $120 and moving them would go up to $500. If you go up historically, it was 10 years where we never changed the price of membership.

Discussion: We added Xtra large schools, we have a varied number of schools, so we can't say what the revenue will be and how it will affect us because some may decide to opt out, we can only estimate based on history; what about member in-put; it is the board that does voting on rates according to the constitution; discussion on rates and value are things discussed in self-study and strat planning, where members have input;

Clarification: what are people getting for their dollars? Discounted attendance rates, list serve, webinars, socials, professional development, and leadership opportunities. We have to "show" people the benefits.

Joe Murphy	**I move we keep the membership rates the same for next year.**
Mike Hamilton	**I Second**
Cindy	DCs- have these conversations with their districts during socials tomorrow.
Motion Passes	**9-0-0**

Reminders

VII. Upcoming Events

VIII. Announcements

IX. Adjournment

Mike Hamilton	I move to adjourn meeting
TKay	I second

Meeting adjourned at 6:14pm