

1st Bunch of Information NEACUHO 5/4-5/11

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)

Here is the start of the business that we need to do. I went through the minutes and the reports. Not everything is here because I need to follow-up with a few people before putting info out to you.

Please read EVERYTHING and be mindful of the noted DEADLINES.

Please RESPOND ALL when writing back.

Here we go.

1. Motion to approve minutes from February meeting. (attached - again)

2. Motion to approve the Logo Guidelines. (attached-again)

3. Annual Conference:

~ If you have anything for the CONFERENCE BINDER, it needs to be e-mailed to Henry (humphrhe@bc.edu) by **FRIDAY, MAY 13th**.

~ I am attaching the BUDGET for the conference. Please note the 'sponsorship' and 'comments' columns. This is where you will see those vendors that have graciously offered to sponsor some portion of the conference. Is there a vendor that you work with regularly that you feel would/could offer some sponsorship to the Conference? If so, please contact Henry ASAP.

~ I am attaching the most recent schedule for the Conference.

~ I am attaching a list of the REGISTERED corporate partners for the conference. If you see that someone is missing, please contact Rene first - he is doing some follow-up with our 'regulars' who may not be on the list.

~ Please be planful about your Committee Meeting time and the Committee Fair. Please plan to take the lead on those things as the chair for next year will not be appointed until the end of May. We saw the problem last year with the lack of communication between 'old' and 'new' chairs in some cases. That shouldn't happen this year. Thanks.

~ DCs - again, please be planful of the District Breakfast. If you are an OUTGOING DC, please work with the INCOMING to make this a successful event. If you are RETURNING...please work with yourself to make this a successful event! (just making sure that everyone is paying attention!). Kate is sending out invites to her district...a FABULOUS idea! I'm sure that she'll share! ;)

4. Election Outcome

~ Just in case you haven't seen it...

President-Elect: Terri Panepento (2007)

Treasurer: Jeff Horowitz (2007)

Western NY District Coordinator: Chuck Lamb (2007)

Maine, New Hampshire, Vermont District Coordinator: Audrey Place (2007)
Connecticut/Rhode Island District Coordinator: Michelle Eichengreen (2007)
Massachusetts District Coordinator: PJ Capadonna (2006)**
Canadian District Coordinator: OPEN

5. Newsletter Distribution Proposal: (Terri Panepento, Jeff Spain, Lenny Zeiger)

Suggested Newsletter Distribution

Terri Panepento, Jeff Spain, Lenny Zeiger
April 2005

We have previously voted that the newsletter will be electronic. The suggestion is that the newsletter will be sent to members directly (not list serve) as a PDF. After 7 days, the Technology Coordinator will post the newsletter to the website. The newsletter chair will contact the Membership Coordinator for an email list of members before each newsletter is sent out in order for the newsletter to reach most members. The newsletter chair should also send out a reminder to the list serve once the newsletter is posted on-line.

Motion: "I move that the process for distributing newsletters is the following: the newsletter chair will send the newsletter as a PDF to all members on email based on the most current membership records at the date of publication of the newsletter. After 7 days, the Technology Coordinator will post the newsletter to the website." Respectfully submitted by Terri Panepento.
NEED A SECOND HERE.

6. Web Page Design: (Jeff Spain - jspain@brockport.edu)

Here are the links for the 3 basic setups that I developed for a "new" look to the website. My goal in this redesign is to make the site look more professional and less "home-grown". Please note that most of the links do not work. The main things that have been changed in each of these sites is adding a "splash" of color, changing the fonts, and adding space for the new vendor graphic. The vendor graphic that is used is just an example taken from that vendor's website.

<http://www.neacuho.org/testsite/mainframeset.htm>- This page has additional space for a graphic for each committee or conference. This graphic could change each time the user loads the page.

<http://www.neacuho.org/testsite/mainframeset2.htm>- This page has both the committee/conference graphic and an additional picture that, with some photoshopping, would be a professional looking collage of different pictures taken from different conferences.

<http://www.neacuho.org/testsite/mainframeset3.htm>- This just has the corporate logo.

<http://www.neacuho.org/testsite/mainframeset4.htm>- This option has a similar setup to the current version but places the corporate logo sponsor graphic in a different spot.

I'm asking for any feedback that would help in boosting the design quality. I'm also open to a completely new idea if anyone has one:-). I'm also sending this out to a few friends for their input and will keep you posted on any changes. My goal is to have the redesign up and running in 2 weeks or less. **PLEASE OFFER FEEDBACK TO JEFF BY MONDAY, MAY 9.**

7. Summary of feedback re: tax/financial status, etc.

~ I have attached the information that other regional presidents have shared with me. I have been playing some e-mail and phone tag with some additional resources around the tax issue. Hopefully I will have more info in the coming week.

8. 2006 Conference

~ From Jon's report: *Major issue now is lack of active bid to host 2006 Annual Conference. Follow-up with UNB on*

their bid submission from last year has not yet produced a follow-up communication from their

listed contact. We apparently need to look at other options, and quickly.

~ Jon has heard from 2 institutions expressing some interest, requesting some information. I have also checked out the University of Southern Maine and have a few more calls/e-mails out to some conference services offices in VT. I will also continue to look in RI and CT. IF YOU HAVE ANY SUGGESTIONS. PLEASE SHARE NOW. It would be unfortunate if we get to BC and don't have a place to go in 2006. We would like to be able to vote on a place PRIOR to June so that we can give the host some time to get some publicity together for BC.

9. Awards

~ From Kathi - the NP on the GAS committee can't meet on any of the 10 possible dates. Kathi is looking to replace her and either a) find a recently honored NP (taking suggestions on this) (who can get to Providence for a meeting in the coming weeks) or b) replace her with another past award winner. Do we need to vote on a replacement committee member. I am not seeing that we voted on the original committee, but I may be missing it. **PLEASE OFFER SUGGESTIONS ASAP.**

For now, that is all. It's alot to digest. Please do so. I will be sending out additional information after being in contact with individuals. - MW

I second the newsletter distribution motion. KB (ENYDC)

The meeting for the awards group is Monday, May 16th. We need a recent NP winner who can attend in Providence. If not, we will keep brianna by phone. We voted on the committee composition at the September meeting so, we would need to re-vote if we go that route. Henry and Kristin, please note that we will not finalize the winner of the James Casey until Monday which is after the binder deadline. Thanks, KB (PP)

1. I second Terri motion's re: the newsletter distribution. I think we need to vote on that first b/c it affects the Publication Guidelines.

2. Annual Conference binder - Can I safely assume we are supposed submit our committee information as we have done in the past 2 years (committee/task force description & members)?

3. We did vote on Kathi's awards committee back in September so we would need to vote on a new person. How about Kristin Conti (she won Outstanding NP last year) or Jodi Bailey (she won the previous year) ?

4. Jeff - I like mainframeset2 - I love the color and new font. - ST

A few updates in **BLUE**. :)

The next update will call for a vote on items noted below, as well as info on drive-in conference hosting and awards.

Please 'respond all' to **THIS e-mail**. I have removed Val and added PJ who has agreed to assume the Mass DC responsibilities.

:)M

----- Original Message -----

1. Motion to approve minutes from February meeting. (attached - again) We have a motion - Zach and a second - Kate. Any discussion?

5. Newsletter Distribution Proposal: (Terri Panepento, Jeff Spain, Lenny Zeiger)

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We have previously voted that the newsletter will be electronic. The suggestion is that the newsletter will be sent to members directly (not list serve) as a PDF. After 7 days, the Technology Coordinator will post the newsletter to the website. The newsletter chair will contact the Membership Coordinator for an email list of members before each newsletter is sent out in order for the newsletter to reach most members. The newsletter chair should also send out a reminder to the list serve once the newsletter is posted on-line.

Motion: "I move that the process for distributing newsletters is the following: the newsletter chair will send the newsletter as a PDF to all members on email based on the most current membership records at the date of publication of the newsletter. After 7 days, the Technology Coordinator will post the newsletter to the website." Respectfully submitted by Terri Panepento. **Second from Sabrina. Any discussion??**

There will be 24 hours allowed for discussion. A call for a vote will come on Tuesday afternoon at 4pm.

2. Motion to approve the Logo Guidelines. (attached-again) We are holding this until the Newsletter Distribution is voted on...although we do have a second. That will be my next post.

3. Annual Conference:

~ If you have anything for the CONFERENCE BINDER, it needs to be e-mailed to Henry (humphrhe@bc.edu) by **FRIDAY, MAY 13th**.

FROM SABRINA: Annual Conference binder - Can I safely assume we are supposed submit our committee information as we have done in the past 2 years (committee/task force description & members)? YES.

6. Web Page Design: (Jeff Spain - jspain@brockport.edu) FEEDBACK TO JEFF BY TODAY.

JEFF - PLEASE, AFTER ALL THE FEEDBACK, OFFER A MOTION. THANKS.

Here are the links for the 3 basic setups that I developed for a "new" look to the website. My goal in this redesign is to make the site look more professional and less "home-grown". Please note

that most of the links do not work. The main things that have been changed in each of these sites is adding a "splash" of color, changing the fonts, and adding space for the new vendor graphic. The vendor graphic that is used is just an example taken from that vendor's website.

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8. 2006 Conference We do have a bid from NYU. We will keep you posted. :)

9. Awards

~ From Kathi - the NP on the GAS committee can't meet on any of the 10 possible dates. Kathi is looking to replace her and either a) find a recently honored NP (taking suggestions on this) (who can get to Providence for a meeting in the coming weeks) or b) replace her with another past award winner. Do we need to vote on a replacement committee member. I am not seeing that we voted on the original committee, but I may be missing it. **PLEASE OFFER SUGGESTIONS ASAP. - MW**

Jeff: I agree with Sabrina: love the 2nd webpage with pictures...I think it would look great!

2006 Conference: If we want to head a little north, I would say look at the Waterville Vally region in New Hampshire. While it would not be a college campus, there are plenty of conference service centers and with it being "off season" for skiing, we could get some great rates.

Professional Development committee is looking at CT or RI for hosting the Fall Drive-In, so we would get some representation of NEACUHO there if we can't get an annual conference in those states. - BH

1) I second Zach's motion to approve the minutes.

5) I'm not sure if Terri's motion has been seconded...so I second the motion to approve the newsletter distribution.

8) Re: the annual conference. NYU is (nearly) prepared to commit/bid to host the 2006 annual conference. We've pulled a budget together and feel that we would be able to produce a high-quality, cost-effective conference. We have initial holds on space for the first full week of June. A colleague and I will be meeting with our student center operations manager and catering manager on Monday to confirm some costs; we will then be able to forward information to Jon. - KB (ENYDC)

1) I move that the minutes from the February 3rd meeting be approved. - ZN

2) I agree with Sabrina about concluding the one vote.

3) Jeff - I liked this one -

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> graphic could change each time the user loads the page.

>

4) We did vote on the Awards committee, so we would need to vote on a replacement for Briana, but I am fine with whoever you can find.

5) Audrey Place contacted me from Castleton about hosting the Annual their. I think it would be a great location and I would be willing to help her in any way possible to host it there, because they were a great site for the fall drive in and they have the space and the presenter space. - ZN

I think with the newsletter distribution sending it as a PDF on e-mail would cause a lot of problems. It's a large file and some e-mails will bounce files back. I think the PDF needs to go to the Technology Coordinator, a link to a page needs to be created where the newsletter is stored, and that link then needs to be sent to the Media and Publications Chair, who in turn e-mails the link to the membership. Then, seven days later, it can be posted on the NEACUHO website by the Technology Coordinator. - LZ

I think people will be more likely to read it if it is received as an attachment. But, that is just a guess. I know there are concerns about the size of the file and bounce back. I have never had a problem receiving a large file. Do we know that to be a problem or are we guessing about that too?

Of these options, I prefer the fourth. I think the size of the header and the structure of the frame allow for very little content area on the first page. Given that this position will transition shortly, I wonder if it makes sense to collaborate with the incoming tech coordinator (when appointed) as well. – KB (ENYDC)

Based on the fact that when Tina tried e-mailing the link that was set-up to the list and more than 50 of them bounced back, I'd say that a number of universities bounce back mass e-mails as Spam. Additionally, in order to send such a large file, it would have to be zipped and then extracted by all of those receiving it. This would be easy for those of us who are tech savvy, but complicated for those of us who are not. And, it would require everyone to have, or download, a program to extract or unzip the file. While I agree that if it were easy to send the file more people would read it, I don't think it is so simple. - LZ

So it sounds like the link is more likely to reach everyone?? I actually like links...but that's me (your not so tech savvy pres!). I think I was one of those people who had the e-mail from Tina bounce back because I never got it. - MW

I like the link, too. I also prefer the fourth option.-PJC

At one point someone was going to talk to the newsletter folks about the set up for the newsletter with an eye toward smaller more regular communication. Would that help the size issue? - TP

As long as it's a PDF file, it will be a large file, regardless of content size. We would have to put it in Word format, or something of that nature, to shrink the size. - LZ

Here's what the size issue comes down to- Typical NEACUHO e-mail that gets sent out is somewhere between 25 to 100KB. The newsletter runs typically around 650KB. For a frame of reference, Maureen's first e-mail was 244KB with all that information attached. The smallest mailbox I've every heard of on a college campus was 5MB meaning that it could hold about 7 newsletters comfortably (1024KB = 1MB). Basically, yes it could quickly clog up e-mail boxes if the professional has a small size limit or is unorganized at deleting e-mails.

Readership wise, I think it could go either way. With the pdf attachment, we know that they're guaranteed to get a copy. We know that they will at least see the e-mail with the newsletter attached (there are ways to get around the common spam filters without causing problems). If it was a link, the bonus is that it will draw them to the website. They then will be more likely to look around for other information.

My original thought and push was to have an attachment. With now thinking about it further, it's ok either way. The additional clicks of the mouse might cause someone to not read what the link brings you too, but in the long run, a user has to click a few times to open an attachment.

In my mind, it really comes down to what matters more, guaranteed delivery or pulling people to the website. Even with my position and the value I put on the website, I support the guaranteed delivery of the newsletter. - JS

Another point is that the Media and Publications chair will have this e-mail in his/her sent box with the attachment, as well as receive any bounced e-mails with the attachment. Considering Tina had over 50 bounce from the membership, this would far surpass the quota of most e-mail accounts. Can this be addressed, or is it tough nookies on the Chair? - LZ

Were the bounced e-mails large files? On ones that I've seen they've been very small saying with some tech mumbo jumbo about what happened? It shouldn't bounce back the attachment. I understand that in the wonderful world of technology, everything is different but in my experience, this shouldn't be a problem. The size of everything you listed below should be, at most, 650KB (size of original e-mail) plus 50KB (size of all the bounced e-mails with each e-mail being 1KB). If it does end up being a problem, I can walk him/her through some tips that would not make this an issue. - JS

In Tina's case the e-mails were not large since it was only a link. Before sending this out, I ran a test and with my e-mail and it bounces back the whole e-mail, including the attachment. However, if you say you can work through this problem, than it shouldn't be an issue. I am not quite as tech savvy as you and it's safe to assume that not all future Media and Publications Chairs will be either. - LZ

I definitely support Jeff's thoughts about getting people to the website and the opportunity for EVERY member to actually have the same ability to get the newsletter at the same time instead of waiting for it to be circulated. I also support the concept of having a smaller sized, yet more frequent publication if that benefits the organization and membership. KB (PP)

Sounds good. Me (even if not Tech coordinator) and Lenny (or future publications chair) will work this out for the future. - JS

MW - We have reached the end of our time for discussion. Please review the motions and offer your vote (yes, no, abstain). Voting will end at 5pm on Wednesday. Just a reminder...elected officers only on the voting, please.

Thanks.

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Second from Sabrina.

yes on the minutes and abstain on the newsletter. . .KB (PP)

Yes- minutes Yes-newsletter - JH

Yes to both! - JC

Motion 1: Yes Motion 2: Yes - KB (ENYDC)

Motion 1: Yes Motion 2: Yes - PJC

Motion 1. Yes Motion 2. Abstain - SJ

Yes on the minutes, No on the newsletter - PP

1. Yes. 2. Yes.- ST

The motion for the minutes passes 9-0

The motion for the newsletter distribution passes 6-1-2ab.

2nd bunch of info to come your way later today. - MW