



Executive Board Meeting

September 18, 2020

12:00 PM - 1:30 PM

AGENDA:

- A. In Attendance: Dave G, Johnny, Colleen, Courtney, Danielle, Garrett, Kevin, Kim, Matt F, Matt M, Tim, Trish, Vinnie, Colin, Greg
- B. Call to order – 12:05 pm

New Business

- C. Annual Conference Overview
 - a. Platform Walkthrough
 - i. Johnny gave a walkthrough of the Accelevents platform we are using for the annual conference.
 - ii. Colleen also spoke about Exhibitor Registration and integrating them into the Accelevents platform.
 - 1. Adirondack has agreed to a \$1,000 sponsorship for the annual.
 - 2. Also has a call out to Foliot to see what they would like to do for their sponsorship.
 - b. Business Meeting
 - i. Combining with the end of conference reception with the business meeting it will be a tight two hours, but we think that based on the agenda we will be able to fit everything in.
 - ii. There is no new business currently. The two things that could be approached were moving the EDI chair to an elected position and the treasurer elect to an appointed position. But given the timeframe and everything going on Dave did not want to rush these conversations and allow us to adequately discuss these changes.
 - c. Awards
 - i. Trish discussed the committee and how they will be going about making the decisions on the awards. Nominations were low but those nominated are more than deserving of the awards they were nominated for.
 - ii. Dave discusses the Shining Star award and his process for selecting those recipients. Dave explained that his focus was highlighting the members and not focusing on the board who had some members nominated.
 - d. Basket Raffle/Foundation Fundraising

- i. Tim gave an update about the basket raffles and how other regions really liked our idea of using the flat rate boxes.
 - ii. We have access to the same system that ACUHO-I used for their silent auction so that will be very helpful in running our auction and fundraiser.
 - iii. DCs and Executive board members are being asked to send some boxes to Trish so that we can really get some boxes for the auctions.
 - iv. If you can get a bigger ticket item or can get sponsorship for a big-ticket item, we will use that for a raffle, and you should reach out to Trish or Tim as soon as possible.
 - v. Tim and Trish need all the information by Friday Oct 2nd.
 - vi. If you are interested in donating to the foundation please contact Tim, if you cannot donate please consider making a basket for a box.
 - e. Affinity Group Receptions
 - i. Darnell is helping to coordinate these sessions. Mike is helping to organize the Position Level receptions.
 - f. DC Receptions
 - i. Reach out to Dan Duzy if you have not already to get your reception up and running.
- D. Bill Me Schools
- a. When an institution signs up for membership schools have the option to receive an invoice and we do not consider them members until we have Money in hand.
 - b. We have 38-39 schools that fall into this category with anywhere from \$50-\$4,000 checks. We have been able to track down a lot of the big-ticket items. Most of the confusion has been because of position turn over or confusion over which year they are paying for.
 - c. Kevin is working on this and it is just going to take some time to track down all the loose ends and wrap everything up for the year.
- E. Board Institutional Memberships for 2020-2021 year
- a. Matt F discussed making sure that everyone's board membership is necessary to remain on the board. Everyone returning to the board is paid up through December but will need to pay the new year's membership in January. There is a goal of having every board membership paid up by a specific date so that we can all remain on the board and serve in our roles.
- F. Transition Reports
- a. Get Dave and Matt your transition reports as soon as possible. They are very important to your successor. If you are remaining in the same role it is still important to fill out a report so that if for whatever reason you leave your role midterm, we will have the report for the next individual. Due date is October 2nd.
- G. Final Board Meet Up: Tuesday, October 6th - Reception at 6 PM; save box for our E-Board Reception

- a. Dave has sent the Eboard gifts and is asking that everyone hold off on opening it up until the reception so that we have a shared experience of seeing it together.

H. Open Forum

I. Board Member Updates

- a. **Past President** - Award nominations closed this past week. The Awards committee will be meeting to review the nominations on Friday, 9/25. Tim T and I have been working and strategizing on the Box Raffle. We really need some District Coordinator and Board support to make this a success this year. We still have an open DC position for the 20-21 year in the ENY/VT position.
- b. **Treasurer Elect** - Working on bill me Schools and Corporate Partners on any outstanding payments that are due at this time. More follow-up is needed in this area as I work to resolve these over the rest of the year ahead.
- c. **President Elect** - Working on an online board training for all 20-21 board members, messaging for the membership on furloughed employees and getting them on the list serve with their personal emails, beginning some work with new board members to hit the ground running at our very first board meeting. Kalahari deposit will be paid for 10/1 - resort is doing well and has implemented safety measures and protocols they will be meeting with the conference team to review. Sending out the message to membership on Monday/Tuesday about furloughed employees and affiliate memberships. Making presentation for 2021 Joint Conference "announcement".
- d. **Media & Publications Committee Chair** - I put out the Navigator earlier this week. Sorry for the delay! I have ideas to do program highlights for the upcoming conference and if I can swing it I'm going to ask Paul Brown to do a quick bio ahead of his keynote. I also am hoping to get information about baskets and donation opportunities to highlight. Maybe a spotlight on the entertainment and definitely a section on corporate sponsors. If you have updates you want to share, please get them to me by Monday, September 28th. Including any updates from districts or things we should know that would be helpful.
- e. **Membership Coordinator** - As of 9/11/20 we are at 77 Member Institutions. Below is the breakdown by district and school size.

MA- 23

ME & NH- 9

ENY & VT- 7

Metro NY- 15

WNY- 10

CT & RI- 13

XXL- 4

XL- 11

Large- 20

Medium- 23

Small- 19

- f. **President** - I'm assisting the Annual Conference Committee with anything that they may need as well as working on the agenda for the opening and the business meeting for the conference. Special Guests for the conference will be Johnny Kocher from MACUHO and Luis Inoa and Frankie Minor from ACUHO-I. I received confirmation from the Regional Director of NEACURH, Adam Coshal, that he will be at the conference as well. Matt and I are currently working on the MOU between our two organization for future years and we're excited they have reached out to us to reestablish our relationship. We had our Regional President's Call last week with ACUHO-I which went well and we learned from Mary DeNiro that they have established rates for their Fall events to make them more affordable to institutions.
- g. **Metro NY** - Our weekly meetings have continued every Wednesday and we have them scheduled indefinitely which Sam will lead. I have transition meetings set up with Sam for next week.
- h. **Treasurer** - Operating account \$24,886.50, Reserve account \$62,336.33
- i. **Corporate Relations** - Mostly Annual related at this point. Registration will go out to corporate partners either later today or Monday, and will include a bit of "how to" around the accelevents platform. Our corporate partners often need help with the tech side of things, so trying to be as proactive as possible with the questions I'm sure we'll get. Also working on some sponsorship opportunities for both the Foundation, and the conference itself.

J. Items for DCs to report to their districts?

- a. Eastern NY/VT DC needed!!!