



**Executive Board Meeting
December 3, 2020
2:00 PM - 4:00 PM**

Attendance:

Matt Foster, Christina Lowery, Rose Waples, David Grimes, Shawn Tremblay, Dan Duzy, Matthew Carney, Samantha Bassford, Chris Briggs, Chuck Crawford, Mel Smith, Ange Conception, Colin Selfrit, Mel Smith, Kevin Conn, Garrett Highland, Thomas Tressier-Gelok, Zach VanGalder, Kathi Bradford, Paula Randazza, Antonio Willis-Berry

AGENDA:

- A. Call to order – 2:05 pm
 - a. Motion to approve the minutes from Antonio
 - i. Seconded by Kathi
 - ii. Vote passes, Minutes entered into record

Old Business

- B. ACUHO-I Agreement
 - a. Matt F.: Do we want to re-enter the agreement for two years or three years?
Only financial commitments are for award winners (James Casey for a New Professional for \$250 and Best Of up to \$3000 to go to ACUHO-I ACE). These should be reviewed and details clarified.
 - b. Discussion on two years versus three years:
 - i. Antonio: Higher Ed is transforming. I don't know if three years is a good idea right now.
 - ii. Samantha: Can we discuss the agreement itself?
 - iii. Matt F.: Yes – let's discuss the agreement as a whole.
 - iv. Matt C.: What was discussion last cycle?

- v. Matt F.: Last cycle was with Trish and they decided to stay with two years.
- vi. Samantha: In the agreement, replace his/her with gender inclusive language. Do we need to provide attendance at the conference to the ACUHO-I CEO?
- vii. Matt F.: The Attendance is typically at no cost, including rooms which are typically covered by the lodging agreements.
- viii. Raz: **The motion now includes adjusting to gender inclusive language throughout the agreement, and continue to include guest costs as stated in agreement.**
- ix. Antonio: Under bullet 4, are we being engaged by the organization? Is that an “us” thing or a “them” thing?
- x. Matt F.: I see that as an “us” thing. They ask for input at meetings with regional leaders.
- xi. Raz: Sense of the body: Most felt two years was best.
- xii. **Motion to approve the agreement for two years with proposed amendments made by Matt Carney**
 - 1. **Seconded by Antonio**
 - 2. Discussion:
 - a. Matt F.: We will only be entering into this agreement after clarification on financial commitments and gender inclusive language. If these changes are not met, it will return to the board.
 - 3. **Voting:**
 - a. **Yes - 5**
 - b. **No - 0**
 - c. **Abstain - 0**

C. NEACURH MOU

- a. Matt F.: Made a couple changes. Adding in who NEACURH is, and why the MOU would exist. Also added a dollar amount cap for NACURH registration. The amount was come up by discussing average costs with the advisor.
- b. **Motion to approved NEACURH MOU made by David Grimes.**
 - i. **Seconded by Kathi**
 - ii. Discussion:
 - 1. Matt F.: In the hands of the NEACURH director and being reviewed.
 - 2. Shawn: Any terms to the length of the agreement?
 - 3. Matt F.: No, it would be revisited by the organizations as needed.
 - 4. Kathi: Where would we assign the responsibility of fulfilling the agreement?

5. Matt F.: Perhaps we have the President Elect review the agreement as they would be enacting the partnership.
6. Shawn: We need to make sure gender inclusive language is needed.
7. Samantha: Some pieces could be part of board positions, like Navigator contributions or ART (Advisor Resource Training).
8. Shawn: It may make sense to assess the effectiveness of the MOU.
9. Matt F.: I will work with Colin on that.
10. Tommy: Should we be aligning dates with our strategic plan? There's interconnected pieces to evaluate in the context of the strategic plan. Dates help us align those was strategic efforts.
11. Rose: How many total MOUs do we have?
12. Matt F.: Let's add that to unfinished business. Joint conference, ACUHO-I affiliation agreement, and NEACURH MOU are what I'm aware of. I'll take a look.
13. David: These would be great to have on the website.

iii. Vote on revised MOU:

- 1. Yes - 6**
- 2. No - 0**
- 3. Abstain - 0**

D. Compass Member Plan

- a. Matt F.: No update at this time.

E. Joint Conference Budget Review and Approval

- a. Tommy developed this budget with Ray from MACUHO.
- b. Kevin: What are the registration numbers typically? How would Covid impact those?
- c. Tommy: 400 is typical. We could manage more. 400 remains a good projection based on the location.
- d. Kevin: Special rates \$275 for consistency. Is that right?
- e. Tommy: Talked about that at length. Both organizations have different special rates. Followed MACUHO pricing structures for the most part.
- f. Kevin: Cancellation policy for the resorts. What's it look like, what's their Covid policy?
- g. Tommy: We are on the hook for the conference. Our contact said we'd need to make the call ASAP. We will make that call in March or April. MACUHO and NEACUHO have 2022 sites set, pushing it back would be a huge conversation.
- h. Kevin: Is there a point where cancellation is possible if it's not logistically feasible?

- i. Tommy: We are on the hook to have the conference in October whether we plan it or not. Our contact would negotiate on our behalf. It's possible the force majeure clause would come into effect, we may need legal representation.
 - j. Matt F.: In conversations with Tiff, we'd like to do something, even if it's virtual. Otherwise if we push it out like we did for Niagra Falls, it would be for 2023 or 2024 as both organizations have their 2022 sites booked.
 - k. Kevin: Is the conference experience is the same for both organizations?
 - l. Tommy: 85% will run like any other conference. Separate business meetings, awards, stores, but the rest will be a joint experience.
 - m. Kevin: Do we have a copy of their budget request.
 - n. Tommy: Yes, it is identical to ours.
 - o. Antonio: Can you tell me more about \$10,000 for sponsorships?
 - p. Tommy: Yes, that's low to build a conservative budget. Likely it will be higher.
 - q. Antonio: Why do we keep going down this path of MAPs?
 - r. Matt F.: Tommy and I have talked about it. MACUHO has 20 paraprofessionals who go. We wonder if there is a way to replicate it? Or do we sunset it knowing our membership isn't responsive to it? Conversations continuing, but it's easier to zero out the budget line item if we don't use it than item an item to the budget.
 - s. Raz: Are there Emeritus or Past President rates?
 - t. Matt F.: Past president rate wasn't included. We have many different rates. Those with Emeritus status do get registration covered.
 - u. Shawn: There may be an issue with institutions being able to plan accordingly depending on when travel is allowed again. How do we account for that?
 - v. Matt F.: Great question. We need to keep an eye on it. The Kalahari did send a significant packet of cleaning protocols.
 - w. David: There could be financial penalties. There are multiple tool s-using the deposit to offset, pushing it back and moving the deposit, but the options get tight the closer we get.
 - x. Tommy: Yes, and when we decide will really impact the conversation considering the context of the pandemic, vaccine, etc.
 - y. **Motion to accept the budget as proposed made by Matt Carney.**
 - i. **Seconded Chuck Crawford**
 - ii. **Vote:**
 - iii. **Yes - 6**
 - iv. **No - 0**
 - v. **Abstain - 0**
- F. 413/Spring RD2B
- a. Matt F. – 413 team is interested in collaborating. There would be a track of participation related to RD2B including grad school 101, careers in Res Life,

- b. Shawn: Thank you for feedback on mentorship piece. It will start soon and culminate at the 413 conference. There's commitments to discuss interviews, internships, grad school commitments, etc.
- c. Matt F.: We will not be charging registration. 413 will and it covers costs for the event.
- d. **Motion to approve the 413 collaboration by Danielle.**
 - i. **Second by Colin**
 - ii. Discussion open:
 - 1. No discussion.
 - iii. **Vote:**
 - 1. **Yes - 6**
 - 2. **No - 0**
 - 3. **Abstain – 0**

New Business

G. NEACUHO Awards Process Discussion

- a. Matt F.: What awards do we offer as an organization? We often get a lack of nomination for awards and we don't give out all of our awards due to lack of nominations. Our constitution says the nominations and awards MAY happen for the conference. The timing is difficult with the typical hiring cycle – most people would be nominating in August. Do we do some awards at different times of the year? This impacts Dave. Also, we could have nominations open all year long so people could nominate others when some of them may be more timely and appropriate.
- b. David: Great ideas, open to going with what the board would be interested in.
- c. Danielle: I like the new direction and it helps us nominate a wider breadth of folks. I am concerned about presenting throughout the year and not having it match the right audiences.
- d. Matt C.: I like the idea of spreading them out, especially as we have seen an increase in attendance at events. In this year of virtual events it allows a broader audience.
- e. Ange: Do we have a metrics regarding nominations, especially since it's moved to the Fall?
- f. Matt F.: This past cycle it was 7-10 total nominations for each award.
- g. Ange: Would it help to specify time periods (ex: in the past year, the last few months). Did we used to have a greater number of nominations when the conference in the Summer?
- h. David: We solicit nominations, close he nominations, President reviews with their award committee, then they are awarded at the conference.
- i. Colin: Can we do an event in a lull timeframe to highlight winners?

- j. Tommy: I do not think this is the year to change how we do awards, especially with the join conference with MACUHO and in a year where we need to change so much. We don't want to erode tradition.
 - k. Kevin: If we have multiple rounds of nominations, will folks start to pass over those emails?
 - l. Chris: I support moving some awards to shorten the banquet. Having them given out at different times or highlight them in different ways.
 - m. Raz: Let's send this to the awards committee, including other that are interested, to review and revised the timelines and the nomination process.
- H. Conflict of Interest Disclosure
- a. Matt F.: Please review the disclosure, and return it to me before the new year.
 - b. Antonio: Should this be a part of someone's role?
 - c. Matt F.: I'll add that to the list!
 - d. Sam: Do we have those docs?
 - e. Matt F.: I'll ensure you do.
- I. Board 3P Oversight
- a. Matt F.: Three P's are splitting oversight of positions to give them best support. Check the roster that was sent.
- J. Next Meeting Items:
- K. Open Forum
- a. Antonio: When is the last time we updated the Operations manual?
 - b. Matt F. I'll look into that.
 - c. Matt F.: Kim would like to know what the board's interest in looking at a 2023 site.
 - d. Antonio: Do we have funds for it?
 - e. Yes, \$500 in the budget.
- L. Board Member Updates
- a. ACUHO-i Foundation Rep
 - b. Annual Conference Chair
 - i. Selected co-chairs, restructured how the group functions, co-chairs of committees selected and will be announced soon.
 - c. Assessment Coordinator
 - i. Still working on pulling data from last month's webinar. New survey for tomorrow ready. Found an odd question I've removed. Working through data we have.
 - d. Corporate Relations Chair
 - i. Will be talking next meeting more about the compass plan. Creatign and transforming hwo we talk about ti with our partners. Changing the culture conversation – why they need us and why we need them. Looking for more committee members.
 - e. Equity, Diversity, & Inclusion Chairs

- i. No updates, Phil and Ange meeting tomorrow to brainstorm and plan.
- f. Events Coordinator
 - i. No report.
- g. Financial Stability Task Force Chair
 - i. Kathi wanted to share she has upcoming meeting with membership and corporate partners.
- h. Marketing & Communications Chair
- i. Media & Publications Chair
 - i. Navigator out and had a facelift. Still looking for info from DCs. Will reach out to Colin for data to share. Also interested in self-care info from the webinar.
- j. Membership Coordinator
 - i. Currently at 89 members. Preparing for 2021 membership. Looking into potentially starting our listserv from scratch.
- k. Parliamentarian/Historian
- l. Professional Development Chair
- m. Secretary
- n. Strategic Planning Task Force Chairs
 - i. Welcome to Matt! Still holding until January – no current updates.
- o. Technology Chair
- p. Webmaster
- q. CT/RI District Coordinator
- r. ENY/VT District Coordinator
- s. MA District Coordinator
- t. Metro-NY District Coordinator
 - i. Getting Metro NY T-shirt ready. Hoping to send someone from the district to the annual through the funds raised. Two potential new members. Listserv update is welcomed news.
- u. NH/ME District Coordinator
 - i. Circling back on sessions that were recommended. RLAGs being woven in as well.
- v. WNY District Coordinator
 - i. Reached out to all institutions in my area. Planning virtual happy hour or game night. Considering additional outreach.
- w. Treasurer
 - i. PO Box and money issues, specifically returning checks to people. Have all deposits and checks in from the Annual Last sponsorship check last Friday. Balancing all the budget stuff out. Don't have access to view the Legacy account. Looking good!
- x. Treasurer-Elect
- y. Past President

- i. Awards committee has been established! Need nominations for two open positions.
- z. President-Elect
 - aa. President
 - i. Webinar tomorrow! 65 registered. Great line-up for presenters. Dietician, recreation professional, investing in yourself. Recordings will go to anyone registered. Meeting about membership soon. Automatic renewal in the website causing issues needing to reconcile. MACUHO agreed to the joint agreement, everyone will be signing shortly. Met with ACUHO-I regarding supporting our website. Matt will be sending a questionnaire. This is for us to get a report on website options. January meeting time should be held, and agenda is light right now.
- M. Items for DCs to report to their districts?
 - a. Member institutions will be getting renewal information soon.
 - b. Nominations for to open board positions.
- N. Adjourn – 3:56pm.

2020-2021 Event Schedule

Event	Site	District	Date
Residential Operations Webinar	Virtual Event	N/A	November 6, 2020
Self Care & Wellness Webinar	Virtual Event	N/A	December 4, 2020
Residential Education Webinar	Virtual Event	N/A	February 5, 2021
Res Ops & Spring RD2B	Virtual Event	N/A	February 26, 2021
EDI Retreat	Virtual Event	N/A	March 2020
SHO Webinar	Virtual Event	N/A	March 19, 2021
New Professionals & Mid-Level Institute	Virtual Event	N/A	April 16, 2021
Res Ed Institute	Virtual Event	N/A	June 4, 2021
On-Boarding Webinar	Virtual Event	N/A	June 18, 2021
Toolkit Series	Virtual Event	N/A	July 27 & 28, 2021
Webinar	Virtual Event	N/A	September 22, 2021
Joint Annual Conference	Kalahari Resort	N/A	October 12-15, 2021

2020-2021 E-Board Meeting Schedule

Event	Site	District	Date
Post Annual Conference	Virtual Meeting	N/A	October 16, 2020
E-Board	Virtual Meeting	N/A	November 5, 2020
E-Board	Virtual Meeting	N/A	December 3, 2020
E-Board	Virtual Meeting	N/A	January 8, 2021
E-Board	Virtual Meeting	N/A	February 4, 2021
Joint Conference Site Visit	Kalahari Resort	Poconos, PA	Early February 2021
E-Board	Virtual Meeting	N/A	March 5, 2021
Pre-New Professionals & Mid-Level Institute	Virtual Meeting	N/A	April 15, 2021

E-Board	Virtual Meeting	N/A	May 7, 2021
Pre-Res Ed Institute	Virtual Meeting	N/A	June 3, 2021
E-Board	Virtual Meeting	N/A	July 1, 2021
E-Board	Virtual Meeting	N/A	August 6, 2021
E-Board	Virtual Meeting	N/A	September 10, 2021
Annual Conference	Kalahari Resort	Poconos, PA	October 12, 2021