



E-board Meeting Agenda
Phone meeting
Wednesday, Nov. 16, 3-5pm

On the phone: Shelly Keniston, Sonya Alexander, Tim Touchette, Heather Quire, David Ferguson, Jason Rizk, Jeff St. Dic, Stephany George, AJ Goodman, Cat Kellman, Shannon Overcash, David Grimes, Trish Godino Loring, Jon Bragg, Nate Gordon, Kristin Murphy, Kim Beardsley

Meeting called to order: 3:04pm

1. Approval of Minutes from October 14, 2016

Motion by Trish Godino Loring to Approve Minutes from October 14, 2016

Second by Dave Grimes

Discussion: none

6-approved, 0, 0-abstained

Motion passes -0-0

2. Approval of EDI Conference Budget-Online Vote

Motion by Thomas Kelley to approve the budget for the EDI Conference in February at Manhattan College.

Second by Cat Kellman Discussion:

Joshua Hettrick: The proposed rate of \$40 is more expensive than what we just approved for the Res Ops budget and once again I believe we need to keep our prices as low as possible. This is an event we have all identified as a priority and we barely got it up off the ground last year after a three-year hiatus. Keeping the cost low will increase our likelihood of having a solid attendance.

The Snack/Coffee Break line has 50 for attendance and normally we do 50% of the attendance for this like we do for breakfast. If we drop that number to 25 and decrease the rate to \$35 the conference is still in the black.

I'm curious why lunch is costing \$20.45? We held the Res Ops conference at Manhattan College last year and in looking at that budget the cost for lunch was \$13.75. I know prices go up each year but that is incredibly high for a drive-in conference lunch.

At the very least I'd like to propose a friendly amendment to the budget to reduce the conference rate to \$35 and to decrease the attendance for the Snack/Coffee Break to 25.

Cat: TKay and I talked about the amount and given the events this last year and even last night with the results, I think a space for dialogue and skills based learning is very important. Also having it at a different month will also allow us to see if it was an issue with the time of the year. As it relates to the snack number I would be in support of lowering the number because of the location. Lastly, as it relates to lunch cost the college had an increase in their food cost. The meal is unchanged to what it has been in past years.

AJ: I echo Josh's and other's thoughts to reduce the number for the to-go snack. As it was last year, I ended up with a fairly large box of to go snacks at the end of ResOps. To go into meal cost, the \$13.75 isn't accurate for ResOps last year. Looking over the invoice from last year, the sandwich assortment alone was \$13.75 per person, then there were additional fees for desserts, fruit salad, and coffee/tea. *The real total per person for lunch at last year's ResOps at Manhattan was \$21.36.* Our conference catering prices increased 8% from last year, but we looked over the menu and found a way to provide the same variety and quantity of food for less cost. I'll spare you the math, but can provide last year's invoice and this year's College catering menu, as well as the EDI menu if you're interested in the details.

In concerns about using the other events to pay down the annual, the budget with the reduced snack amount puts \$270 into the annual, reducing that cost \$1 to \$2 per attendee. The budget for the annual we looked at in October put the registration fee for the annual at \$200. I have my doubts that we are actually going to reduce that cost to \$199 or \$198 if EDI has the \$270 profit we are looking at currently. Instead, I'm assuming that profit would end up going with the rest of our revenues. Going to the Operational Budget we discussed in October, the \$270 profit would result in a 0.66% total increase in our revenues.

Reducing the snack to 25 people and the overall cost to \$35, still results in a profit for EDI, though a narrow one (\$20) with 50 attendees. Also to consider is the look of charging a higher price for EDI than ResOps. Essentially, we're saying that having ResOps be more accessible is of greater value to us than EDI. EDI isn't a significant money maker (even at \$40), but it's important to have and to have at the same price as events with similar amounts of content.

I'm very much in favor of the \$35 cost.

Shelly: All voters, you will respond to two separate votes. Friendly amendment 1 and 2.

1: to change cost of conference from \$40 to \$35

2: to lower snack number by 50%

Responses by 2pm.

So my reply all might be

1. Opposed

2. Abstaining

Amendment one does not pass: 3-4-0

Amendment 2 passes: 6-1-0

Motion passes 6-1-1

3. Approval for Spring RD2B Budget-Online Vote

Motion by Thomas Kelley to approve the spring RD2B Budget.

Second by: Jason Rizk

Discussion:

Joshua Hettrick: Two questions: Is there a reason we aren't budgeting for half the attendees for breakfast like we traditionally do? If it's just to keep the budget close to break-even then I think it's worth bumping it up to 40 because as you pointed out Jason, the Fall RD2B made a profit. We traditionally haven't worried too much about the RD2B's knowing they will be easily offset by our other

events. 2. If you add up the attendees, chaperones, and mentors it comes to 81. Shouldn't lunch be 81 as well?

TKay: Yes, breakfast should actually be at 40, that was an oversight and lunch should be 81 bringing it conference to the red in the amount of \$57.95. I have made those adjustments on the form as a friendly amendment if I can get a second.

Casey: Second

At this time I call the motion below to a vote with the friendly amendment from Thomas Kelley with a second from Casey Wall. (Breakfast should actually be at 40, and lunch should be 81 bringing the conference to the red in the amount of \$57.95.)

Motion passes 7-0-0

4. Calendar/Timeline Review or Additions

Shelly: Calendar moving around at the WENU meeting in December. Are there more dates that need to be added? Discussion items for December?

Nothing to add at this point. More in-depth discussion in December in-person. You can also send over email prior to December meeting.

5. Position Reports

Shelly Keniston: Team went to MACUHO last week (Casey Brittney, Jeff and I). They were wonderful and let us into the business meetings and gave full behind the scenes access.

Foundation Board Representative wrapping up soon and there may be an online vote for that.

Nate Gordon: Two weeks ago went to NEACURH conference. Gave updates on where the organization is going highlighting the annual conference. Gave away NEACUHO swag. NEACURH conference is during TPE. Started working with reps from Experian for host sites for 2018. Area that I am looking at is CT/RI district.

Josh Hettrick: Running special election for Western NY DC position. Running unopposed. Only one was not in Western NY district, election will conclude on Monday.

Kim Beardsley: Put together a google doc as a platform begin OTM for CT/RI. Hoping to have that completed soon to have set to go for December.

David Grimes: Reach out to schools to renew and rejoin. First round table at Elms College. Went really well. Next one aiming in Boston area in February. Things going well.

Trish Godino Loring: Continue to work with schools to renew membership. Attended conference and spoke with people there.

AJ Goodman: working with Pace to host a roundtable and social afterwards. Early January.

Jeff St. Dic: Attended MACUHO, connected with annual co-chairs there. Attended their meetings there. They met every morning before the day started. Very welcoming and answered questions about their annual. Their schedule is very similar to NASPA region I. I have a grasp of their model. I have been receiving all applications. Finalize all applicants before Residential Operations meeting. A lot of people have applied for multiple position and we want to see if people can be flexible

David Ferguson: Sent out first edition of the Navigator. Sent time line for future edition going forward. Next edition coming December 12th.

Jason Rizk: Last RD2B was awesome thank you to everyone that assisted. Making adjustments to the schedule. Changing keynote to end panel. Extend the time period for interview. Adding phone and mock interviews. April 1st, Fitchburg State. Working with Michelle to prepare update on New Professionals. Feb 11th RD2B, UAlbany. Registration going live after Thanksgiving.

Brittany: Mention changed change to keynote is that a change that is also for February?

Jason: Yes. We will talk and figure that out

Shelly: Cortland folks backed out Mandatory professional development so they cannot make it work. DCs were sent an email to reach out and find a place. We are not staying in NY. We will go anywhere in region. If any of you have the capacity to host a conference, let me know. I'm going to talk to folks on this campus to see if we can host. Please work with Michelle and I. Dates would be March 16 and 17 or the March 23 and 24 or March 30 and 31. Ideal is March 23 and 24.

Brittany Bookman: Went to MACUHO. MACUHO runs case study different. Shelly was on judging group. Able to observe their transition from paper program evaluations to guidebook evaluations. Program awards are at the end of the banquet. Working on committee applications to get finalized. Case Study: small change to case study, program committee will work with case and write it, solicit from region to find out ideas. Other idea: All their categories for programs are in line with competencies from ACUHO-I. It would be a small change for proposals.

Kristin Murphy: Have quite a few programs to choose from, 13 submitted. 10 member institutions represented and one cooperate partner. Registration is looking good. 70 people registered, 14 exhibitors, 56 members. 26 institutions represented. 9 cooperate people coming. Continuing to work with Kim from WNEU and working with Heather on Assessment, Working with David Grimes on a social. Working with Kim to secure a space for E-board meeting the day before. We will need help with registration. Not a lot of the board members are registered so let me know if you are attending. Submitted an article for Navigator. Plan to have a presence in the Navigator for each issue.

Jon Bragg: Working on a webinar for after Thanksgiving. We were not able to secure a speaker. We are going to look to do another tweet up on post-election and potential changes. Moving other webinar to January with ASCA. Doing a Navigator article for this coming edition.

Cat Kellman: EDI first webinar today. Presenter had snafu but had 35 logged in people register. He is going to tape his presentation. It will be sent to the people registered and then provide an intimate talk.

Registration for EDI coming November 28. Presentation need to be traditional or skilled based or creating spaces for dialogue. Affinity spaces. Working on a speaker but should have something when we get back in January.

Heather Quire: Just sent out summary for Fall RD2B. Did a post survey, 26 did survey. 26 questions both qualitative and quantitative. Large numbers of satisfactory. Increasing time with mentors, mock interviews, institutional fit. Working with Kristin for Residential Operations, working with Cat soon for EDI.

Shannon Overcash: We up to 107 members across the region. Helped Josh getting Western NY DC. I will be reaching out to DCs to do monthly meetings. Numbers are looking good. Sent out an email a couple weeks ago with numbers. Expecting to see an increase with Residential Operations coming

Jon Conlogue: Nothing to report

Tim Touchette: Making arranges for e-board travel. Be on replying as quickly as you can. Need to make sure I have this information ahead of time. I was asked to chair the local planning committee for ACUHOI.

Greg Madrid: Everything is updated. The website is doing what it needs to be doing.

6. Next Meeting's Agenda?

Shelly: 10am-5pm meeting at WNEU. There will be hotel that night for Residential Operations conference attendees.

- a. Approval of minutes
- b. Calendar updates
- c. Discuss fee structure going forward for webinars
- d. Separate meetings /DCs, TK with conference chairs, and others
- e. Position reports
- f. Fixing language for assessment coordinator
- g. What are we doing that are not necessarily in someone's job descriptions
- h. Facebook/Social media accounts for NEACUHO

Shelly: Feedback from past president Paula Randazza (read a note from Raz)

I've been sending updates to Past Presidents every 6 weeks on what is happening. I get feedback. Good motivator and that we are moving in the right direction.

7. Items for DCs to report to their districts?

- a. Hosting for Spring drive-in conference.
- b. Res-Ops Conference-Deadline is December 2 to register.

Motion By Shelly Keniston to Adjourn

Second by: Tim Touchette
Meeting Adjourned 4:00PM