



**Executive Board Meeting**  
November 9, 2012 ~ 10:00am-4pm  
University of New Hampshire

**I. Call to Order at 10:13am**

Roll Call: Jen Golojuch, Nate Gordon, Casey Wall, Kim Schmidl-Gagne, Brenda Ice, Jenn Crane, Cindy Long-Porter, Paula Randazza, Julie Hershkowitz, Tim Touchette, Jess Faulk, Kristen Eldridge, Matt Talbot, Joe Murphy, Gary Bice, Stephen Luber, Dave Stender via SKYPE.

Unable to attend: Zach Irish, Christina Lowery-Smith, Ryan Young, Kathi Bradford, Jon Conlogue, Derek Zuckerman, Marisa Derderian, Mike Hamilton

**II. Approve Minutes from October 4, 2012**

**Paula Randazza: I move to approve the minutes from October 4, 2012**

**Joe Murphy: Second**

**Vote : 7-0-0; Motion Passes**

**III. Unfinished Business**

After the October 4<sup>th</sup> Board Meeting, an online motion was put forth to approve the budget for the Residential Operations Conference. The following motion was sent to the E-Board on Saturday, October 27, 2012

**Tim Touchette: I move that the ResOps budget amended by the finance committee be approved.**

**Paula Randazza: I second**

**Vote: 8-0-0; Motion Passes**

**A. Social Issues Budget**

Brenda- I would like the registration cost to be \$50 for the two day event

Raz – This is tough to compare day long conferences that cost \$55 to a two day that is \$50

Brenda – This is based off of previous programs that were \$45 for a day. I didn't want to overshoot or undersell.

Cindy – Are these are the actual prices for meals?

Brenda – Yes, the meal options will be in the Student Center, which has various options and we can eat together. The dinner is going to be somewhat interesting. I attended the ACUHO-I Living-Learning Community Conference and they arranged group dinners around town based off of the interests within the group. My committee is looking to do something similar with established groups after a cocktail hour.

Casey – This is a great idea but there are not a lot of food options near the university.

Brenda – I'm working with my campus liaison, Dan Taylor, and have been told that there is a lot to do.

Raz – So this dinner is cocktails and appetizers on campus?

Brenda – Yes and then I would arrange transportation to the various places but dinner is on their own. This should allow us to make some money as we might be able to get all of the facilities taken care of.

Joe – the honorarium for the speakers is still in place?

Brenda – Yes, we have three speakers but are only paying for two.

**Raz – I move to approve budget for the Social Issues Retreat Series**

**Kim Gagne – second**

**Vote: 7-0-0; Motion Passes**

## **B. Annual Conference Budget**

Stephen – Our goal is to keep costs low and under \$400 for everything and set the Annual Conference budget up with this in mind. I used the guidelines of having 200 people attend and right now it costs approx. \$400.60 for each registrant, which is the average.

Discussion included : balanced budget without considering corporate sponsorship, UNH's sponsorship of Night on the town; night on the town included as part of the conference -not a separate option, past president special rate will be offered again this year, and seed money.

**Gary Bice – I move that we accept the UNH Budget, conference guidelines, adding in \$5000 seed money that the organization typically provides to offer a balanced budget.**

**Kim Gagne - I second this motion.**

**Vote - 3-3-1; tie**

**Cindy Long Porter – As president I will vote to break the tie and the motion passes.**

## **C. Conference Schedule**

Stephen – This is draft 8 of the schedule and it is similar to how a typical NEACUHO works. Thursday is when the board arrives, June 20<sup>th</sup>. Board Meetings will likely take place here in the MUB. Friday morning the delegates start arriving and the E-Board will likely have a meeting. Meals are still counted and we would bill NEACUHO for this. Check in will be taking place throughout the afternoon and then committee meetings in the early evening. Opening reception and then move to banquet followed by the District desserts, then case study orientation and end with Club NEACUHO Part 1; Saturday, day two of the conference. Breakfast, keynote, session 1, session 2, Lunch and the vendor fair, with a half hour overlap until session 4 begins. Saturday evening is the night out on the town and we will be providing transportation for the various events. There will be index cards with taxi info for people who miss the 10:30pm bus home. On Sunday, we are possibly looking to move the fun run to the afternoon if interest session 7 isn't needed. Since this is on a Sunday, we will have a list of local churches if attendees are interested. The Case study sessions, I've planned for two hours at the business lunch. We are planning to do this at lunch, so we may schedule lunch for an hour and then move to a theatre for the meeting to separate the lunch from the business.

Discussion included: moving the fun run to the afternoon, not having a 7<sup>th</sup> session, increasing the time for the program committee meeting and the NP orientation.

Stephen will have draft 9 available soon!

The Host Committee visited us for lunch to mix and mingle with the board. The E-Board then had a tour of campus and the locations that conference events would be taking place in.

#### **D. Pay Pal vs World Pay vs Blue pay**

PayPal is not functional for us at this time for a variety of reasons:

We can't get it out of Zach's name

We're supposed to be able to go in and can see who has paid but for some reason we cant.

We also ran into a problem with corporate cards, where it max's out at a certain amount.

Blue Pay is a payment source that works with our new website.

This would raise us up to \$522 with fees. There is no limit with Blue Pay and corporate cards

If more people use this, it would be a lot easier to use on our end to collect data.

Joe - My recommendation is for the board to use blue pay and disavow from pay pal.

We will investigate some other state campuses to see if they can use their P cards and if their campuses will allow the use of Blue Pay.

Cindy – So let's table this - Joe will send us all a link with additional information on Blue Pay to make a decision about this at our January Web Ex meeting.

#### **E. Foundation Board Rep**

Cindy – I talked to Chuck Lamb, the current rep, about what we would need to have some continuity in the role and what we do in our area in terms of giving. Based on the information provided, I have decided to appoint a seasoned professional to this role versus sending out a call for volunteers.

**Cindy Porter – I move to appoint Rich Bova as the NEACUHO Rep. to the ACUHO-I Foundation.**

**Joe Murphy- I second**

**Vote - 7-0-0; motion passes**

#### **IV. New Business**

A. Pre conference/ Bystander Innovations – Please take a look at the link below for discussion -

<http://www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-oEC95DF7AB5B31F1>

Dave- This past August, I attended a train the trainer session on bystander intervention that was hosted by UNH folks. I think that this is a big thing right now and thought it would be a good idea to offer this to program attendees at the Annual. It doesn't have to be a train the trainer as they have different workshops that they offer. I'm looking at the shorter of these two offerings. I'm talking to people from UNH about potential pricing for this workshop which would be \$1200. This is just an exploratory option and is a very good program and something that the membership could benefit from on increasing the dialogue around bystander intervention. The context of their presentation is in the realm of sexual harassment. I'm concerned about cost of this workshop, would the membership pay for this, would attendees sign up for it? I'm looking to get feedback on thoughts on this topic.

Discussion included: how to cover costs (registration or organization), interest level/demand, since many campuses have a program, potential for pro bono since they could get potential clients from the presentation.

Sense of the Body showed that it would be “better” as a program session versus a pre-conference. The DCs will poll schools in their districts to see what institutions have a Bystander Intervention program and if folks would come in a day in advance of the conference for training.

Dave – I was looking at another programming opportunity to offer a mid-level case study. We’re exploring where this could potentially fit. I think that this would be a good pre-conference.

## **B. Evaluations**

Casey – What really are we looking for in the evaluations? We all work in a profession that is driven by learning outcomes. We don’t do it based on what we see at conferences. Right now the evaluations don’t tell us if we have really learned anything. Are we providing feedback about the conference itself to the organizations or are we just giving it to the presenter. If it’s for the presenter, than this form is fine. If the feedback is for us, then we need to create a new form that will get us information we need.

Discussion included: timeline for the strategic plan and assessment and making similar evals for the smaller conference for the next two years until the strategic planning process unfolds.

Casey agrees to create a draft evaluation and circulate it to the committee chairs responsible for conferences for adoption and use during the next two years.

## **C. Best of Fall Drive In**

We have varied on the actual award for this honor and we are not in line with the operations manual. In the past, some winners have been allowed registration to the annual to present while others have simply received a plaque. The ACUHO-I model for “best of” does offer funding, but doesn’t fully cover costs; we sometimes have multiple presenters, so saying “cost of registration” varies from year to year; an actual dollar amount would provide clarity and presenters can split it as needed.

**Casey Wall– I move to allot \$500.00 towards registration at the annual conference for the winner of the ‘Best of the Fall Drive-in’ (subsequently, the operations manual would be updated) in addition to a plaque and a slot to present at the annual.**

**Kim Gagne – I second**

**Vote: 7-0-0; Motion passes**

## D. Time Line for awards, elections, appointed board positions and committee members

Raz – This is the timeline for elections. It's a little bit later than in the past because the Annual Conference is later in June.

### Elections

February 4	Election Announcement/Publicity
February 11-25	Nominations Open
March 11	Candidate Platforms due
March 18-March 25	Elections
March 27-April 3	Run-Off Elections if needed

### Awards

February 4	Committee Appointed
February 18	Descriptions and Criteria Review
March 4	Award announcements/publicity
March 4-March 22	Nominations Open
March 25-April 1	Selection

Kim – Depending upon when Raz wraps up the elections, I will get out the appointed board position information around April 3-11 and have them due around the 18-19<sup>th</sup> of April. Then I will appoint committee members between April 20-30<sup>th</sup>.

## V. Committee Chair & Appointed Board Member Reports

A. **Annual Conference** – Stephen Luber  
Report under unfinished business

B. **Corporate Relations** – Kathi Bradford  
Report in the portal

C. **Media and Publications** – Jess Faulk

I came up with a quick survey to find out what people wanted to know; With Res Ops on the horizon, I asked some questions about Hurricane Sandy, CHOs, etc. I got 18 responses, which is great. In the future, I would like to ask five questions each time a newsletter goes out. Members can answer one or all five. I wanted to raise the questions about what kind of involvement the DCs want in the newsletter? Going along with the theme of featuring more about schools in your region, I'd love to highlight quick facts or a program of things happening at a member school.

Discussion included: agreement with spotlight on members, fast facts "about" institutions, human interest stories (such as tweeting to raise money), instructions on the listserve, highlight sustaining and new members, as well as those who return. Next article deadline is 12/14/12 – NP focus; released date: 1/15/13.

D. **New Professional Development** – Matt Talbot

RD2B is coming up next week! We have 12 mentors and 49 slots filled. Past-President Sabrina Tanbara will be the keynote speaker. We have institutions from as far away as Southern New Hampshire. I've been working very closely with Old Westbury for all details of the day. I've been trying hard to reach out to people this week to see if we can get donations for the relief effort from Sandy. Please attend the conference if you can to show eboard support.

**E. Professional Development** – Casey Wall

We had a nice financial return on the fall drive in with approximately 160 people attending. An evaluation went out this week to try and get information from the conference attendees about what participants took away from the sessions. Part of the feedback form was about what did you learn that you didn't know before? We did the half-sheets about signage, pre-conference information, etc. I will have more information for you at the next meeting as I'm waiting for the evaluation to close out. For the mid-level institute, we're trying to create the demand that RD2B has by putting a cap on attendance at 25. I'm looking to set the mid-level institute up as a cohort with four competencies one year and four the next. This way it is along the lines of a revolving door of registrants.

**F. Program** – Dave Stender

Board Report in the portal

**G. Residential Operations** – Tim Touchette

We have 40 people registered for the Residential Operations Conference. Program proposals are coming in and were in good shape for the conference!

**H. Risk Management/Legal Issues** – Marissa Derderian

Board Report in the portal

**I. Social Issues** – Brenda Ice

I've only gotten one e-mail response from my committee and I'm nervous about being one person planning a conference. The board offered suggestions of getting the committee on task.

There have been some conversations about moving the retreat series to the summer and making it a training event instead of a renewal.

Some of these events are "sacred cows" like the WWRR and would be a culture shift/change.

Since we voted on calendar issues to set the retreats in January, we would need a board vote to change them as well.

**J. Membership Coordinator** – Jen Golojuch

Currently we have 109 (up from 89 on October 4, 2012) members (106 institutions, 3 affiliates)

Goal is 160 members so we are over half way there. 51 to go!

31 – Small (\$1,860.00)

29 – Medium (\$2,320.00)

32 – Large (\$4,160.00)

14- Extra-Large (\$4,160.00)

3 - Affiliate (\$90.00)

Total Revenue: \$12,630.00

Derek has been super helpful in getting CHO contacts. I've also been removing people from the listserv who request it. If people do want to unsubscribe, they just need click the link at the bottom of the e-mail.

Discussion on the recent "reply all" on unsubscribing; Jess will put an etiquette article in the Navigator along with instructions; the new website and self-registration may change some of the list serve issues.

- K. **Technology Coordinator** – Mike Hamilton  
Board Report in the portal

Discussion on where registration will be run from the annual; the new website allows registration and fees collection and then we would pay UNH; If UNH does the registration and fees collection, then they have the monies needed to function; If UNH is able to timely cut a check to NEACUHO after the event, it makes sense for them to host the registration/payment. Steve will get the details of that process.

- L. **Historian/Strategic Initiative** – Gary Bice, Jr.  
I used the most up to date membership list to send out a call for volunteers for the task force. I found it most interesting that a lot of e-mails came back as the user doesn't exist. From that process, about 30 people want to be involved in structure and governance. My Plan is to go through the list and be intentional with a steering committee. Bring small groups together as this won't really be completed until next year. Some names on the list I don't recognize and want to be involved - This is great! The more we can involve them will be helpful.

- M. **CHO Liaison** – Derek Zuckerman  
Board Report in the portal

- N. **Finance Task Force** – Jon Conlogue  
Board Report in the portal

- O. **Structure and Governance Task Force**  
Report under Letter L

## VI. Officer Reports

- A. **CT/RI DC** – Jennifer Crane  
I'm excited for the upcoming roundtable next week at UCONN. Just had two institutions contact me about hosting district events in the future.
- B. **E-NY & VT DC** – Christina Lowery  
Board Report in the portal
- C. **MA DC** – Julie Hershkowitz  
The greater Boston Area Graduate Institution is a new group being formed to collaborate and share resources/prof development opportunities in the Boston area. The first social is on December 10 and I'm looking to collaborate with them on some level. This is brand new and there are a lot of higher education student affairs programs in the area. I'm also looking to do a social at Emmanuel next semester.
- D. **ME/ NH DC** – Zach Irish  
Board Report in the portal
- E. **Metro NY** – Ryan Young  
Board Report in the portal

F. **W-NY DC** – Kristen Eldridge

I'm hosting a roundtable at the University of Buffalo and the Director of Campus Living will be the keynote. I'm also putting together a social the night before the Res Ops conference. Finally, I will be attending the NEACURH regional conference.

G. **Secretary** – Nate Gordon

I'm currently working on the membership quick guide and will have a draft available for the WebEx meeting in January.

H. **Treasurer** – Joe Murphy

We have \$26,000 in the bank for our operating budget. In reserve, we currently have \$57,000 which includes the money from NU. Some of the money in PayPal needs to be rolled over. The registration for our conferences are going well. Casey finished up her actual costs for the fall drive in and we made \$1,888.13. Due to the changes we made today, we are still a plus \$1,100. Kim is still processing check requests and working on getting me on the account and then next time we can see our actual costs. Keep sending financial questions to both of us, but send check requests to Kim.

Kim – We've done some great things for the budget and want to make it visible to the board and are working with Mike to have the finances and budget be transparent and visible.

I. **Past President** – Raz

In addition to the awards and election process, I'm working on fundraising efforts for the past-presidents professional development fund. Members are also able to give money in the name of a past president, should they choose to. I will contact the board with travel and lodging information prior to our March meeting.

J. **President Elect** – Kim Gagne

I'm working on the appointed board process, time and place committee and closely with Joe and Jen on treasurer and membership stuff. Bids for 2014 conferences will go out next week. DCs – please make a plug to your institutions about hosting events!

K. **President** – Cindy Long-Porter

This has been a busy semester for all of us, which has impacted our ability to get things done. Please don't hesitate to get in touch with me as to how I can help. I will be in touch with Rich Bova about being our new ACUHO-I foundation board rep and start that transition. We have an upcoming regional presidents meeting and will update the board on how that goes. We were unable to send someone to MACUHO, so I did a video message to them.

## VII. Upcoming Events/Reminders

- If you need letterhead or notecards, contact [ngordon@keene.edu](mailto:ngordon@keene.edu)
- November 9, 2012 Board Meeting/Site Visit 10am-4pm UNH
- November 17, 2012 Fall RD2B Conference Old Westbury
- December 7, 2012 Res. Operations Conference & Trade Show Ithaca College
- January 10-11, 2013 Social Issues Retreat

### **VIII. Items for the DCs to Communicate to Membership**

- Continue to reach out to your district for membership renewals and new member institutions to help reach our goal of 160!
- Advertise RD2B Conference – November 17<sup>th</sup> at Old Westbury

### **IX. Announcements**

Jess – I asked for deadlines before Hurricane Sandy and if you want to make any changes to your articles, send them to me this weekend.

### **X. Adjournment**

Meeting adjourned at 3:48pm