



**Executive Board Meeting  
Friday, November 9, 2018  
University of Massachusetts @ Amherst  
10:00AM-3:00PM**

**1. Call to Order**

- a. **Meeting called to order at 10:10 am**
- b. Following members are in attendance:
  - i. Heather, Brendon, Zack, Dave Grimes, Eric, Sonya, Jenn, Matt F, Melody, Kristen, Matt M, Antonio, Matt L, Nate, Ryan, Trish, Colin,
- c. Following members called in via phone:
  - i. John B, Kevin, Vinnie,

**2. Approve Minutes from the October 5<sup>th</sup> E-Board Meeting in Mystic**

- a. **Motion to approve the minutes Brendon**
  - i. **Matt F second**
    - **Discussion?**

**Vote 8-0-0 passes**

**Sonya arrived after vote changes quorum to 9 voting members**

**3. How NEACUHO works**

Trish: I have asked Nate to take a few minutes and review how our organization works. There has sometimes been some confusion going through the year and so hopefully this will alleviate some of that moving forward.

Nate: The first thing to cover is our mission and vision. And I think that the vision really sums up what NEACUHO is and that is “to be the premier housing and residence life organization in the northeast.

The three “p’s” are the President Elect, the Past President and the President, currently that Dave, myself and Trish respectively. And we are responsible for running the organization, and everything right now falls on Trish. When your elected into the cycle it is a three-year commitment. We talk every week on Tuesdays from 9-10, and we use that time to talk about things that are going on within the organization whether that be events coming up or issues that are happening that we all need to be aware of. It also gives us a chance to talk about what is happening in ACUHO-I which Trish and Dave

are our representatives and keep us in the know about what is happening nationally. Each of the regional organizations has a structure similar to this and here in NEACUHO we are known as “the three p’s.”

Elected positions vs appointed positions. As the past president it is my job to run elections for the coming year, that process will take place around April. As elected positions that means the membership voted you as their representative. So it is your responsibility to represent because they voted you into that position. The only person who doesn’t get to vote is the President, unless there is a tie.

Appointed positions do not have a vote and that has been debated time and time again over the years. What it really comes down to is it is Trish’s responsibility to fill the appointed positions to fill out the executive board. So it could be perceived that, if everyone had voting power, Trish was stacking the board to get her agenda across. Dave will propose his appointed board next summer for approval so that they can be confirmed and ready to take over after the Albany conference.

NEACUHO Membership has a couple different levels the first of which is the Membership Coordinator. Kim Beardsley is currently still out on maternity leave and she will be back sometime in January. She oversees the membership within the organization. NEACUHO is unique in that we have membership dues and we are done by a membership institution. Institutions pay by the number of beds and we have small, medium, large, and extra-large. For example, I am from UConn and we are an extra-large institution vs NHTI where Trish is at would be a small school. So the size of your institution determines how much you pay, it is a yearly fee and then you are allowed as many individual members as you want from your institution.

Membership benefits get you access to the list serve, discounted rates to conferences, your able to read the Navigator, and you have the ability to run for an elected board position or be appointed to a board position. So everyone on the board has to be a NEACUHO member. Membership year runs along with our fiscal year from January – December, so our recruitment is going to kick off in about a month.

District Coordinators have an assigned district within the region. We are currently split into 6 districts, Maine/New Hampshire, Eastern NY/Vermont, Massachusetts, Connecticut/Rhode Island, Western NY, and Metro NY. You really work with the schools within the region to help the membership coordinator with recruitment. Part of that is for us to get new members and retain new members. Over the years the DC role has evolved into who can outdo each other with round tables, who can have the most socials, who is going to host a mini conference, but the whole point of a DC is to help with recruitment and renewal. We are down a little bit from last year in terms of membership so really looking to get those numbers back up.

Within membership there are two levels institutional and affiliate. To be on the board in any capacity you have to be an institutional member. We do have affiliate members, currently a majority of those are our past presidents who have retired but still want to be involved with the organization. We also have some people who have left the region but want to stay involved with NEACUHO so they are affiliate members as well. There is no

option to become an affiliate member when paying you membership dues on the website. You have to ask for that because it can get very confusing if you are at a school that is already a member institution. So if you are looking for that you must speak with the membership coordinator and we can set up a special portal payment portal for an affiliate membership. But once you become an affiliate member you get the same access as everyone else with the exceptions of being able to run for or be appointed to the executive board and voting at the business meeting because it is done by institution.

Corporate affiliates through our Compass program with Matt runs as our Corporate Relations Chair. They sponsor our conferences and events such as the annual and ResOps conference.

NEACUHO Constitution is the governing document for the organization and it is all online. All of the positions are outlined with definitions as to what your role is on the board, it also outlines how the organization came to be and how we function. The constitution has been voted on and approved by the membership. So any changes must be brought to a full membership vote either at the annual business meeting or as an online vote. What's different is the bylaws, they are also a part of the constitution and are a part of how the organization runs. However, the executive board can vote to change them without opening it to the whole membership.

We have relationships with other organizations such as ACUHO-I. however, membership of NEACUHO does not mean that you are a member of ACUHO-I. We are affiliated with ACUHO-I but we are not an umbrella organization of AUCHO-I. Trish and Dave sit in on the President calls with a representative from ACUHO-I and we have an agreement that we will be affiliated with you and send our President and President elect to your conference and be involved and we hold a spot at our annual conference for one of their representatives to attend and speak at our annual conference. NEACURH is the North East Association of College and University Residence Halls and we have a light agreement with them right now. Over the years it has been strong and great but it has fallen by the wayside recently. In the agreement it states that the President of NEACUHO and Director of NEACURH talk on a semester basis. In the past we have sponsored an award for them and they have attended our annual conference. MACUHO is the Mid-Atlantic region and we have done a presidential exchange for the past couple of years and we are looking to do a joint conference in 2021.

NEACUHO Committees are the life blood of the organization. This is where a lot of people get their start and keep the organization running. Committees are the ones who get the work done in NEACUHO and do all of the behind the scenes work to make our events such a success. I am a strong believer of getting involved in committees is a great way to spring board your involvement in the organization as demonstrated by the number of people at this table who started in committees.

NEACUHO Website has all of the information about the organization including, information about events and registration, membership renewal, presidents update, our history, the constitution and bylaws, and all past award winners. It also has an executive board portal that contains an E-board profile, all of the past minutes, depending on the president there have been E-board reports to submit, and discussion groups.

Finally, there is the NEACUHO Operations manual that not only contains the constitution and bylaws but it also contains information on how to get a check request form, who has credit cards etc.

Are there any questions?

Trish: I have something to add, Nate talked about the bylaws and how it has everyone's description. However, the one exception to that is if you are a one-time appointment.

Eric: How do we access the google drive?

Nate: The google drive is where the list serve lives as well as our entire history that was downloaded from Drop Box. Right now the three p's and the Matt L have access, but I think we should have something in writing that defines how the board can have access because it has a lot of useful information. Such as previous years' membership rosters and spreadsheets, which could be useful information for you all to have access too. So we will work on getting everyone access to that.

Heather: will we be able to upload and add assessment to that as well?

Trish: Yes absolutely that is a great idea.

#### **4. Unfinished Business**

##### **a. No unfinished business**

#### **5. New Business**

##### **a. Sexual Misconduct Policy**

Trish: I wanted to spend some time talking philosophically about the sexual misconduct policy and what as a board we think it should look like. My vision is to hash that all out together as a larger group but then get a smaller group together to write it and bring it back for discussion and approval. Some things I want us to think about, is it as simple as updating some of the language in our executive board agreements? Is it something we need to create a whole new document about? Do we need a statement for the organization overall? If we just update our agreement, then it doesn't extend to the membership. Do we need to extend it to the membership and if we do what is our jurisdiction? I'm sure no one wants to be a Title IX Coordinator for NEACUHO and do investigations and such. But at the same time we need to be an accessible and supportive and positive workplace for professional development for our constituents. So I'm looking for ideas at this point, I don't have any concrete ideas but I do believe we need something.

Nate: ACUHO-I is putting together their own statement about their thoughts on this. I think we need to have as an organization a statement about what is ok behavior. Currently our ethical agreement revolves around fiscal responsibility and I think we could add a clause to address this. But, we need to first define what it is and what the levels are, just like we do on our campuses. I think it should be a separate document

and then maybe add something to the constitution or bylaws. This way we have stance as an organization and then a process should something gets reported.

Matt F: I agree with Nate that it is important to have us as an executive board sign an agreement that we are committing too. But, I think it is important to add something to our bylaws, so we have an outgoing stance as an organization. I also think we should look at what ACUHO-I is putting in place and what is their policy or statement, also look at some of the other regions and see if we are aligning with the standards that are out there. I don't have an idea about enforcement, but I think the 3 p's would be the individuals that someone could go to not necessarily as a group but one of those individuals. I don't think one person is beneficial because what if I have a complaint about that one person. This way if we have a complaint there a multiple people we can go to.

Ryan: I think the people you go to should not be voting members so like Trish and parliamentarian for example, so that when we get to the point where a decision needs to be made and a vote has to happen it is not coming down to potential voting members having information and affecting the vote.

Trish: But there could be an issue that the president appoints the parliamentarian and people could see that as an alignment. So I think we need to look at all of the options.

Antonio: I'm interested in seeing what other organizations are going, and I would be an advocate for us as an E-board making a statement on our stance to the membership. Sexual misconduct is important, but I think gender-based violence should be included because they are often closely related but not always. Is it better to get everything out on the table now and not have to go back and adjust things down the line?

Trish: I don't disagree, but do we then have to not stop there and include racist behavior and so on. And we stand for respect and dignity for all people and so I think there is a danger in singling out certain things and not others.

Antonio: Do we have a document that outlines our values and if not that might be a good place to begin.

Matt L: What is the ultimate goal of this? Are we defining our stance to the membership? Or are we making a policy for how we conduct ourselves to the executive board?

Kristen: It sounds like both, to me. We want to create a statement on what we believe but we also want a procedure for what happens if something is reported.

Ryan: Our minimal thing that we have is our purpose statement in the constitution but not a separate value statement. And one of them is "to act as both individuals and as an organization in a manner that is ethical, professional, and supportive of the value, dignity, and diversity of all individuals." That's in our constitutions but there is no separate value statement.

Trish: For me on the E-board if we added the statement and an E-board conducted inappropriate behavior we could ask them to step down. But I think it goes further for example if someone reports another member at a conference are we going to throw them out of the conference and what does that process look like? It is easy for us as leaders because we should be role models and exhibit the highest standards when acting in our roles at the events.

Ryan: I also think that if it happens at our event then what is our responsibility to report back to host institutions. Personally, last year I decided that all NEACUHO was coming out of my pocket because all professional development fund was going to support ACUHO\_I endeavors. Yes, my institution grants me my membership but they didn't pay for anything else so where is that line drawn?

Brendon: I worry about events as well, if we are on a campus that's different because we would be reporting to the specific campus that's hosting us. But also then worry that we create a policy that we automatically kick someone out of an event, we don't remove students immediately because they have their own due process. I think it is going to get very complicated removing them from the event. I can see notifying the institution of the individual and seeing what they have in place and what level of jurisdiction they have over their own individuals.

Antonio: I don't think we can get into that business and hold individual people responsible for their decisions from an organizational stand points. Like if a member was racist we can't kick them out for being racist. We can have that conversation and help them, but we need to have that due process and that the 3 p's would be the one to do that.

Dave grimes: The question that I would have is that if something happens at a conference whatever it is. It is our responsibility to uphold the environment we bring to our members. In order to preserve the community, we are building at the event and if people are doing or saying things that cross a line do we as an organization have the power to ask them to leave?

Ryan: The advice we often get on our own campuses, have we asked our legal counsel and insurance company as to what as an organization can we do. So, I suggest contacting our legal team and insurance company, so they can point us in the right direction.

Matt M: I was going to make the same point and I think we send it back to their home institution and let them deal with it. And if it is early enough in the conference saying here is the registration fee back or we will get the money back to the home institution.

Matt L: But going back to membership I am not a member of NEACUHO, my institution is. I am an affiliate of my institution and I am granted the ability to work within this organization. But when I come to a NEACUHO event I have not signed anything saying this is how I'm going to behave or act. So I don't think that you can remove someone as much as we would all like to if someone does something egregious. Unless you have them sign something during the registration process. But as an organization I don't think

we have the power to remove someone, I do think that reporting it back to their home institution is an appropriate way of handling it.

Matt F: I agree that we need to include something that registration agreement but that would definitely need to be a constitutional change and go to the membership. I also think as adults we need to not only ask them to leave, but also need to be able to have the developmental conversation with the problem not just remove them so we can make sure we can get to the root of the problem.

Brendon: So with the agreement thing that could be an issue because people attending events are not always registering themselves, so that opens up a legal issue of having them sign an agreement. Also like on campuses it is going to be hard to remove someone unless there is an immediate harm to self or another person. So I think yes having the conversation in the moment is important but I think it is going to be hard for us to legally have the grounds to remove someone because they offended another person at the event.

Nate: This is really opening up Pandora's box, and it just shows how this organization is growing and it reflects what is happening nationally, so we definitely need something.

Trish: I think at minimally we need something for us and share that with the membership and we have the jurisdiction over us in this room. But I think we need to add more of a value statement which will become part of our governing documents and that will of course have to go before the membership at the business meeting. Even if it is just a statement we put out there to guide people but we get in really murky water when we talk about kicking people out. So, I am thinking based on the conversation, we need to contact our insurance company and legal counsel to make sure we aren't going to far or far enough. I think we need to have a statement or something that we can hold the board accountable to and what the step-down process would look like. Then I think a value statement that would go into the constitution but not a process.

John B: So thinking back to ASCA and their issue the problem came up for them. Their president was accused and was asked to step down but refused initially and then ended up having to go to legal counsel because they didn't have a process to remove an executive board member. And if we are going to be removing an elected member based on information that we can't share with the entire membership, there needs to be a process for that.

Vinnie: I think also just thinking broader besides reaching out to our legal counsel. There are other organizations with much larger budgets and memberships than us do they have things in place. Not to say what they do will look for us, and they might not even have anything but I think it is worth looking into.

Trish: So who wants on the team to work on this moving forward?

Matt L: I think that whoever is coordinating this group should be someone who is not ultimately going to vote on it.

Trish – Kristen volunteers to lead this group as a non-voting member of the e-board, if you are interested in joining contact Kristen.

Ryan: We can leave this as unfinished business until the work is done and then we will need to motion on how we want to continue moving forward.

Trish: What deadline do we want?

Sonya: April?

Ryan: Ultimately we can say the deadline is April but the group can continue to work it will stay unfinished business until the motion is brought forward. So if you are ready in February then we can do it then but the deadline for the final motion will be April

**b. ACUHO-I Foundation Rep**

Trish: NEACUHO provides a representative to represent us on the ACUHO-I foundation. They fund a lot of ACUHO-I things and take in a lot of money. They have some expectation that the regions are fundraising on their behalf. So we appoint someone for a two year term our current representative is up at the end of the year. I put out a call for applicants and received one, and it was the one person that I had been thinking about all along. Dr. Tim Touchette has applied to be our ACUHO-I foundation representative.

**So I move to have Dr. Tim Touchette accepted for the next two years as our ACUHO-I foundation Representative.**

Second Dave

Discussion:

Nate: Were there any highlights from his application for those who don't know Tim as to why he would be a strong candidate.

Trish: He talked a lot about Legacy which is the fund that he started for us and we ultimately name after him, but he has also talked about what he does on his own and his own campus. NEACUHO has not been a leader in giving to ACUHO-I but we give a lot to our own organization through Legacy and Tim has the ability to bring a lot of creativity and energy to the table and change that for us.

Nate: We didn't raise a lot at our conferences and we don't normally give a lot comparatively. I think Tim is the champion of the legacy and raising how much money we raise

Ryan: Former holders of the position have really impacted that position and can make or break it. Tim has the personality to make sure money is raised for ACUHO-I without dropping Legacy all together.

**Vote: 9-0-0 passes**

**c. RD2B Update**

Mel: RD2B is tomorrow we have 60 students and 81 people total registered. I am still in need of 3 more mentors so if anyone can help please let me know. Heather, Dave, Eric, and Matt are presenting and Antonio is helping with the round table for professional staff regarding emotional support animals. There will also be a tour or a residence hall happening for the professional staff.

**d. ResOps Update**

Matt M: Call for programs is now live, and there have been three corporate sponsors reach out within the last week wanting to be a part of it. Jeff Funk from Albertus Magnus has taken the lead on reviewing the call for programs because I will be away in Disney when they are supposed to go out. Site visits are taking place next week with Antonio and Matt Foster. All the rooms have been booked as well.

Ryan: For rooms being books I will be sending out the list for E-Board this week so please fill it out quickly so that we can get it taken care of and make sure everyone that needs a place to stay has one.

Matt F: Just an update on my end there are already 3 attendees registered and 5 exhibitors registered. 2 are Compass members and the other 3 are paid. There may be a new vendor called Bean Town Bedding and they do disposable linens for conferences and they are all environmentally friendly.

**e. EDI Budget**

Trish: That has not gone through the finance committee yet so we will not be voting on that today. It will be moved to unfinished business for the next meeting. If the vote can happen online before then it will.

**f. Online votes – *Can we do these better?***

Ryan: So I have been talking about ways to run an online vote instead of dealing with all of the reply all's and discussions via email. So, talking about moving that to a Google Document and we can talk about how that process works. Problem is you don't always know when it is updated, and people will have to be vigilant on how that is discussed. Then we can run voting via Google Form. You do lose the visual who voted for what, however our minutes currently do not reflect that there is just a note of the final numbers at the end. So do we have thoughts on how this process could be better or if changes need to occur at all?

Nate: I think we can use the Your Membership, they have a whole voting portal and we used that in the past for constitutional changes and voting for elections.

Trish: and is there space there for discussion?

Nate: No

Jenn: Maybe there's a way to do a GroupMe to see who's saying and voting for what? But that's doesn't eliminate the email issue.

Brendon: I would be curious to see if the e-board portal had something like a discussion board that could compile everything into one daily email summarizing the activity. Then as E-board members you can log in and vote through that process.

Antonio: Other than budgets is there anything that we really vote for online?

Trish: Yes, we have used it for appointed positions if people had to leave mid-year we have done emergency votes to fill the position before the next meeting.

Ryan: It is primarily used for conference budgets just because those timelines do not often allow for us to wait until the next meeting.

Vinnie: I think we should just leave it how is, it can get overwhelming for a few minutes, but I think it's easier for tracking and everything the way we do it currently. And I don't know of another system that would work as well.

Dave: I think we talked about this a couple years ago where we talked about the website offered a daily digest to get a summary at the end of the day and that functionality exists on the site already.

Matt F: I agree with Vinnie and it's difficult to go to a platform and if we are going to do that we should just go to a phone call and a vote. Personally if I have to watch and be mindful of another platform I think it would be easier to just set up a call and everyone calls in for a discussion and vote.

Trish: I agree with Vinnie as well so that we don't all forget about things and that could be compensated for with Brendon's idea of a daily digest to trigger an idea about going and chiming in. But if I had to remember to go to a platform and discuss and then vote it would be very tough.

Antonio: I would love for the organization to be more forward thinking and adjusting the timelines further ahead so that we can do all of it at board meetings so that would reduce online voting's.

Trish: I hope that by calendaring this afternoon that will help us get on top of that a bit.

John B: In terms of the finance committee, when we adjusted the financial guidelines last year, we adjusted it to go through the committee before going to the vote and that has reduced the need for debate and some discussion. The finance committee can get through the budget pretty quickly having email conversations over a couple of days. Currently the biggest challenge has been filling in the empty pieces and those are usually the hotel because we need to know which committee members are going to need a hotel and what rate that

would be. We also need to know if any of the committee members are traveling to the conference and will need reimbursement for that which all comes out of that committee's budget. Once that is done it takes the finance committee maybe two days to get it all approved.

Matt L: As someone who cannot vote, I hate email voting because it's just a flood of emails that I am just going to delete. And we are talking about convenience of voting, but its only convenient for voting members and there are other ways to remind you about the vote. I think this is just a very inefficient and very ineffective way to vote especially when we have tools at our disposal to make it easier.

Sonya: I get that, and I see the inconvenience, but I think as a nonvoting member I would want to know what is happening and what people are saying. Whatever we decide to do it all of it has to be easy for Colin to access so that it can all be included.

Matt L: I think discussion is different that voting. They are different email chains and if that's how we want to continue to have discussion then sure but there are also forums that will aggregate the discussion in very digestible pieces that can be included in minutes.

Trish: So Ryan had mentioned Google but are their other things we can use?

Matt L: There are basic forum software like the one our website has already we just don't use it.

Ryan: Our list serve can be adjusted for the daily digest and so can we find something like that, that allows us to have that individuality where is you want all the emails you can get them but if you want the daily summary you can adjust them setting. I also see the discussion and voting piece can be handled separately. There is rarely discussion on a lot of the motions that come through. And Trish and I can work together to make sure that we have quorum and every vote is accounted for.

Sonya: So do we just send an email to voting members?

Dave: Yea I think people want the final numbers not why people voted one way or the other. Then we can have Trish or Ryan just send the email to the entire board saying this is the results of the voting and this is how we are moving forward.

Antonio: I think that's not a good idea because it creates a divide among the group and that's not something we should be striving for.

Trish: Like Sonya, when I was appointed I liked the discussion and knowing what was happening. But does it make sense to keep the discussion with everyone but when it comes time for the vote then the vote only goes out to the elected members. Then the results will be announced to everyone.

John B: I'm thinking about minutes; do we track all of that? Are they reflecting in the minutes?

Sonya: We do track all of the online votes in the minutes of the next board meeting. There is often not a lot of discussion and it often gets boiled down, but the vote does get logged in the minutes of the next board meeting.

Ryan: This isn't anything we need to vote on, but we are just looking at what Trish and I can discuss moving forward and see if we can make adjustments moving forward.

Colin: I haven't tracked any of the email votes and discussions in minutes yet this will be the first time I am doing that. However, my thinking would be that if the discussion took place in a Google Doc and had everyone posting their opinions to that I would then be able to just cut and paste that into the minutes as opposed to boiling down what was discussed in an email chain. We would have a better and more accurate representation of what was discussed.

Antonio: I also wonder if there would then be more discussion because people won't be afraid to add another email to the conversation.

Ryan: I agree and I do that often where I think "I'm not going to add another email just to agree with what that person said." Is there any other discussion?

#### **g. Storing Photos**

Trish: Last point before lunch, right now Dave Ferguson takes a lot of our photos at events and then they sit at Quinnipiac and no one has access to them. After the dinner at the conference the discussion began about where we can store them so that everyone can have access to them. Is Google Drive the answer I think it has infinite storage?

Ryan: There is a maximum storage but it is really hard to get there so depending on how much there is we may be ok.

Matt L: I think that Google Business platform will have much more storage than the free account and it would also open up public access and locked access and things like that.

Trish: And we are currently looking at that, so maybe we table this discussion until all of that information is available.

Ryan: We will take lunch and be back at 1:00 pm so that the people calling in know what time to call back in.

**Adjourned for the morning at 11:44 am**

Meeting Resumed at 1:06 pm

Quorum changed to 8 voting members

h. Calendaring

i. See information published at a later date

ii. **Trish – motion to have the New professional midlevel institute at Skidmore College on April 12  
Second Sonya**

**Vote: 8-0-0 passes**

i. Brendon: Last year it came into question because we stopped doing the Fall Drive In after moving the annual to the October. We had an award called ‘Best of the Fall Drive In’ the winning program from the fall drive in would get an automatic bid to the Annual conference. We had minor discussions last year on how to incorporate it and I would like to put that back on the table for discussion. We didn’t do it last year because a Drive In had already happened by the time we discussed it, and no Drive Ins have occurred as of yet.

Nate: So we would essentially take the best program from each conference and send them to the annual. We can do that it would just have to be a bylaw change.

Trish: Awards are in the bylaws and not the constitution?

John B: Awards are in the Bylaws.

Dave: In the Operations Manual I think it outlines what each one gets because I think it was standardized.

Brendon: I can’t remember if that one got registration.

Nate: No it didn’t it was just a guaranteed spot to present at the Annual.

**Brendon: I move to change the “Best of the Fall Drive In” award to the “Best of the Drive Ins” award selecting the best program from all of the Drive Ins during our calendar year to be presented at the annual conference.**

**Nate: Friendly amendment, I would change the motion to say change the “best of the Fall Drive In” to the “Best of the Drive In” and then under that there will be a best of each conference that will go into a pot and then the board will decide who gets it.**

**Brendon: I accept the friendly amendment.**

**Ryan: So the motion is now: motion to rename the ‘Best of the Fall Drive In’ to the “Best of the Drive Ins”  
Second Antonio**

Discussion:

Matt F: So MLI and New professionals solicit those programs, so those wouldn't be considered for the award. So we should take the best of ResOps and the best of ResEd and they are both brought to the annual so we are hitting both areas.

Nate: but again it would just be a spot on the schedule not registration.

Trish: Correct, I was going to say something along the same line especially if we as the board cannot be there then it would be hard for us to decide which programs get to go.

Ryan: EDI is also is also not solicited. Only RD2B, MLI, and New Professionals are solicited so we would have three conferences to be considered for the award.

Matt F: Point of Clarification – So any conference that is solicited should not be considered for the best of anything. Only conferences where there is a call for programs should be considered.

Ryan: we are in discussion so we would need a motion to amend the original motion and then we would go back to discussion and then vote.

Brendon: So the conversation is that we are excluding the ones not done through a program proposal process?

Ryan: Yes

Brendon: But here is my question with that. With MLI and New Professionals we are not giving them the program, we are giving them the learning outcome to focus on and then they come up with the program themselves. So would it be fair to still include them because they are designing the program themselves.

Heather: I don't know because even with like RD2B I have done the same program multiple times and it was never prescribed to me to do. I don't care either way but I did create the program myself.

Dave: I would not include the RD2B because those are for students but I would include the MLI Brittany and I were given the learning outcomes but then we created everything from scratch.

Trish: So the difference and correct me if I'm wrong for MLI and New Professionals do we ask people to do the programs or do you send a thing to the membership that says we want programs.

Brendon: So we ask based on the knowledge base that they have and their expertise.

Ryan: So I think that's the difference, solicitation of Faculty vs solicitation of the membership. If I'm not asked then I was not given the opportunity to be selected.

**Current Motion: Rename the ‘Best of the Fall Drive In’ to the “Best of the Drive Ins”**

**Matt F: I move to change it from “Best of the Fall Drive In” to the “Best of the ResOps, ResEd, and EDI.”**

**Antonio: Point of clarification – what is we went with something like Best of the Call for Programs.**

**Brendon: but that would be under the requirements for the award not a part of the title.**

**Matt F: I withdraw my motion**

**Brendon: the conferences change from year to year so it makes sense to make it more generic than specific.**

**Ryan: any other motions or discussion? Seeing none we will call the vote.**

**VOTE 8-0-0 passes.**

Matt F: Point of clarification we still need to change it in the by-laws.

Ryan: I am pulling that up right now.

Trish: Nate can you write up a description and present it at the next meeting?

Nate: Yes.

Ryan: Currently in the bylaws it states that the Professional Development Committee makes the determination. So we would have to make a motion to make it the Past President instead of the Professional Development Committee.

Brendon: Does it make more sense to add it to the past president or to the Chair of each committee that hosts a conference that has a call for programs?

Dave: The only time we score programs is during the annual, so are we changing the assessment that Heather puts out for each of these conferences?

Ryan: It says based on the established guidelines, so right now it is Kevin Conn who would be making the decision, and if he is not there then it would be based on his established guidelines, whatever those may be.

Brendon: I think it is something as easy as having Heather add a question of “would you nominate this program for best of \_\_\_\_ Drive In?”

Heather: We can also look at overall satisfaction, learning outcomes, attendance, or even an open-ended “what program would you nominate?”

Matt M: point of clarification – Would chairs be able to immediately start using this as an incentive to get proposals?

Trish: Correct, and that brings up a good point operationally, would we have to award it at the end of that conference or after the conference.

Ryan: Best of the Fall Drive In was awarded at the annual conference but they were notified prior so that they could attend the conference if they were able.

Right now it still sits with Kevin Conn making the decision, is there a motion to change this in any way?

**Nate: I move that we move the decision of Best of the Fall Drive Ins award to the committee chairs of the conferences that have a call for programs.**

## **Second Sonya**

**Section 5.4 of the bylaws will read The award may be presented each year at the annual conference as determined by the respective committee chairs of which there is a call for programs using established guidelines.**

**Vote: 8-0-0 passes.**

Ryan: Point of clarification for Trish who do you want to take care of by law and constitution updates?

Trish: How about you.

Ryan: Ok I will handle the edits.

## **6. Board Reports**

- a. **Treasurer-elect** – nothing to report
- b. **Web Master** – nothing from Greg
- c. **Technology Coordinator** – priced out Google Suite and we would need 25 users because we have a large E-board it would come out \$3,000 a year which is more than I requested so I am looking at if we qualify for the Google Ed Suite or Nonprofit Suite because they are vastly cheaper
- d. **Historian** - no update
- e. **Parliamentarian** – will work on the online voting with Trish and see if there are any changes we would like to make. For the people heading to the hotel I will pay the hotel for tonight and will send out the hotel updates for ResOps so we will know who is going to be at the meeting and who is not. Moving forward we would like everyone to fill it out

so we know exactly who is coming and who is not so we can plan accordingly with meals and such.

- f. **Assessment** – RD2b evaluation is ready unless there are updates. I am working with Kristen for an evaluation for the SHO's and that will be ready this week. I will begin working with ResOps and other conferences to get them ready. I will also begin comparing last year's conference with this year's conference. Last year we had 81 respondents to the evaluation and this year we had 82 so that's good!
- g. **Senior Housing Officers** -survey going out this month for what kind of professional development opportunities they want and how they want to receive it, i.e. online, in person etc. Hopefully we will have it all back in time to do two programs between January and October.
- h. **Self-Study** - John C has had to step down from his role. Shelly and Trish are speaking about some different people to fill the co-chair spot. Trish has reached out to Diane Manning but has not heard back yet. We don't even know if she is interested so if anyone has someone in mind please let Trish know.
- i. **Corporate Relations** – no report
- j. **Media Publication** – Continuing the work on the next Navigator.
- k. **Professional Development** – no update
- l. **Res ED**- ResEd committee had first conference call, is in the beginning stages of getting the group together, fielding interests, reviewing ideas, suggestions etc. 6 of 12 members were available Angie explained her role as chairperson as well as her expectations for the committee. As well as functional areas and tasks that she wants to committee members to have completed by the next meeting in early December. Currently are exploring key note speakers, TEDtalk style sessions, one of the members was a previous President of VACUHO (Virginia Association). Looking for ways to engage Senior Level attendees thinking about a mentor mentee session. The Priority is to finalize a timeline of key tasks for the committee so that they are directed in what they need to do. If you have Key note suggestions, please pass them along.
- m. **New professionals** – RD2B is tomorrow!
- n. **EDI** – no report
- o. **ResOps** – no report
- p. **Annual** – finalizing the calendar for the next year leading up to the conference, had a lot of committee people apply which is great. But we are reorganizing how the committee is structured. Committee chairs will be a part of the conversations and phone calls and then we are encouraging them to delegate down from there. Do need a dining co-chair so if you have any suggestions please send them our way. And if anyone has

suggestions from this year's annual that they want to see or not see in the upcoming annual please send them our way as well.

- q. **Membership** – Nate is still filling in for Kim. If you have any list serve additions or deletions, please send them to Nate. Membership renewal is in December so DC's if you need rosters of who is in your district please let us know so we can get that to you.
- r. **Western NY** – no report
- s. **Eastern NY/VT** – no report
- t. **Metro NY** – no report
- u. **Maine/New Hampshire** – RLAGS Conference last weekend, Trish went on our behalf.
- v. **Massachusetts** – held debrief after annual conference which was cool to connect people. After ResOps we are working on social. Have email into Ryan Anderson to better connect BACA and NEACUHO MA District
- w. **CT/RI** – no report
- x. **Secretary** – no report
- y. **Treasurer** – As of November 9, 2018 our reserve account is at \$62,345.33 with \$10,333.32 of that belonging in the Legacy fund. Operating Account is currently \$46,151.18. In January will see an increase from membership due renewals. We approved RD2B and ResOps budgets, key things were to work with Ryan as the Parliamentarian to figure out who is coming to these and how many hotel rooms we need. Finance committee will meet in the next month to figure out how to delegate funds to paraprofessionals.

Still need letter of support from institution to get travel reimbursement if you haven't turned it in yet. Travel reimbursement checks will go out at the beginning of next week. Talked with Trish about making adjustments to our check and credit card request forms. The change will be for the elected officials who sign it to also print their name so that we can actually see who is approving the forms. Some people's signatures are very hard to read. Finally, will be working on the Mystic Annuals budget to finally close that out with the Co-Chairs to have that ready for the December meeting.

- z. **Pres elect** – Part of my responsibility is to chair the time and place committee to pick a place for the annual conference in 2020. I took time to go through every conference location from the first one through the most recent in Mystic and I think we are going to be looking to host in the Metro NY area since we haven't been there since 2006. The time and place committee consists of a past annual conference chair, corporate relations chair, program committee chair, so I have reached out to John Bragg, Matt Foster, and when Brendon and Brittany determine the programming chair I will be looking to bring them on board, and I have also asked Vinnie as the DC for Metro NY to

serve on that committee as well. We will be looking to do some site visits in early February.

Ryan: From the business meeting there was discussion to move it over the summer and not in October is that being taken into consideration.

Dave: it is already being considered and we are looking at the last week of September leading into Columbus Day weekend

Ryan: wasn't some of the discussion to have it over the summer at an offsite location?

Heather: Looking at responses from the conference what is the preference for annual conference timeline 51.35 for October, 31.2% for June, all other slices are less than 2% end or September or Beginning of June, last week of September, late September, Any month, late September, unsure.

Nate: We did also agree to extend the trial to 2021. People are always going to bring up June, but it is going to change everything we have set up with our fiscal year, membership years, but we would have to undo everything we have done.

Sonya: People who go off contract over the summer is hard when you're not technically on contract and unable to use funds

Ryan: I know that Nate and I had this conversation but the other conversation is looking at the actual schedule of the conference. Instead of a half day, full day, half day can that be just two days? Because we had to pay for technology for three days even though we really only used two days' worth.

Heather: Question about whether you prefer campus or hotel conference center. Last year it was pretty evenly split. This year 55.6% for hotel conference center, no preference 25.95 and college or university campus was 18.5%. So we are increase the desire for a hotel conference center.

Trish: So are the people who don't like the hotel not coming or are they changing their minds about having it at a hotel.

Dave: It did seem like we had a lot of new people so that could affect it as well. And was there a question on adding a day or extending the length of conference?

Heather: I am just starting to dive into it but there was a consensus to have it starting on a Tuesday. I also saw some interest in making the conference longer. We did ask how we thought the conference was a value for your money on a 1-5 scale, 80.4% rated it 4 or higher.

Brendon: with the conversation, we initial said October because of AUCHO-I and that's why we moved it and there is new people coming to the October but not the same group that was coming to June. Should we send out a membership wide survey to see which

date is better. Summer can be less limiting because there is no one on campuses. So the reality of sending your entire staff is obtainable in June and not during the semester.

Dave: If heather could do a survey that would be great.

Heather: I would be happy to create that survey.

- aa. **Past President** - Legacy Committee has been established and consists of the three p's and two past presidents, Raz, Dr. John, and Dave Trish and Nate. They have awarded three Legacy scholarships for RD2B tomorrow and spent \$100 so far. At this time, we have no special elections.

I have all of the Legacy items at my house thanks to Brendon who dropped everything off. I want to have a Blue Light Special of the Grey NEACUHO hoodies and give them away for a donation of \$25 and the Black T-Shirts for a \$10 donation. That is all that will be available at RD2B so I would like to pose that to the entire E-Board.

General Consensus (everyone votes) – Yes.

John Mentioned that we are wrapping up the Mystic conference budget. We have paid the Marriott their last bill and it was less than I thought but I think we are still not going to turn a profit from the conference. So I think I'm going to be the first Past President to not have to pass off funds to the next President.

Brendon: back to legacy, there was talk last year to create a separate section of the Legacy application out of actually registering for the conference. Because if you don't know that you are going to get the funds then you won't want to register because that maybe the only way you can go.

- bb. **President** – went to Erie PN, to the MACUHO conference and it was very interesting. They did a basket raffle and they made money doing it. Each school makes a basket of swag, and there were baskets from sponsors, and they had 70 something baskets, Trish won three and had to figure out how to get them home on the plane. Each district had individual ribbons so you can find people at the conference very easily. Think we should bring that to our conference so we can connect with our people more easily.

In the vending area they did fact finding as opposed to the signature sheet. Each vendor had a fact tied to them, and they knew to work that into the conversation with the attendees. So that people actually talked to the vendors and not just get a signature.

Updated them about NEACUHO and that we voted to joint conference. They just decided that they were doing the joint conference they didn't have membership vote they just decided that it was happening.

Attend RLAGS, and on behalf of Eric who brought it to our attention so we could support them. I talked about our mission and how we help. One of the RA's on the case study from Trish's school.

No regional meeting so no ACUHO-I update

**Motion to adjourn from Brendon**

**Second by Matt F**

**Meeting adjourn 2:56 pm.**