



**Executive Board Meeting
October 19, 2006, 1pm
The College of Saint Rose
Happy Birthday Michelle**

1. Call to Order 1:18 p.m.

2. Roll Call

Terri Panepento, Jon Conlogue, Jeff Horowitz, Carol Sacchetti, Michelle Eichengreen, Josh Hettrick, Katie Orlando, Chuck Lamb, Amanda Dubois, Paula Randazza, Pam Peter, Jen Paulin, Shelley Kenniston, Dennis Proulx, Audrey Place, Rene Coderre, Chris Culliane, , Jana Jacobson, Tina Tormey

3. Approval of Minutes

September 2006 minutes were approved on September 29th via email

4. Unfinished Business

A. Conference Budget (Dennis and Audrey):

- Dennis proposes that NEACUHO cover the cost of Arthur Chickering (about 3500 for fees, travel, and hotel) as the key note speaker; In addition to the Keynote, there would be an endnote speaker and a CHO track; there will be 40 tracks (8 programs for 5 sessions)
- Chickering has the contract waiting to be signed; looking for 2nd keynote to be around \$1000
- More discussion is needed pending information from other committees*

B. Historian Archivist (Raz)

- Requires change to the constitution; see the bold information
- Board in full agreement with the position
- There was discussion last time with the term limit; this would be a 1 year term to be decided by President and board
- Decision made to bring it up as soon as possible, information going out with Elections, Web site, and in conference binder

5. New Business

A. Nexus (Pam)

- Proposed Nexus revisions and use for conference subsidy proposal
 - ACUHO-I interns can apply for the conference, Pam's committee would

housing rates; the interns would be matched up with CHOs and we would subsidize their rate up to the NP rate; they would pay only \$100 for registration and their housing

-Would look like pre-conference but they would network, be mentored and meet at the end of the day to discuss their experience.

-Interns would be 1400 and CHOs would be 1400 would be total of 2800 dollars

-This may not get CHOs back to the conference; may look to several mid level folks to mentor the interns

-Uncertainty about if investment in Interns would result in a benefit to Northeast ACUHO.

-No decision to fund this project at this time.*

B. Corporate Affiliate Plan Timeline (Rene)

-The brochure is at the printer;

- Partners are still on the website - if each commits to renew, they will receive a free booth at the trade show; if not, links will be removed from the web site by November 30th

C. Conference Rates (Dennis and Audrey) tabled for discussion

D. On-line voting (Jon)

- Researched E-ballot; about .40 cents per vote, it might cost us a few hundred dollars; Survey Monkey also a possibility.

Motion to allocate 250 dollars into website management and technology line item for the election process (John to determine which survey tool to use)

Motion 2006-07-07

Vote 7-0-1

Motion Passes

E. Western NY Placement Conference Money Request

-About 25 member schools participate in this conference designed to place professionals into the field at NEACUHO schools.

Motion to allocate \$450.00 to the WNY Placement conference to reduce candidate costs.

- This request will be added to future DC budgets as other subsidies are.

Motion 2006-07-08

Vote: 6-0-2

Motion Passes

6. Officer and Committee Chair Updates

A. Annual Conference- Dennis and Audrey

- New schedule passed around; changes to program sessions 75
- Coffee break added between sessions 2 and 3 with vendors
- April 13th - Binder deadline

B. Corporate Relations- Rene

- Working on getting corporate partners, several exhibitors seriously considering this
- Working with associate program to get information out there by next meeting

C. Media and Publications- Tina

- Navigator will be out next week, about 20 pages; there are only a few ads it is mostly text and photos. There is an outline for purchasing ads in the media guidelines.
- Next deadline is December 15th

D. New Professional Development- Jana

- Review of New Professionals Conference information; thank you to Robin (Wesleyan), Meredith (St. Rose) and Josh (Binghamton) for all hard work
- RD2B 1 and 2: BSC is almost full; Binghamton has room
- Diversity incentive will be discussed more tomorrow
- Jeff Spain is the committee person in charge of Newsletter spotlight
- Thanks on behalf of Jen Hapgood who is grateful for NEACUHO's support

E. Professional Development- Pam

- Honorarium Discussion has been postponed. An update will be provided at the next meeting.

F. Program-Shelly

- The Program Database is in progress
- Kate Baier from NYU sent information from evaluation on additional topics for conferences; The program committee will examine these further.
- 1st postcard for call for programs information is going out on November 2nd
- Working on CHO survey with member of PD Committee

G. Residential Operations- Jen

- Friday the 13th mini conference had 11 non-committee members 7 hadn't gone to NEACUHO event in 2 years; want to have more information for them; Everyone works in the area of housing assignment; looking to have a longer day
- Got information/input for future sessions
- Teaming up with RMJS for conference
- Looking for big ticket area—housing transgender students
- Wants to acknowledge sponsored by Androrick Solutions; helped with presentations
- Res. Op conference at December 1st at OCC; materials will go out in early to mid November

H. Risk Management and Judicial Affairs- Not Present

- Phone meetings and work has begun on future events.

I. Social Issues- Not Present

- 1st meeting a success. There will be a teaser out for the WWRT out tomorrow

J. Technology Coordinator- Chris

- demo at www.neacuho.org/joomla
 - Live at the end of the month
 - Upload information to the site
 - Link to annual conference site will be done (site is www.neacuho2007.org)
1. The new website

K. Membership Coordinator- Not Present

- Have 95 member schools at this time

L. President-Terri

- Sent everyone a note card if they renewed their membership
- Sent all committee chairs note cards with name of committee on it
- Follow up on the branded/logo clothing items

M. Past-President- Jon

- Elections information out on November 15th
- Constitution Review---will be getting underway in November
- Canada—started communication with OACUHO President regarding Canada

N. President-Elect- Sabrina

- Nominees for committee recognition/involvement taskforce sent out email to get information if you don't have one
- Operations Manual is in outline form
- Conference Bid Packets : working on a timeline

O. Treasurer-Jeff

- MACUHO has asked if vendor bingo could be duplicated for their conference to encourage members to visit more than one vendor.

P. Secretary-Carol

- Attending NEACURH as NEACUHO representative on November 3rd
- Please send committee meeting minutes to Carol electronically
- There is now a complete list of what we currently have as archives

Q. CT/RI DC- Michelle

- Thanks for birthday cake Jon!

R. ENY DC- Amanda:

- The DCs are sending emails to those who are not members. Jana, Terri, and Teff are working on this as well

S. MA DC-Josh:

- MA is using \$240 for BACHA conference. Sponsored by NEACUHO signs will be posted.

T. ME/VT/NY DC-Katie:

- RLAGS is November 4th sent \$240;
- Socials : Dec. 7th in Portland, February in Vermont; November 16th in NH

U. WNY DC-Chuck:

- concerned with district people that have not renewed only about 11 schools that haven't stepped up; hopefully number will go
- Feb. 14th and 15th Snow Patrol is coming up

V. ACUHO-I Eastern District Representative- Not Present

*Return to Unfinished Business

NEXUS and Subsidy

- This board has already allocated the \$5000 to the conference, this discussion is on what the money will be used for. This is not seed money which is to be returned, this is a subsidy.
- Host Committee wants to use the \$ 5000 for the keynote and to reduce the cost of the conference
- The \$5000 subsidy will reduce the conference by \$25.00 per person.

Motion to approve the use of \$5000.00 subsidy to cover keynote and endnote speakers while reducing the conference fee by \$25.00 per person

Motion 2006-07-09

Vote 8-0-0

Motion Passes

7. Announcements

- Letterhead is available for use; email the secretary with a request (Carol)
- Please begin grooming people to follow in your footsteps; Election time is coming up and we want to have a full board (Terri)

8. Items for DCs to report to regions

- Chickering is keynote at the annual NEACUHO conference
- Nominations open on November 15th for 2007-08
- Res. Ops Conference on December 1st Free event!
- List of positions that are open
- NEACUHO is considering a position of Historian; more information is forthcoming.
- Newsletter Deadline is Dec. 15th
- NEACUHO Website is coming/annual website is www.neacuho2007.org
- NP Committee Socials advertised in folders

-Terri: thank you for all your hard work!

9. Adjournment 3:59 p.m.

Reminders:

- Oct. 19 E-Board Meeting at The College of Saint Rose (1pm)
- Oct. 20 NEACUHO New Professional Drive In, The College of Saint Rose, Albany, NY
- Oct. 31 Any items (including advertisement and corporate partner info) for the Membership Directory Due
- Nov. 18 RD 2 B conferences held at Binghamton University & Bridgewater State
- Dec. 1 NEACUHO Residential Operations Drive In, Onondaga CC-Syracuse
- Dec. 8 Judicial Affairs and Risk Management Round Table, 11:30-2:30, Roger Williams, RI
- Dec. 15 Navigator Submissions Due
- Jan. 10 Women's Winter Renewal Retreat, St. Josephs College, CT

Minutes respectfully submitted

Carol Sacchetti