



Executive Board Meeting
October 25, 2007 ~ 1:00 pm
University of Massachusetts Amherst, Amherst, MA

1. Call to Order at 1:11 p.m.

In attendance: Sabrina, Terri, Cathy, Raz, Cindy, Nancy, Lenny, Jenn S., Kim, Jen G., Josh, Shelly, Jen, Katie, Jon, Jen, Rene, Jeff, Eleanor, bri, and Carol

Sept. 14, 2007 minutes were approved on October 17, 2007

2. Unfinished Business

A. Online Conference & Membership Renewal – Eleanor

- Eleanor and Chris are working to get membership online, Joomla and the database systems are incompatible and Chris wants to keep everything in Joomla
- Eleanor and Chris will report back at the next meeting (Feb.)
- Need to make sure that credit card payments can occur
- Looking to have site in same code for Tech. Coordinator

B. ACUHO-I Foundation (Bova request) – no follow up yet, table

- There was a question at the last meeting; the cost is \$2500, question of who is going to raise the amount as in NEACUHO getting credit or do people in the region want to donate.
- Sabrina may pitch something via email after talking with Rich

3. New Business

A. Corporate Partners protocol – Jeff

Jeff: this was put on here some of you are getting emails regarding emails that Corporate partners sending emails; got an email in August from Shrader and Shrader and then another email came a month later; some members are concerned and why are we allowing this to happen; talked with Sabrina and thought that board could make a decision, should they be soliciting

- Jeff had previous email with **Shrader and Shrader** regarding the statement of disabled individuals (Bob Shrader is president of another organization)
- Sabrina: he supports disabled population, great that it is done, trying to find out where he gets his list; he pays this much money, he does advertise and wants to get his money from---what is the line and what is appropriate
- Various sources is where the emails have been done, for corporate partners we send the directory and they create their own list
- Sabrina stated that he had an opt out if people don't want it; this is a once a month email that has been sent out (July and August); the focus isn't in the email, but sending out
- Nothing in the by-laws that state what the thought process was for corporate partners to say what they can and can't say

- Jon: listening on the conversation, this is what they are paying for, you can opt out of the email, when you are sending to corp. partner, this is what you are paying for and might have others join NEACUHO
- Jeff: this was a specific SUNY school email that he was sent out and forwarded to me
- Raz: are you looking for policy to develop; is this for your committee
- Jeff: if we make a policy we need to make more; if someone does question, we need to figure out and make a case by case basis. We are learning that other regions are looking to learn about corp. partners
- Discussion ended with this being a non-issue for the board

B. Annual Conference Subsidy – Jeff

Jeff: when Corporate affiliate program came into play, it only took formation in the past 2 years; the program is a membership program for our vendor to be a part of with specific benefits (booth at annual conference, newsletter ads, and sponsorship at conference, etc.). Prior to last year, the Annual Conference was bring 9-10 thousand dollars of profit, we brought the 5-6 Corporate partners are now bring this in; the charge of the revenue with the annual conf. is losing about 7200 (1200 for booth X Corporate partners); its less revenue and the conferences have about a wash; we want to think about how does the Corporate affiliate program effect our conference without penalizing the annual conf.

Nancy: simple solution, can we up the number of vendors?

Jeff: we have a number that is set depending on how much space that they have;

Rene: this is why in bid package there is a square footage that you need to have for the vendor area, if you have that much space you are able to get 35-40 vendors, need to have that to make conference work, and more than that is great

Jeff: depending on location we might have to turn exhibitors away

Rene: CSC did not turn people away; they had a 2nd gym to assist in the space

Jeff: would like to propose, is look at Corporate affiliate plan and take a percentage of what they bring in to give to the Annual Conference as a subside for them to make the conference work. This would include Corporate Partners and Associates, would allow association to have money and give funds to the conference

Nancy: doesn't it give the Annual Conference about 5000 less than they can have

Eleanor: its not quite it would be, depending on less that they would lose, the profits go back to us, with less amenities at the conference

Rene: one of the ways to look at it, the host school doesn't make as much money, we don't lose the money, the host school loses the money; in the past we would get the money back and we would get the money back,

Kim: we aren't giving the money to them, we aren't giving them an equal amount of money, it might not be an issue for WSC, could penalize those schools that are looking to host the conference, you might not get the numbers that you want to get; we shouldn't make decisions based on location

Rene: every school gets the seed money, the host school may need to eat cost and then cost of registration will go up, that's what it goes up to play

Sabrina: where is the 1200 dollars coming from? They get a double booth cost, even if we give them 750, they are still making 150 off the single booth rate. If the Corporate partners weren't buying double booth, it won't be an issue; could be gain or loss

Terri: Could we not set a dollar amount? We could pay as an association the difference that the booth would cost. Could the subsidy be equal to what the cost of the booths would be?

Jeff: the difference is the amount that we are getting, we are getting profit of 5000 dollars from the cost of corp. affiliate and booth cost, and it's the exposure so it doesn't hurt

The issue is the annual conference losing money, we are excited to get money for organization, but the annual conference can lose; when we get host sites, the subside comes at a different place because of the cost

Rene: the answer if the host site says we have room for 40 vendors, they can't budget for 40 but have to budget for 34-35, the revenue coming in is less, whatever we do we can't do this year, we have already done this year's budget, if we do it this year we need to redo the budget

Sabrina: we said that the budget is fluid, can I entertain a motion on

Terri; I move that NEACUHO will cover the cost of Corporate partner booths at the annual conference starting this year (2008) 2nd: Jeff

Discussion:

Rene: we can't do this year, we don't have the money we would need to go back and cut every other budget to make this work

Jen C.: We are off from 1500 without quotes coming back in; its early to have a full picture, we are less in the hole than last time I saw you

They are not the only people that occupy the booth, we have NEACURH, ACUHO-I, and often next conference hosts

Lenny: the 2000 dollars in budget does that include Corporate sponsors

Rene: Yes, it includes what we think we are going to get; we can give the host school seed money, we don't need to give the money back

Sabrina: that would still put us in the hole since we thought it was going coming back, the association still in hole
Friendly amendment to begin at the Annual Conference 2009--- I move that NEACUHO will cover the cost of corp. partner booths at the annual conference starting at the 2009 Annual Conference

Friendly Amendment Passes 5-0-3

Jeff: I move to allocate the \$2262.47 of unallocated NEACUHO funds to be used for the Annual Conference subsidize 2nd: Rene

Rene: can I make a friendly amendment to make it 2000 dollars so that we have money left

New Motion reads: I move to allocate \$2000 of unallocated NEACUHO funds to be used for the Annual Conference subsidize

Josh: would this mean if its gone or comes at the end; if its not used it comes back

Jeff: it doesn't help to enhance but to cover

Jen G.: extra money is going to the Annual: I had to get 3 interprets at 1100 dollars, it would make money not available

Rene: there is a line for 3000 for interprets and other needs

Pt. of Info: Sabrina: we need to cross bridges when we get to it; we have a line item for it

Lenny: - if there is a need for the spring drive in, we wouldn't need extra funding since Binghamton costs are less than what we received in our budget and we could make it work

Rene: caution everyone when we do this, we are banking on that we are making our budgets on corp. partners and membership

Terri: the shirts that aren't sold, is going to be revenue

Pt. of history: we always worry in September and October for money and then we hear about it in May; we are nervous about having a zero

Sense of body vote: does this motion make sense and is this the thing to do: body doesn't agree

Cathy: We have changed how we've done the tables and space allocations since the conference bids were accepted. We have to see if we have deeper issues. I need more information before making a decision. Our corporate program is impacting our decision about how do we need to re-structure the annual conference [vender space allocations, budget, bids]. It's going to get worse each year and we'll have this conversation in the future since the corporate partners programs is a success.

Shelly: could we table the motion to February, they are still waiting for costs to come in; they don't have clear standing point, puts us closer to conference, with more firm numbers

Jen Clark: to echo both important that association is having this conversation than have us figure out; there are a lot of conversation that haven't happen with our conference sponsors, we are still waiting for prices for entertainment, in general there needs to be something to happen so that we don't have this and impacting our bottom line

Kim: take step back, the clarifying is for 2009 Conference

Jeff: if we wait to see February, we have lots of time that could happen and other spending, you can give money back and that would go back to unallocated funds, the budget does change what we do; the board should be responsible

Vote: 0-6-2

4. Officer and Committee Updates & Reports

A. Annual Conference

-Budgets and agendas are being passed around; we have done work on the budget; we have essential decreased by 3000 dollars, we looked at food to see what was done, we made our food guy decide what we wanted; we made a couple of decisions on entertainment and money movement

-Our deficit is 1561.50; there are still a couple of things that aren't in our budget but are not there: set of raffle prizes in vendor prizes, not in budget its about 1000 dollars

-Haven't put in program evaluation and prizes; should be association cost and not conference costs

Rene: for raffle situation that was changed at BSC to be put in host committee, its under the corporate relations budget its only 650 dollars

Shelly: since BSC hosted it has been in conference budget it has always been there; its about 600-700 dollars, we keep evaluations generic its about 250 to copy, the prizes are about 300 dollars, doesn't matter in the budget

Rene: it was changed from association to host group because it was specifically part of the conference cost that's why it went to the host conference, if that needs to be changed please let know, Annual needs about \$650 for that

-Schedule has been fixed with sessions and business meeting over lunch

Jon: where did the money go? It needs to be in annual budget (now about 2100)

Kim: would it be possible under conference budget to include seed money it might help others;

Jen Clark:: should be put in bid packet, there should be standard conference budget explanation that needs to cover; I would help with this

Lenny: what's rationale for early E-Board meeting on Tuesday; its to allow the new people to meet in the afternoon, we would need to pay to have people

Sabrina: its should be Tuesday afternoon and Wednesday morning for E-Board meeting

There will be no post conference meeting

Cindy: Tuesday is only for new people; night is for social time and buddy time

Next day would be entire board

Lenny: pt of clarification new E-Board definition? Sabrina and Cathy to let us know

Terri: under exhibitor income does it matter if 6 or 10; I think it includes ACUHO-I, NEACURH, corp. partners and conf. host

Kim: there are 43 booths,

Clark: we can accommodate 45 booths

Kim: I'm trying to get the numbers, not an issue WSC has it worked out

Rene: we might not have 6 corp. partners, we have had room for special guests tables, they could be tables or other places if needed

Nancy: there is a 3% contingency that is about 2900 dollars, is that slush

Clark: that could be pipe and drape cost not here, the potential that meals could cost more

Nancy: we were thinking of giving the 2200 to you but its put in their all ready;

Sabrina: NEACURH we are not committed to give them booth,

Terri: According to our affiliation agreement, ACUHO-I just needs a "high profile space" not a booth.

Clark: looking for bids on entertainment, still working for keynote, have stuff on website

B. Corporate Relations

- 4 corp. partners that are confirmed and 3 associates are confirmed; we have met our minimum: The Corporate Partners are: Studentaffairs.com, Foliot, Shrader and Shrader and Savoy and Sons and Corporate Associate: ASI Campus Laundry, Butler and Modeform

-Each member of committee has buddy system for people; that is currently happening

-Was there any feedback to how they felt about exhibit area? **Shrader and Shrader** was upset, they should get first shot, there was miscommunication within them

Rene: people were very happy with the face time that they got

Nancy: do they do formal evaluation, we started at last annual and then met in June meeting, the feedback is they like they want to make communication the biggest thing, who do they register with, whose role is what they go to, what are we not doing to promise them

C. Media and Publications

-We have new edition coming out in the process of November 15th is next deadline,

-Content and decision: can you respond to the next issue to see what we are doing, it's a very different look, wants to make changes as soon as possible

-Does anyone have problem with month and year or volume issue: Committee Decision

-Reminders to DCs and Committee Chairs, please submit content

D. New Professional Development

-We have 226 registered for tomorrow, 14 non members and 212 members

-Trixy Palencia and her committee have worked really hard

-Day starts at 830; lunch is by district, raffle at the end of day and grab and go

-Have 2 interpreters today and for tonight's social (cost 1182.02)

Eleanor: Alex Jones is profoundly deaf, please introduce yourself to him, I can tell him it hard being the only hard of hearing person in the room can be difficult; he is brand new to the position from Galladet, wants to embrace the life

Jen: UMASS didn't let us bring own food, auditorium space is available during the day for seasoned professional; there is wireless internet available

-Josh has organized the social tonight at Chili's; got email for parking, need to purchase parking pass,

-Check out is tomorrow at 12; thank you to everyone who volunteered to do roundtables and programs

Sabrina: Thank you to Jen, UMASS is very challenging to work with parking pass and other little things,

Jen and Trixy have worked with a lot, we were working with Conference Services to make this happen;

the interpret services getting everything ready; bear in mind when speaking to pace yourself with your speaking so they can catch up

E. Professional Development

-Had site visit to Binghamton last Friday, blessing to have E-Board members at Binghamton; couple of questions that came up,

-NEACUHO Store: set up needed (through lunch; well traveled area)

-Leaning towards no keynote unless someone comes up; please let me know

-How does that effect the schedule, would people get out earlier; would effect number of sessions that we offer

-Midlevel institute: recommendations for sessions for that; preferably someone we don't see at every conference, let me know those people; looking for mentors as well

Cathy: recommendation contact all Past presidents looking for something

-25% of committee is responsive, hoping that rest will come up, if you have staff looking to get involved let me know, committee is 8 people strong
Working with website issues on who is chair
Sabrina: midlevel institute, what is the criteria for people to go;
Lenny: the mid level institute target is going to be midlevel manager position, we are going to have application process and advertise it to make it clear to make clear, not leaving out tweeners, we will have specific programs for them for their development

F. Program

-the Nov. 2 conference call committee meeting

G. Residential Operations

-Anyone who has fliers in folder if you could email me a copy of the flier so that we can stuff them need by Thanksgiving
-Registration info will be out next week,
-Working with Jeff on exhibitors (free event), working on space
-We are providing shuttles from parking lots for attendees; schedule is changing from year's past

H. Risk Management and Judicial Affairs

-RMJA submitted a committee report and an article for the upcoming newsletter and we will be sponsoring a round table discussion at the New Professionals conference

I. Social Issues

- Hoping to have 3 registrations for retreats next week
-6 co-chairs doing well, they are capping the events, please have them register early; registration will be on website
-Website: managing front page, is one person responsible for that so that events are going up, I found that trouble with putting stuff up
bri: Chris and I are working with the site, and we are approving what's up on the front page and it's the chair responsibility to remove the information for the front page
-Concern on committee members not getting involved, Sabrina used 3 strikes role, communicate via email and phone call and if they don't respond to either of 3, remove them from list and then send letter to the person
Cathy: if you lose 25% of your committee does it have implications for your committee, can chairs recruit people to have this happen, and do we need to provide space to have people get involved
Jen: some people are not activate, they don't participate what is going on, I would ask some of these other people to take on the task
-Jen is looking for language to come up with registration information will add do you have any special needs to encompass everyone

J. Membership Coordinator

-108 school members, 100 returners, 5 new, 4 schools in process of getting things to me, have not sent out non renewed members as of yet, will resend information;
-working to finish welcome packets to renew schools
-We were at 126 at October last year
-Going to send lists to DCs and see what they are, and send the lists out, you are going to be connected better to them that you might have
- Need to make sure that all E-Board and Committee members are members

K. Technology Coordinator not present

- If you have issues putting anything up on the website, please contact

L. W-NY DC - absent, no report

M. E-NY DC

-Successful breakfast at Skidmore College, had 23 participants show up, 8 different colleges from Albany and up, the most people traveled was 2 hours

-Looking at another one in early March to cover mid Hudson or Westchester county and trying to put in the metro area before annual conference

N. ME/VT/NH DC

-Posted on website with Chris' help

- Having another Manchester social before RD2B

- Working on goal of working with RLAGGS

-Will be meeting with district tomorrow, lots from VT, Maine has a lot of turnover, hard time getting in touch with people, haven't really heard from anyone in Maine

O. MA DC

-we sponsored BACHA Conference 623 people attended the conference at BU

P. CT/RI DC in report

- Next CT/RI meeting planned for December 7th at Wesleyan

- Planning on give-aways for the new professionals luncheon

- Looking for a RI host for the spring.

Q. ACUHO-I Eastern District Representative – absent, see report

-ACUHO-I Executive Board met October 3-6 in Columbus, OH.

-Spent considerable time discussing strategic planning and governance restructuring. Other discussions involved the work of the Internationalisation Strategies Task Force (report to be submitted by February 2008), Certification Task Force (planning meeting to occur in November 2007, with hope of full roll out in a couple of years if we move ahead), and Mid-Manager's Institute Task Force (concept was approved – implementation team to be formed for an event in either Fall 2008 or Fall 2009).

-Upcoming events include the six October Conference Series events, the 21st Century Project and CHO Institute in late January/early February, and the Placement Exchange this coming March in Boston.

-welcomed our new Vice President, Mike Schultz of Southern Illinois University Edwardsville, so my brief tenure as Interim Vice President is over!

R. Secretary

- Please let me know if you need letterhead

- Please send me all your committee meeting notes for archives

- Will be working on Phone Card listing for E-board

S. Treasurer

- Jeff has completed closed out last years budget; will be out to auditor

- I did talk with tax accountant about fact that we haven't paid taxes in awhile, we got 1099 form last year for 62 dollars, if you get a 1099 you need to fill form, we should put our accounts in non interest bearing accounts, does the board want the me to do that, also suggestion, we have savings and past presidents can we break them out; with all non interest bearing accounts

Motion: I move that we change the NEACUHO Savings Account to a non interest bearing account 2nd by Cindy

Vote 8-0-0

Rene is going to take money out of Bank of America and put in Citizen not to pay fees

Motion: I move to separate the current NEACUHO Savings Account and the Past Presidents Account into 2 non interest bearing account 2nd by Josh

-Past President Account created by Chuck to have Past President donate and it would go to subsidize account 1111.30 in account, Rene will let Chuck know of the change of the bank

Cindy: why separate account

Jeff: it makes it cleaner and we can show them their individual accounts, we have no authority of it, the Past President decide

Vote: 6-0-2

-Rene has check request forms to have people fill out; need copy of receipt as well, must be signed by 2 E-Board officers

T. Past President

- If you need note cards, please sign sheet that is going around
- NEACUHO Store will be at New Professionals
- Working with online elections and timeline, looking to try to get more schools to vote

Past President Pin project: Chuck sent me list, found 36 out of 44 PP, I don't know if they all want to be involved, Terri sent out a past president pin, the constitution, a note. Feedback was good.

U. President Elect

- The task force on Awards, Recognition and Scholarship have met over email and will be working on proposal for next meeting
- Conference bids due November 1st, encourage people to bid
- Spoke with Jen G. about starting to contact people for next year's sites
- Annual Conference E-Board meeting: Tuesday afternoon will be Sabrina's last meeting, dinner will be mix and meeting of new people, that night would be orientation for new people and Wednesday morning would be 2008-09 Board

V. President

- Rene attended MACUHO on behalf of Sabrina, report from Rene: it was very nice, I was graciously welcomed, there were a lot of things very similar and things very different, there E-Board meetings and business meetings are about an hour long, there are some things that I liked, there board is twice as large and have co chairs and co-District Coordinator, when you do report if there is nothing new you pass on to someone else, they have no financial group—its Pres, Past Pres and Treasurer make all decisions, they have accounting firm that gives them reports and has lots of money

-NEACURH: not going due to family issue, Jen Hapgood and Carol will be representing

Constitution Changes:

-Rene and I are discussed with Financial Review Committee, its in our affiliation statement states Pres and Pres Elect will attend, should be in constitution and bylaws, Terri will be working on the Constitution Changes
Disabilities Services Task Force: looking for people to be on it and how procedural what do we need to do, anyone with expertise please let me know (someone from RIT), did send email out from Regional Presidents about issues

-No contact yet with Canadian schools

5. Announcements

- Josh: social tonight, has directions for tonight, everyone that checks into hotel will receive this

- Carol will forward information on ACUHOI Summer Internships to group
- Remind people to send membership stuff to Eleanor
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6. Items for the DCs to report to regions

- Membership
- Upcoming Conferences (Chester RD2B is closed)
- Bid for conferences
- Thinking about awards

Sabrina: has forwarded information to Past Presidents (newsletters, reports etc) they do appreciate stuff

7. Adjournment 4:07 p.m.

To Do:

Select committee for annual conference site selection
 Confirm timeline for awards & scholarships
 Confirm timeline for elections & board appointments

Reminders:

Initial content up for committees and district pages on website
 Newsletter & Membership Directory must include corporate affiliate ads
 Please submit content for newsletter

Upcoming Dates:

Oct. 31	Items for Membership Directory due
Nov. 15	Newsletter submission deadline for December issue
Nov. 17	RD2B conferences held at RIT and Chester College of New England
Nov. 30	NEACUHO Residential Operations Drive In, Bridgewater State College, MA
Dec. 7	Board Reports due
Jan. 7	Professional of Color & Friends Retreat, New York University
Jan. 8	GLBT & Allies Retreat, Manhattan School of Music
Jan. 9	Women's Winter Renewal Retreat, Iona College
Jan. 15	Newsletter submission deadline for February issue