



**Executive Board Meeting**  
October 3, 2014 ~ 10am – 4pm  
University of Hartford

**I. Call to Order at 10:17 AM**

- II. Roll Call:** Joseph Murphy, Anna Morreal, David Grimes, Paula Randazza, Katie Wright, Tim Touchette, Josh Hettrick, John Zocco, Mike Hamilton, Matt Foster, Thomas Kelley, Jen Crane, Sara Essember, Trish Loring, Nate Gordon, Jeff Bickford, Mike Guthrie, Ryan Young, Kim Schmidl-Gagne, Brendon Goodridge, Jen Spade

**Calling In:** Jason Fishner

**Unable to attend:** Gary Bice, Jr., Ryan O’Gorman, Kathi Bradford

**III. Approval of Minutes from Executive Board @ Westfield State University Meeting 7/25/14**

Kim: I move to approve

Ryan: Second

Raz: No objections, Minutes and E-Votes are entered into the record.

**Affirm EVotes between meetings**

- A. *Media and Publications Motion (E-Vote passed on 9/3/14 10Y-0N-0A) from Tim Touchette* with a second from Kim Schmidl-Gagne to approve the appointment of Jeff Bickford to the position of Media and Publications chair.

Rationale: Owen Conklin, the former Media and Publications chair has resigned his position. Jeff has experience with the Media and Publications committee and has asked to step up as its chairperson.

- B. *Financial Committee Motion (E-Vote passed on 8/18/14 9Y-0N-1A) from Joe Murphy* to appoint the following six members to the NEACUHO Finance Committee for 2014-2015: Joseph Murphy (representing E-NY/VT and Treasurer/Chair), Jason Fishner (representing W-NY and Elected board position), Trish Godino Loring (representing NH/ME and Appointed board position), Usama Shaikh (representing M-NY and returning member), Jen Gould (representing MA), and Sonya Alexander (representing CT/RI).

Rationale: I announced to the 2014-2015 Executive Board that I would be working to put together the upcoming Finance Committee for 2014-2015 and to reach out to me if they had interest or knew someone who would be interested. The presented slate expressed interest or were referred to me by previous Finance Committee & current Executive Board members. I followed up with all presented members to confirm their interest and explain that a majority of the workload occurs during September. All presented members understood. I notified them I will confirm acceptance after immediate board approval.

- C. *RD2B Budget Motion (E-Vote passed on 9/18/14 10Y-0N-0A) from Joe Murphy* with a second from Jen Spade

Rationale: Jen has been working with the University of Hartford for conference costs and I have worked with her on fine-tuning some items. The proposed recommended budget is ready for the Executive Board's approval. Amendment: with recommended attendance and costs, including no costs for breakfast and increasing the lunch attendance to 75.

Kim: I move to approve

Joe: 2nd

Raz: Unanimous

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

##### **a. Organizational Structure Task Force**

Co-Chairs: Casey Wall (WPI) & Shannon Valverde (Dean College)

Applications were due September 26, 2014

Assembled committee, already working, they have a soft but firm deadline of 12/3. Hope is to have something ready to be reviewed at Res Ops for membership and E-board to look at so there are no surprises over the summer.

##### **b. Assessment Task Force**

Applications were due September 26, 2014

Task force will be co-chaired by Dr. Jon Conlogue from Westfield State and Karen Collins from Quinnipiac. There was a fairly substantial interest from mixture of different positions. We have our first call next week and they will hit ground running

Their Deadlines more fluid because this task is this year's executive board's overall goal. So they have the whole year to do it but Going to try to mirror other deadline of the other group. Want organizational stuff done first and then the assessment stuff by the end of the year to allow for Josh to look at the calendar for the overall plan.

Raz: I was under the impression that assessment was under the 15-16 year and not this year

Tim: Gary corrected me and cited the section of the plan that stated that assessment was this year to inform conversation for the calendar for Josh's year. We had some pieces of info that was conflicting but we edited the application before it went out. They will hit ground running next week.

Tim: As result of comments from last year's business meeting without being transparent enough with org., spawned President's updates series. Received really positive feedback on message. Working with Jeff for a little bit watered down version for the navigator. Fact that it's going out is a starting point and will satisfy most people's conversations on what's going on at these meetings. Another will be coming out shortly after this and before drive in.

##### **c. OACUHO Contact**

Tim: Our friends up north, from Canada want to connect on sharing access to webinars/on-line events (Cost, access...) One of the representatives from the board called me. Everything runs a little differently up there. They cover everything from mid-west Canada to eastern Canada and then there are a few schools far out west that have their own group but are not affiliated ACUHO. Everyone contacts OACUHO in Canada if they want professional development. They wanted to figure out if we can connect with them and begin to share access to some online educational programs, webinars, and things like that. I told them we have an agreement with MACUHO but I would talk to board about it. A little bit more context: Because of depth and range of their region, majority of events are online, they're steaming live or a web series. They use the majority of their fees and sponsorships to host these things but the costs are still inching up. Looking for ways to defer some of these costs. Not outrageous at all. It might be a great way for us to get something on the books that all 3 of us are doing. He was also reaching out to GLACUHO but he hasn't heard back from them. For them, there aren't that many schools in that area but there are a few that are regionally closer.

Discussion included:

The goal of shared professional development and resources as well as to diversify their offerings.

There is general agreement from the board; concerns include our current system which caps the number of participants. Canada has powerful software with unlimited streaming capabilities.

ACUHO-I could help the regions come together and collaborate. It is noted that ACUHO-I fees are quite high and with all the changes being discussed with the current leadership we may have to have some trials before we know the final direction of ACUHO-I.

Time will move forward with discussions.

##### **d. NEACUHO Store**

Reopening for the Annual @ WPI

A full discussion about the past store practices and the ending of the store due to our 501 status was discussed. A full slate of options was presented from consultation with NEACUHO's lawyers (pledge drive, cost-covering sales, sales at a loss, or scholarship program) all for advancement in membership (advertisement and branding). We can host a store with our current incorporated, tax-exempt status. It was suggested that Kathi Bradford put out items to bid through our corporate

relations communications to offer what seems an unbiased process. The website can handle sales, invoices, and receipts; we have to discuss set up, shipping, and how this will be coordinated. Tim will consider a Task Force to look closely at the set up and coordination.

**e. Membership Renewal**

Nate Gordon – Membership; Reminder for renewal, your institution, if you are on the board, needs to be a member. About half of us around the table have to be renewed. If you're a committee chair, your committees need to be members to be on committee and attend events. I know Tim sent out an email to committee chairs to remind them about membership. In past there have been deadlines on when we wanted e-board members to be members. Wanted to put out a reminder to renew.

**f. Budget Approval Process**

Joe Murphy – Treasurer; What we've done as finance committee as a biased/unbiased group of folks is look at all requests by budget creators, asked a lot of questions in our circle about what the organization is doing and what should be spent for those things based on the past (last year's numbers, what's being requested, goals in position, is this realistic for this sum of money). Then we come up with our recommendations to submit to the board and then we come up with our final numbers.

I would like to thank finance committee, Trish, Jason (on phone), Usama (Old Westbury), Jen (Westfield), and Sonya from Fairfield. What we've done is we have the column for last year's numbers - 95% accurate. Some are budget line titles are titled differently. Then we have requested amount and then recommendation from committee and brief notes. Budget committee should've followed back up with everyone.

Joe presented line by line requests and recommendations. Everything as requested was \$77,000, we've approved \$62,500. Our projected revenue for the year is \$73,000. That's because we had \$35,000 roll over for the past several years. Yes its income but not if it's there every year. Projected revenues are corporate plan, dues, and conferences which we know will be revenue but we currently don't have all of those conference budgets.

A lengthy discussion covered each line with questions and answers archived by the secretary.

Joe: I move to approve as updated by board

Kim: second

Vote: Unanimous

**V. Committee Chair & Appointed Board Member Reports**

**a. Annual Conference – Mike Hamilton**

We have for the past 2 months, been planning out corporate sponsorship and timelines. Trying to build a list of exhibitors. Took past 3 years of exhibitors and removed duplicates. The list we have now is 130 and its growing. Trying to expand and finding out how to diversify. We have the space to host a good number and why not take the extra revenue. We are meeting on Friday to talk about some fun stuff, mostly planning out meals and ribbon colors. We have boxes of ribbons from Bridgewater. We want to figure out a way to keep them attached. We have good word from a couple people that we're getting some stuff for free. Save the dates going out to corporate affiliates and a sponsor list to corporate sponsors to see if there's anything they want to do before we reach out to others?

Raz: Sometimes we're a victim of our own success. Sometimes the pendulum swings. So much growth in the things we are talking about. We don't want to price anyone out or leave anyone out that could potentially host by setting a bar that you have to have more than 40 exhibitors or more than a certain corporate percentage. If we do want to change our strategy in that way, it should be planned, not just hap-hazard.

**b. Media and Publications – Jeff Bickford**

We are about 50% done with first issues, a little thin but wanted to get one out. A couple semi unsolicited submissions from New Professionals as well as committees. I want to ask the Professional Development committee for some submissions.

Jeff: I need district updates from WNY and Metro NY. We have not had a chance to meet. Collaborating over dropbox and using them collaboratively. Having a meeting after next week. Please send any questions about ads and corporate sponsors to Kathi Bradford.

**c. New Professional Development – Jen Spade**

A little late start, 59 student participants; 21 pro staff at RD2B. Tim and I have been talking about New Professionals/Fall Drive In conference.

**d. Professional Development – Kristin Murphy**

We will need to appoint a new chair to this committee.

**e. Program – Brendon Goodridge**

Committee is broken into subgroups. There was a boost in ted talks and posters last year - working on helping the membership to understand purpose and how to put them together. We'll have at least 1 presentation at the Fall Drive In/New Professionals conference. Looking at putting in a program proposal guide - what we're looking for in order to get approved. Starting case study work, getting case study done and connecting with chairs soon to see what's already been offered.

**f. Residential Operations – Ryan Young**

Had a phone conference and started to plan conference. Keynote will be around sustainability since it's a popular topic. Keynote, 3 educational sessions, 3 for each level but not exclusive, and time with vendors. Also looking at vendor for spring and folks can see new facilities and see new things being done. Conference is December 5 at Northeastern.

**g. Risk Management/Legal Issues – Jenn Crane**

One of the goals is to try to revitalize name and avoid doing big things and having them done fair. Making sure there's info in the navigator. 4 people on committee. First topic - comfort animals vs. assistant animals; info from committee around that topic at each navigator. At Fall Drive In - want to make sure there's a session block: roundtable around mid-level/CHO or a speaker.

**h. Social Issues – Anna Morreale**

Slowly getting back together. Wanted to do a program track at each conference. Reached out to former chair and hadn't heard back from chair. Wanted to have a track related to social chair or related issues.

**i. Membership Coordinator – Nate Gordon**

Thank you to all DCs for membership push. They come in waves. We had a lot of schools renew. As of this moment we have 63 Member Institutions and 1 Affiliate. This is the breakdown:

- 21 small schools – Waiting for payment on 1
- 17 Medium Schools
- 20 Large Schools – Waiting for payment on 4
- 5 Extra Large Schools. – waiting for payment on 1
- 1 affiliate member that has renewed

We had a lot of New Professionals register as affiliates. Their departments hadn't told them we register as institutions primarily. The one thing that we've been stressing with affiliate folks is that they don't get voting rights. If you can remind them, that would be great.

**j. Technology Coordinator – TKay**

Working to get people to remember their user names and passwords. Haven't figured out a way to figure that out yet. Institutions only use that once a year. We have a year to figure that out to make it as easy as possible. Concern about number of tickets accessible for RD2B. The only event that we put a cap on is RD2B. We're going to explore that further. Opening up registration and call for programs for Fall Drive In. Stuff we built last year should still continue to work. We'll make sure system sees that so it's appropriate in system.

**h. Historian – Gary Bice, Jr. – unable to attend**

**i. 60<sup>th</sup> Anniversary – Matt Foster**

Working with LAM to get backdrop border now that budget is approved. Will order cards and will work with Kathi, Joe, Tkay to get cards sent out, working with Annual Conference on what we can do to close up 60th year.

**j. Community College Liaison – Trish Loring**

Will be putting together letter and mailing soon and will get them out. A lot of the community colleges tend to be regionalized, I plan to contact those schools to promote Fall Drive In to get interest that way. I just got updated schools from Jason Fishner with New York's community colleges.

**k. Parliamentarian/Business- Raz**

Officially tax exempt! Address has been changed from Mount Ida but some important documents were sent there, then going back to IRS. We continue to grow and as organization changes we need more legal advice. We believe we found a business manager to meet our needs. Will come back to board with price after Joe and I meet with her. Otherwise, everything is good on that front

**l. Corporate Relations – Kathi Bradford - submitted via email.**

Reviewing the exhibitor mailing with the WPI exhibit hall point person, Casey Wall, for early mailing. Will be meeting with Dr. Hettrick regarding Res Ops. Working on re-upping our corporate affiliates. Collected \$500 more on Shrader invoice. They will not be able to re-up until paid in full for 2013-14. I expect them to continue with the program but, do not have confirmation. CHH Engraving and LAM have confirmed that they want to continue with the program.

**VI. Officer Reports**

**a. CT/RI DC – Mike Guthrie**

Busy working with getting people connected with different people on the board. CT/RI should be around a dozen. Had a lunch with SCSU. Want to host a Drive-In and want to host a Drive-In.

**b. E-NY & VT DC – Katie Wright**

Did renewal push, in process of compiling a list of those that haven't been members in the past to reach out to. Planning first round table.

**c. MA DC – John Zocco**

I sent email out to Massachusetts schools to start asking for renewals and those that would be interested in hosting a social in each region (eastern, middle, western) to have at least 1 in fall

**d. ME/ NH DC – Sara Essember**

Not much of an update. I'm doing a lot of what others are going. SNHU is hosting a social. Angry with myself for not reaching out to Maine as much. Bates have been pretty consistently involved and want to do some events with them.

**e. Metro NY – Ryan O'Gorman – Unable to attend**

**f. W-NY DC – Jason Fishner - Stepped away for a campus emergency**

**g. Secretary – David Grimes – No Report**

**h. Treasurer – Joe Murphy**

Paper copies have been provided if anyone has any questions about monthly report. One of the discussions is we start in summer before September 1st which is part of the problem. Next year going to start September 1st for renewal. Give me a shout if you need reimbursement checks cut.

**i. Past President – Kim Schmidl-Gagne**

I'm working on Past President's retreat. I have a location and a budget and will start working on that.

**j. President Elect – Josh Hettrick**

I emailed out 2 documents. The first is, How to host an event for 15-16. I updated a lot of it but I have a couple of questions before it goes out. In moving forward, I'm trying to see what discussions have taken place in the past and where we are planning on moving forward in the future.

In revitalizing Social Issues, I wanted to see if it's part of the retreat series for the future before its included?

*Discussion Included: rebuilding year for the committee, when it's big it's great! When it's not, it doesn't have a powerful effect because of the need for numbers with specific topics- critical mass; should the timing be looked at; should we survey; what about a NP institute ;return to 4 RD2Bs; we need more data before a decision can be made to make a switch*

Josh: Other item was bidding packet to get feedback which you can email to me. We're about 6 weeks from when this was sent out last year. I want to bring up an item that was brought up by corporate partners and some members and be 1-2 each year. Questions about 1-2 on a college campus is the best way to have our annual conference. I know that we're the only one that hosts at a campus vs a conference center. Wanted to get a sense where people are at and see whether we should be hosting at a conference center and at some point the conversation has to start.

This will be sent to assessment committee

k. President – Tim Touchette

Raz made a few comments about expanding and doing big things. I have been having a lot of good conversations about the direction of NEACUHO. You may be getting emails connecting people with you. If you send anything to the membership, please send it to me before to make sure it's an extra eye looking at it and has the right logo. I'm always there if anyone has any questions or issues.

**VII. Reminders**

Tim: Tomorrow is RD2B

Jeff: Anything going in the Navigator should be to me on October 10th.

Tim: There may be a past president's retreat the day before the Syracuse University e-board meeting. More information to come with that.

**VIII. Upcoming Events**

October 4th	RD2B	University of Hartford
November 6th	Board Meeting (1-6)	Syracuse University
November 7th	Fall Drive-in/ New Professionals	Syracuse University
December 5th	ResOps	Northeastern University
January 9th	Board Meeting / Site Visit	Worcester Polytechnic Institute
February 21st	RD2B	Mount Ida
March 5th	Board Meeting	MCLA
March 6th	CHO Institute	MCLA
March 27th	Mid-Level Institute	Johnston State College
April 24th	Board Meeting	TBA

**IX. Announcements**

**X. Adjournment at 2:36pm**

