



September 12, 2008

Attendance:

Present – Cathy Raynis-Meeker, Jeff Horowitz., Sabrina Tanbara, Rene Coderre, Keyne Cahoon, Shelly Keniston, Katie Orlando, Cindy Long Porter, Jen Hapgood., Nancy Smith, Kristin Calegari, Chris Muller, bri Sevigny, Jen Golujuch, Lenny Zeiger, Steve Prue, Donna Rogalski, David Jones, Chris Cullinane., Gary Bice

Conference/internet connection – Kim Schmidl-Gagne

Absent – Trixy Palencia, Paula Randazza, Jen Paulin, Carol Sacchetti, Tom Wozniak

**I. Call to order- 9:10AM**

**IV.**

- There are cards going around. The e-board is sending special thoughts to Jeanne Sevigny
- Updates on phone list & meeting/event attendance
- We are working with Chris C. to get the dates on website under executive board section. There may be one more email to update but after that, the information will be on line
- Kristen went over bldg logistics for day and gave out parking passes for lot

**II Approval of minutes from 6/7 and 7/1**

- June 3<sup>rd</sup> board meeting
  - o Raz sent Sabrina instructions on how to approve them- there were no objections- they were submitted
- June 7<sup>th</sup> minutes were handed out-
  - o Cathy asks that people please review minutes and in the future, ask for people to review prior to meeting
    - Corrections taken and will be added to the minutes

Cathy asks for a motion

**Jeff - I move to approve minutes from the June 7<sup>th</sup> meeting.**

**Katie – I second the motion**

Discussion – none

## **Vote 9-0-0 - motion to approve minutes from June 7<sup>th</sup> meeting passes**

- July 1<sup>st</sup> minutes are passed out
  - o Corrections submitted

Cathy asks for motion

**Sabrina – I move to approve minutes from July 1 meeting**

**Shelly – I second the motion**

Discussion – none

## **Vote - 9-0-0 motion to approve the minutes from July 1<sup>st</sup> meeting passes**

### **III Check in**

- o Cathy wants to make sure to take time for sharing
  - What is one thing most memorable from summer or most memorable from RA training?
  - What is a goal for this year?

Thank you to all who shared.

### **V Unfinished business/updates**

- A. Canada Task Force → will report on new business
- B. Operations Manual
  - a. Volunteer to help Sabrina- if interested – Donna, Nancy and Jen H. will edit. All of e-board will need to be 2<sup>nd</sup> set of eyes.
- C. NEACUHO thank you cards
  - a. Keyne will order regular cards for all. There is a sign-up sheet going around and all are asked to designate a number they need
  - b. It was suggested that individual committees order stamps to personalize their cards.
- D. Electronic NEACUHO cards
  - a. bri will help Keyne design an electronic card
- E. Historian role –
  - a. Tom Wozniak is unable to fulfill the role.
  - b. Gary has stepped in to take over.
  - c. Rich Bova and Bob Jose have offered to step in as needed if Gary cannot make a meeting.

- F. Diversity Conference
  - a. Location has been changed to ESCU from Iona
  
- G. Residential Operations Drive in and Trade show update December 5<sup>th</sup>
  - a. Update coming in reports
  
- H. Comp Gifts for Host Committees
  - a. Do they get added to President's budget or the Host Committee Budget?
    - i. Most items coming in report
  
- I. Constitution review
  - a. Email went out so process is beginning
  
- J. Membership Registration update
  - a. Email went out to membership
  
- Sabrina – someone needs to send corrections to Kim regarding schools hosting conferences?
- Donna- can we get membership information on line on the website?
- Gary- can we also get it on the calendar?
- Jen H. –currently, new members and returning members need to do different things.
  
- K. New Professionals Promotional materials etc
  - a. Report contains everything

## **VI. NEW BUSINESS**

### **A Budget Review**

- Will be tedious but we'll get through it
- 2 sheets passed around

Rene - Budget has \$1250 in past present

Gary - what is line 1004? 16763?

Rene- line 1004 - is the money we received back from the FL hotel reservations for ACUHO-I

### ***President's Budget***

- Cindy- Why the reduction? I would think that more people would request money given the higher gas prices
- Rene- the requests have never come close to the \$1000.00 mark in the past
- Sabrina- there is more email/conference happening
  
- Multiple people (Gary /Sabrina) – What is the difference between lines 22 and 24?
  - o Line 24 = pens for committee, e-board blankets etc. – acts as a catch all (b-day cards, flowers, etc)
  - o Line 22 = host committee thank you's. This needed to be included in budget for someone

- Line 23 = Congratulations for the newest elected members of e-board
- Gary - \$2,500 to thank us is a lot. Is it necessary?
- Sabrina- clarification on “us” “Us” = all active committee members. Pens went to presenters, committee members, etc
- Gary- still raising point- based on feedback from annual – can money be placed back to lower costs and benefit membership?
- bri- it is important to note that a host committee often times gets “volunteered” to assist versus choosing to do so.. This is certainly does deserving of recognition.
- Donna- to Gary’s point- if other committee gets things cut, is it fair to keep this money here?
- Lenny- before we cut, where else could it be put?
- Sabrina- I suggest we keep this money general
- Gary- As Historian, I needed to bring it up
- bri- let’s see what we actually do with the money this year based on what is approved. This will let us see what is what’s really important and assess what we spend. Then, maybe we cut back next year.

### ***President Elect Budget***

No discussion

### ***Past President Budget***

- Sabrina- Regarding RELI direct support? Is it in president’s budget?
- ?? - No it is not
- Rene- I will add it in to that budget
- Sabrina- There is a reduction in the plaques line

### ***Treasurer Budget***

no discussion

### ***Secretary Budget***

no discussion

### ***District Coordinators Budgets***

no discussion

### ***Membership Budget***

- Sabrina- Are we getting to point where we can move away from printed membership directory?
- Jen H.- \$500 not used as there was no printing of membership materials & brochures. It was electronic. It was not sent in follow up mailing
- Cathy- we have had folders in past
- Jen H. – Terri did folders for the 50<sup>th</sup> @ Bridgewater

- Cathy- committees tend to want hard copies of brochure for their events. I will talk to Kim to touch base and will verify this.
- ?? - Membership directory as a hard copy is very helpful for questions and as a quick reference.
- Lenny – people can still print it out one for him/herself
- Gary- this is a bit outside of the scope of the budget but in terms of corporate relations. Getting a directory is a part of their membership benefits. Without it, we lose the hook with them.
- Sabrina- if we put the membership on line, it needs to be password protected and I know we are looking to get to that
- ?? - Leave the budget line on there for now.
- Gary- can it go to Carol’s task force?
- Cathy- move it to Jen P. and Jeff’s technology task force for now.
- Cindy- This topic needs to have more discussion...can we or should we move away from paper copies.
- Lenny- can we put a check box if we want a hard copy vs. electronic copy?
  
- Rene- Are ok with this budget?
- All – yes

***Program Committee Budget***

- Gary - Lunch at annual meeting.
- Cindy- have we had money for outside presenters before?
- Shelly- yes. It was not used in the past, but last year it was for the CHO track. It will probably be used for it again this year.

***Media and Publications budget***

- Rene- what kind of computer program is it?
- bri- we are looking to purchase something that is truly designed for publishing.
- Rene- Before you buy, please check to see if we can get educational discount
- Gary – Also, check on licensing and who holds it (NEACUHO, individual, etc.)

bri will take suggestions from e-board on this item.

***Risk Management and Legal Issues Budget***

- Cathy to Donna - Do you still need money for thank you cards, given earlier discussion?
- Donna- No, but I would like it for raffle items instead
- Sabrina- A precedence has been set for raffle by Professional Development committee. This was done at Albertus Magnus. If Donna needs incentive to get committee along, we may want to look at doing this one time only

- Donna- My committee is presenting at all 3 conferences. We are looking to entice people to come to the presentations at all three and then raffle things off.
- Cathy- can we compromise and try it for one conference?

\$50- will be moved from line 12 to line 15

- Gary - Look at using books from ACUHO-I recommendations.

***Technology Coordinator budget***

no discussion

***Residential Operations budget***

no discussion

***Corporate Relations budget***

no discussion

***New Professionals budget***

No discussion

***Social Issues Committee budget***

No discussion

**Budgets for conferences:**

*Residential Operations Conference:*

- Looks ok - still free for members

*RD2B-*

Discussion needed on \$1100 subsidy @ Oswego

- Jen G. - The facility and building manager is where the money is coming from
- Cathy – We are finding this type of change more and more. We might have to get used to it
- Gary – And this is with residential life’s help. It would be more costly without its help.
- Jen H. – Are we actively looking for our vendors to help sponsor this?
- Jen G. – I haven’t yet...I am currently working on New Professionals conference.
- Jen H. – Have we asked the Director of Residential Life to help lower the costs – he has been there a while and may have pull.
- Jen G. – I will do that

Other RD2B subsidies are lower.

*New Professionals Conference*

- Sabrina- What is rate I pay someone who is not a new professional?
- Jen G. – The member rate. It's a member/non member rate set up.
- Jen G. – the new rate of \$25/\$40 is not reflected in this budget
- Rene- as a result, there was no subsidy needed

Meals are added in to cover guests

*Nexus NEACUHO conference*

no discussion

*Midlevel conference*

- Jeff H. – The rates seem high.
- Lenny- if we can get a lower rate after approval, do I have to come back to e-board
- Gary – yes. You need a vote.
- Lenny - even if we are spending less?
- Sabrina- anything having to do with money needs a vote from e-board.
- Jen G. – The cost is \$80 for guests

*Spring Drive-In conference*

- Cathy- does SUNY Purchase have a cap?
- Lenny- I don't think so.
- Cathy- if rates drop, we are more apt to have more people come
- Jeff H. – I would suggest lowering the rate.
- bri- make it \$30.
- Jen H. – You need to make a motion
- Cathy – I want a sense of the body:
  - Should we have 2 different rates: new professionals \$25/members \$35
  - Or should everyone be the same at \$30 all around?

**Sense of body was to go with \$30 all around.?**

- Cathy- do we want to go with this?
- Jen H. – we need a motion to do this.
- Jeff- can we wait until later to do this budget?
- Rene- if we go to \$30 for all, we lower the subsidy needed
- Gary- to Donna- I am curious, why did you go with keeping same rates?
- Donna- it is consistent with the other 2 conferences that are doing something right before the conference – they are getting more than just conf.

**Sabrina- I move to change the rate for the Spring Drive In 2009 to \$30 for members and \$60 for non-members**

**Cindy- I second that motion**

-

Discussion

- Gary- not approved budget- so we do not need to vote on a motion
- Donna- there is a cost difference between new professionals and seasoned professionals at the annual conference.
- Jen H. – there is a difference between \$30 and \$300
- Gary- as a CHO, I am going to want to send RDs to the annual conference
- bri- the biggest draw for New Professionals is the annual. New Professionals are the ones we would want to give the break to.

**Sabrina- I official rescind my earlier motion**

**Cindy- I 2<sup>nd</sup>**

- Cathy- after this discussion, I want to get a sense of body again
  - Do we go \$30 all around or keep 2 different rates?

**We will go to \$30 all around**

*Train the Trainer Diversity conference*

Cathy- Please make a push to make sure people come

*Social Issues retreat series*

Only subsidy that was out of whack was Women's Winter Renewal. Kept it as is

- bri- was there discussion on discount for attending all 3?
- Some remember, some don't
- Gary- It was included on evaluations to see if people would have attended more than one if cost was lowered

*Task Forces – nothing to discuss*

- Lenny- Can we go back to mid level conference money question?
- Sabrina- I suggest we break for lunch. This allows sheets to be updated so we can see bigger picture

Lunch Break @ 12:13 PM

Readjourn 12:51PM

Cathy- will try to keep discussion on task and to keep side chatter/discussions/tangents to minimum

Revisiting Lenny's rates for midlevel conference

- Rene- we have a larger surplus
- Lenny- I wanted to have \$50 fee. It is \$60 now but with surplus
- Cathy- can we handle the 300 less?
- Lenny- mentors (ask)
- Sabrina- what was the rate last year?
- Lenny- \$40. There was no dinner last year. Now with dinner, there are higher costs.
- Cathy to Rene – are we confident with supporting that change?
- Rene- If we go with \$50 for 30 people – we will have a higher subsidy \$1200
  
- Sabrina- \$125 for a non-member is too high.
- Cathy- What about \$75? Can we do this?
- Sabrina- If we up to the attendance to 40 people?
- Gary – I recommend that we use the non-member \$80, which matches waived guest cost
- Sabrina- higher than 35
- Lenny- We will need to have more mentors to keep rates down – if we make that the number
- Rene- If we reduce the rate to \$80, the subsidy will be higher \$1425
- Lenny- can keep numbers and money costs if we get ??
  
- Sabrina- what is “volunteer gifts”?
- Lenny- Starbucks cards etc. for people who help with conference?
- Sabrina- I did my gifts to people with my own money. I did not use NEACUHO money.
- Shelly- Is this covered under the president's budget?
- Lenny- It is not covered in budget
  
- Sabrina- lodging information?
- Lenny- It is for the mentors. If we are asking them to come, we need to provide housing
- Jeff- volunteers should be receiving the pens. I agree with Sabrina
- Shelly- clarified budget line for presenters to Donna
- Gary – do not assume people won't take an honorarium
- Cathy- take out gift cards
- Sabrina- They are a nice gesture not needed. People mentor out of goodness of their hearts

After all discussion - e-board agrees on a \$1275 subsidy for this conference

### *Spring Drive-In Conference*

Question on paying for the registration and hotel for Spring Drive-In Co-Chairs and Presenters

- Lenny- ?? did he ask if this can be done?
- Jen H. – NEACUHO policy states that each person is responsible for paying the registration fee on one’s own for any given conference.
- Sabrina- I can answer the question and read Section III from by laws
- Cindy- This shouldn’t be budgeted in for only one conference and not all. Given the bottom line, we should take it out.
- Gary- There are no subcommittee titles in our documentation. The wording needs to be consistent
- Sabrina – we are looking at committee members and housing membership policies
- Cathy- does this constitute a review of constitution?
- Gary- not if we use this language and keep financial guidelines consistent with the constitution
- Cathy- We need to decide do we keep this in there?
- Gary-Leave it as is. It is dealing with presenters
- Katie- if he (Lenny) does need more, can he come back to group?
- Rene- Yes, as an addendum
- Rene- when we take out housing, it cuts a lot of the larger costs for Spring Drive In. The subsidy goes to \$145
  
- Lenny- Can we go back to mid-level to review something? Housing for this one covers non-committee members
- Sabrina- Leave it as is. We agreed to the budget as is because the subsidy needs to be higher

Cathy calls for a motion.

**Gary- I move to accept the budget with the changes as it has been proposed.**

**Shelly- I second that motion**

Discussion- none

Cathy calls for a vote

**8-0-1 – the motion to accept the budget with the changes as it has been proposed passes.**

## B. Canada Task Force Recommendation

See handout emailed by Jeff during the week of 9/8. It will be attached to these minutes

- Gary- I have a few clarifying questions:
  - What is the timeframe for Northeast/ Canadian affiliation to happen?
    - Jeff – there is none. There is no talk out there, no driving force.
  - What DC are you talking about hooking this on to?
    - Jeff – originally the VT/ME/NH one but the question was what that one.
  - What about the 501C3 status?
    - Jeff – I had to put it out there because if we decide not to go 501C3, we will stick with recommendation #1. If we do become 501C3, recommendation becomes null and void.
- Gary can they (Canada) be voting non-affiliate?

- Jeff-I am not sure. If we have any monetary obligation to Canadian schools, does it affect 501C3 ?
- Cathy- I believe so, based on talking with ACUHO-I.
- Gary- It is related to fees, not voting rights
- Sabrina- Canada can come as non-member
- Cathy- suggests change recommendation #1 to say we continue to invite Canada to attend things as non- members but strongly encourage them to create affiliate for themselves
- Gary- proposes we keep recommendations and consider them until we know 501C3 status

**Sabrina- I move to table this discussion until the October 23<sup>rd</sup> meeting.**

**Steve – I second this motion**

Discussion – none

Cathy calls for a vote

**Vote 7-0-1 (there is one non-vote)– the motion to table the Canada Task Force discussion until the October 23<sup>rd</sup> meeting.**

## **VII. Committee Updates:**

### A. Host Committee

- Will report out during the presentation later this afternoon

### B- Corporate Relations

- Chris M. is sending survey out to corporate partners
- He is working with Steve on the Residential Operations Drive In
- He plans to have 1<sup>st</sup> social before the Drive-In and is working with Katie to do the social as in her district

### C. Media and Publications

- The Conference review issue will be out ASAP
- Please send articles and information for the next issue. Deadline is September 15<sup>th</sup>
- See report for other information

### D. New Professionals

- New Professionals conference is October 24<sup>th</sup>
- October 1<sup>st</sup> is the registration deadline. September 26<sup>th</sup> is the program proposal deadline
- Committee eats with the e-board on the 23<sup>rd</sup> and then everyone will help stuff after that.
- RD2B is underway- more on that in October
- See report for everything else

#### E. Professional Development

- Working on solidifying a keynote speaker for Spring Drive in
- Lenny states he is a bit short on committee members
  - Donna – can Kim send out a committee sign-up sheet with the membership information?\

#### F. Program Committee

- see purple sheet that was passed out. Trixy is coordinating dates with host committee.

#### G. Residential Operations

- The site is 98% confirmed. It looks like we will be at UNH for Dec. 5<sup>th</sup>
- The document in the appropriate hands for review
- Steve sends a big thank you to all who helped find this site
- He requests that people send him topics that would be helpful to hear about in presentations- bed bugs could be topic

#### H. Risk Management and Legal Issues

- All goals have been assigned to committee members
- An article has been written for the Navigator
- There are 3 people proposing presentations for the NP conference
- She is working w/ Lenny regarding dessert social @ midlevel and is looking at a 7PM-9PM timeframe

#### I. Social Issues Committee

- Davis is busy. There are 20-25 members on committee, of which about 12-17 are active
- Diversity Training workshop on October 3<sup>rd</sup>
  - o the ECSU Facilities are free!
  - o Monday Sept. 15<sup>th</sup> deadline for grabbing the blocked rooms – rate is \$86.50 at the Best Western
  - o NU site visit is on Friday Sept. 19<sup>th</sup> for the retreat series in January
  - o Hotel reserved for those dates - more info for that is forthcoming
- Sabrina- Vernon is fabulous and is worth the money
- David- it has been great to work with him
- Shelly- suggestions for email
  - o Maybe want to change the set up and wording of the email so that it doesn't over-saturate people

#### J. Membership

- as of 9/12, we have 55 members.. 22 are not paid.
- 46 of those members are sustaining, 7 have returned after a break and 2 are brand new to NEACUHO

#### k. Technology Coordinator

- Chris C. is about to begin writing code for conference software. It includes housing registration software
- He is trying to have it live for the January series- good test for registration with multiple conferences happening at once
- It will be big undertaking
- New website- will debut with the registration software in December, hopefully

L. Historian

- no report – Gary asks that should he become a curmudgeon in this role that he be called out on it. For those of us who really had no idea of what that word meant, it means a bad-tempered, difficult, cantankerous person. And synonyms to this word are: grouch, crank, bear, sourpuss, crosspatch

M. Parliamentarian

- a. Raz is looking into electronic voting and board reports and implications for meetings.

N. Technology, NEACUHO and the Future Task Force

- Jen P. is sub-dividing task force into 4 areas to tackle their goals and will report back at the October mtg.

O. Constitution and bi-laws review task force

- Gary has received few responses. He has only 6 pieces of feedback since June, suggesting only minimal changes.
- Please send any feedback to Gary. He is still accepting feedback
- Cathy- homework for everyone is to read the document and send feedback to Gary

P. Operations manual

- Sabrina is a little behind. She is sorting through information from Cathy. She will have a draft for the October board meeting

Q. Canada Relations Task Force

- all discussed in new business

R. Branding, Recognition and Promotions Task Force

- Carol is working on stuff but there is nothing significant to report at this time.

## VIII. Officer Reports

A. Western NY DC

- Jen H. reports that her 1<sup>st</sup> district mtg. will be at Fredonia on 9/12?
- She is working with Chuck (Lamb) and Terri (Penipento) for the a February meeting
- She will be meeting with closer people soon

B. Eastern NY DC

- Nancy reports that there will be a breakfast discussion at SUNY Plattsburgh on 9/26 and the topic will be RA protocol for dealing with extreme emergency situations.

C. ME/VT/NH DC

- Socials will be in NH this semester. She is having a challenging time with getting something in VT
- See report for rest

D. MA DC

- See report for details

- There will be a social at the end of September in Milford, MA. Bowling!

E. CT/RI DC

- See report for details but Cindy is having socials and planning socials.

F. Secretary

- Keyne will be gathering orders for thank you cards and buying a recorder for the meetings!

G. Treasurer

- Rene discusses the mileage reimbursement policy

**Rene - I move that we change financial guidelines from 25 cents mileage reimbursement to 35 cents per mile over 200 miles**

**Jen H. – I second that motion**

Discussion

- Rene – The budget that was approved includes this increase
- Jen H. - why so little, still
- Rene- We need to be able afford it. This budget allows us to.
- Jen H. should we reimburse for gas vs. mileage
- Sabrina- mileage takes into account wear and tear on the car whereas gas does not
- Cindy- given what we saw in the budget, going over 35cents won't break it (the budget)
- Chris M. – we should stick with mileage as it is in line with what most schools do
- Lenny- It is not cheaper as we not paying for under 200 miles
- Steve - A set mileage amount accounts for difference in gas prices in different states
- Cathy- The choice on the table is to approve current proposal so it (the mileage reimbursement) goes up to 35 cents. Then someone can make a recommendation to the task force to look at. Or, we can vote down the current proposal and send it back

**Gary – I call the question**

There are no objections

**The vote is 3-4-2. The motion to change financial guidelines from 25 cents mileage reimbursement to 35 cents per mile over 200 miles does not pass**

**Cindy- I move that we increase gas mileage reimbursement to 45 cents per mile over 200 miles traveled round trip.**

**Gary – I second that motion**

Discussion – none

**Vote - 5-4-0 The motion to increase gas mileage reimbursement to 45 cents per mile over 200 miles traveled round trip doesn't pass**

**Lenny- I move that mileage be increased to 40 cents per mile over 200 miles traveled round trip.**

**Chris M? – I second that motion**

Discussion

- Keyne- can we afford this? Is it fiscally responsible?
- Rene- 40 cents is ok...it is fiscally feasible

Cathy calls for a vote

**The vote is 6-2-1. The motion to increase the reimbursement to 40 cents per mile over 200 miles traveled round trip passes**

Officer reports are suspended and we move back to the Annual Conference update: which is A. under committee reports and item X. on the agenda

A. Annual Conference – power point presentation accompanies this report

1. Staff is introduced

- Kristin- Chair
- Jeff- registration and housing
- Rene- exhibitors
- Chris C. -tech chair
- Jen H. - staff volunteers, hospitality
- Angie- budget chair/dining chair. She is on maternity leave now
  - o Sabrina- who has budget now?
  - o Kristin- Jen H. will take on dining and the budget will remain with Kristin dining
- Becky/Scott - Special events
- Wendy- program committee liaison

2. Housing-

- We are being housed in new facilities that are no more than 5 years old
- It is suite style with wireless capabilities
  - o Cindy – do they have refrigerators?

- Kristin – we are looking at microfridges
3. Programming
    - The keynote is still be discussed
    - There is plenty of space
    - We have a big computer lab
      - Nancy – Are the lounges capable of holding presentations?
      - Kristin - Yes
  4. Exhibitors
    - Exhibitors have a big space
    - Lunches will be an upscale wrap “to go” option
    - Seating will be with exhibitors
      - Steve – is the space comparable to Westfield last year?
      - Rene – It is larger
  5. Meals-
    - They will all be in or around dining hall – there is plenty of space
    - All options for dietary needs
    - The closing banquet will be a served meal
    - E-board meals will be in the dining hall. There will be a catered lunch and a continental breakfast
  6. Special events
    - Opening social - Late Night Binghamton
    - Night on Town- Taste of Southern Tier of NY
    - Looking at having Star lab, a carousel, a trip to the winery, a zoo-mobile or people can go off on their own
    - Fun run
    - 80’s night dance party will be the closing event
  7. Transportation
    - Binghamton is accessible by air, train, bus and/or car. There is close parking
  8. Cost factor (assuming single accommodations and without sponsorship)
    - The most expensive it can be is a seasoned professional in a single at \$375
    - The least expensive it can be is a New Professional in a double at \$295

Break for tour of campus with Binghamton staff at 2:30PM

Meeting reconvenes 3:02PM

9. Schedule review- review handout
  - a. Tuesday June 9<sup>th</sup>

- Jeff H. - will there be rooms available Monday night (June 5<sup>th</sup>) for people who are traveling from a distance?
- Sabrina- can we change the meeting to start later? The new e-board will be coming in to train/shadow.
- Cathy- if we move the start to 2pm, there can be no whining if we go to late
  
- Cathy- to Kristin - when do you need to know if committees need to meet?
- Kristin – I will get back to you
- Lenny- which chairs - current or new
- Cathy - both
  
- b. Wednesday June 10<sup>th</sup>
  - Committee meetings to 3:00PM-4:30PM so as not to overlap with tech check or the New Professionals orientation
    - Jen G. - will people be there by 5:00PM?
    - Cathy- Let's promote a 3:00PM start with our committees now
    - Jen G. will remind people that the New Professionals orientation leads right into Opening Banquet
  
- c. Thursday, June 11th
  - Nancy- why is there an "if" on the keynote? Was it brought up in July?
  - ?? – Yes
  - Cathy- the discussion came up in July about making sure keynote was relevant. If we couldn't find someone who fit bill, it would be up to the host/program committees to come up with an alternative. This schedule allows us the flexibility.
  - Sabrina- Wasn't this was on the conference evaluation? We need the feedback from WSC
  - Kristin- I will follow up
  - Nancy- can we get the info by the October meeting
  - bri- We need to make sure to factor in the welcome from college officials, announcements, etc.
  - Kristin- We will build it in
  
- d. Friday- June 12<sup>th</sup>
  - discussion on case study and the business lunch
    - ?? - 4 hrs for case study?
  - Suggestions
    - ?? – 8:00AM-11:30AM instead of 8AM – 12PM
    - Gary- need to keep business meeting as is.
    - Katie- can we do a 1/2/ 1/2 where some people will be designated to miss session 4 and other to miss session 6?
    - Cathy - can we shift the afternoon back 15 minutes?
    - Shelly – make session # 6 a 60 minute session and not a 75 one. Then all needs are met.
  
  - Regarding Retreat Series reception"
    - David – please change the name to what I placed on the sheet.
      - Reception = open to all
      - Reunion = not open to all

## 10. Budget review

- a. Menu (Kristin notes that these prices are ball park prices from food services and that she will have nothing concrete until at least the end of September. The October meeting will have more concrete figures)
  - Sabrina- the prices for the opening reception seem low. Are we getting good food?
  - Kristin – yes
  - Katie- closing banquet is lower cost than the opening banquet, if we want the closing banquet to be more upscale.
  - Kristen it is
  
- b. Website for conference
  - Chris C.- the new domain will become new web host
  
- c. Use of gym fitness facilities

The question came up about the availability of these facilities and where they were located. That was followed by a question regarding whether or not people would use them if it is across campus and how we could account for that.

Suggestions:

  - Donna- can we do a pay per use and provide coupons
  - Kristin- We will have staffing and they will need to know how many people to provide well ahead of time
  - Cindy- for budgeting purposes, people will need to know that they can pay on own and we could add it to registration costs they pay on-line
  
- d. Interpreter services
  - Sabrina- interpreter costs are an association cost. It is not a host conference cost
  - Rene- we have gone back and forth on this
  - Sabrina- it was built into the budget that was just approved
  - Cathy- it is an enhanced line in the President's budget
  - Donna- We need to take that cost out of conferences that have it budgeted in them
  - Cathy- Rene will review minutes and move the money to the appropriate budget line
  - Rene- New Professionals has \$990 built in
  - Gary- the subsidy to the New Professionals conference will change if we take it out.
  
- e. Program committee costs associated with the Annual Conference
  - Shelly- Reminder that host committee needs to carry 2 items in annual budget
    1. Copying of evaluations
    2. Program incentive prizes-→ program committee buys them with money from the annual conference budget
  - Kristin noted
  
- f. Parking
  - Rene- parking will be \$3 per day per car = \$9 for the conference
  - Kristin- this will be built into the cost of registration

- g. Sponsorship
  - Kristin- I think a lot of the hospitality stuff will be sponsored
- h. Recognition for host committee
  - Shelly- host committee recognition line is for what? Shirts? Or is it what is in the President's budget?
  - Rene- That line is for conference staff shirts only, not extra things like jackets. We will change "host committee recognition" to "host committee apparel".
  - Sabrina- point of clarification – Westfield State College is paying NEACUHO back for the cost of extra apparel.
  - Jen H. - \$10 for 3 days worth of shirts is not enough
  - Kristin - I will look to adjust that and bring it back to the group
- i. Cost of rooms:
  - Lenny- with it only being \$15 more for a single room, you might get more people requesting them
  - Sabrina- can you accommodate more singles, say up to 30?
  - Kristin will look to adjust the cost if necessary and put it out to the group.

Cathy- calls for a sense of the body to see if people feel the registration fees are reasonable.

- Donna- is this comparable to past fees? What is the history?
  - Katie- is there a different rate for a late registration?
  - Kristin - not yet
  - Kristin- Again, this includes absolute no sponsorship. We are being asked to bring definitive fees are in January
  - Sabrina- the seasoned professional fees are on par with the past. The New Professionals are up from the past. We need to raise the non member rate to \$375
  - Lenny- Are there going to be "daily rates" for people who choose to come for just a day? Did we decide can we do that?
  - Kristin – we can do that easily can do it easily
  - Jen H. – I will look at the logistics of doing this
- j. MACUHO members
    - Rene- Should MACUHO members be invited to attend at member rate?
    - Keyne- yes. I think we decided at the last meeting to invite MACUHO members at a seasoned professional rate.
  - k. Corporate Member rates
    - Gary- if someone is not an associate or corporate member, the price difference is only \$600.00. Is that gap big enough or should it be more?
    - ?? – this is a different conversation for Chris M. and Rene to have.
  - l. Website:
    - Dates are on the purple sheet and it will include a statement on refunds is this for the website?

-Change June 5<sup>th</sup> -> to May 27<sup>th</sup> on the website as the date that it will be de-activated.

## **Back to Elected Officer reports: Section VII on agenda**

### H. Past President-

- a. contacted Chuck Lamb to find out information on use of past president's fund and how to communicate with past presidents so they still informed and involved. Discovered that we (NEACUHO e-board?) were left as care takers of that money,

### I. President Elect –

- a. Jeff- working on site selection stuff for 2009-2010 conferences
  - i. Initial email sent already. Another email will be sent in October. He is looking to entertain RI schools for sites and is in contact with Cindy regarding this.

### J. President

- a. Cathy signed the affiliation agreement w/ ACUHO-I
- b. Working with Rich Bova and Rene to move toward 501C3 status

## **VIII. Unfinished Business**

No unfinished business

## **IX. Announcements:**

### I. Reminder Items

1. Make sure your institution completes NEACUHO membership registration materials
2. Fill out registration materials for the Diversity conference
3. Fill out Program Proposal and Registration forms for New Professional Conference
4. Write for the news letter
5. Use the materials from our training to add and update material on the website
6. Work with your committee/task force/district to enhance goals, and to continue to make your action plan/timeline happen
7. Firm up locations, hosts, sub chairs/etc. as appropriate
8. Encourage any who are not on the committee/member list to submit Committee Member Applications/membership registration
9. Encourage members to get to know each other
10. Submit receipts as appropriate

Important and Upcoming Dates: (Add Trixy's dates to this list)

Sept 12	Executive Board Meeting and Annual Site Tour-Binghamton
Sept 15	Last day to get best Hotel rate for diversity conference
Oct 1	Membership registration materials due
Oct 3	Diversity Conference-Eastern Connecticut State University
Sept 26	New Professional program proposal due
Sept 29	Registration deadline for Diversity Conference
Oct 1	Registration for New Professional Conference due
Oct 15	Board report and hotel intentions to Cathy
Oct 23	Executive Board Meeting-Western Connecticut State University
Oct 24	New Professional Conference
Nov 15	RD2B-Roger Williams/SUNY Oswego
Dec 5	Residence Operations Drive In and Trade Show-University of New Hampshire
Dec 8	Board report and hotel intentions for Jan to Cathy
Jan 5, 6, 7	Social Issues 3 one day Retreats-Northeastern  *Professionals of Color and friends  *LGBT and friends retreat  *Women's Winter Renewal Retreat
Jan 7	Executive Board Meeting 1-4pm-Northeastern
Feb 7	RD2B-University of Southern Maine/Rensselaer Polytechnic Institute
Feb 12	Board report and hotel intentions to Cathy
Feb 19	Executive Board Meeting-Purchase
Feb 20	Professional Development spring Drive In-Purchase
Feb 19 eve-20	Midlevel institute-Purchase
Feb 19	Senior Level Desert Discussion and Social (7-9pm?)
March/April	Board Report and hotel intentions due 1 week before meeting
March/April	Executive Board Meeting if needed-need to set dates by Sept 12
June 9, 2009	Executive Board Meeting-Binghamton 2pm – 5pm

June 9, 2009	Executive board 2009-2010 observes 3-5
June 9, 2009	Both Executive boards share dinner with host committee 6-8pm
June 10, 2009	Training for 2009-2010 executive board 9am-12, 12-1 both boards have lunch
June 10, 2009	Committee Meetings (See Conference schedule for details)
June 10-13	Annual Conference-Binghamton
June 13	2009-2010 Executive board Meeting, 9am-11am, Binghamton
TBD	NEXUS NEACHO-Boston College

### **From the E-board**

- bri - articles for navigator due Monday, September 15<sup>th</sup>
- Donna- reminder that the senior level dessert discussion is confirmed for February 3<sup>rd</sup>
- David - October 3<sup>rd</sup> diversity workshop at ECSU
- March/April meeting- will be determined through email
- DCs are reporting everything from this meeting in their reports to their districts and should push upcoming events and committee involvement. They should include dates associated with events as well.
- Katie - if people confused about what committees they are on because they are receiving communication from multiple chairs, what should be done.
- Cathy- make sure to communicate that with her

### **XI. Adjournment**

**Katie- I move to adjourn the meeting**

**Lenny- I second that motion**

Mtg. adjourned - 4:18PM

Respectfully submitted by  
 Keyne M. Cahoon  
 Secretary