



E-board Meeting Agenda
Phone Meeting
September 16, 2016 – 10am-12pm

Meeting called to order: 10:09am

Attendance: Casey Wall, Sonya Alexander, Greg Madrid, Shelly Keniston, Jon Bragg, Thomas Kelley, Joshua Hettrick, AJ Goodman, David Grimes, Jim Sherman, Nathan Gordan, Kimberly Beardsley, Kristin Murphy, Catherine Kellman, Jeff St. Dic, Tim Touchette, Brittany Bookman, David Ferguson, Darese Dosal, Heather Quire, Jason Rizk, Jon Conlogue, Trish Godino Loring, Shannon Overcash, Michelle Carvajal, Stephany George

Call to order 10:09am

1. Approve the Minutes from 7.18.16

- a. June 11, 2016 minutes
(TKay, second by Kristin Murphy.)
Discussion: none
8-approved, 0, 0-abstained
Motion passes 8-0-0

- b. July 18, 2016
(Dave Grimes, Second TKay.)
Discussion: none
8-approved, 0, 0-abstained
Motion passes 8-0-0

2. Budgets

TKAY: Process of soliciting budgets. 2016-2017. Please get budgets to TKAY by close of business today. Finance committee has a vacancy on the committee. Send names of interest to TKay. Once concluded, have an online vote and then move forward with budget review. Looking at negotiables only. Things needed year to year not up for discussion. Would like done by October meeting. Budget cycle we just closed, we will do a full audit starting the week of the 26th. Then will be able to file taxes for 15-16 year. Also exploring how to adjust budget year. Over the next year in the half, will figure out so that it matches business practices. Annual conference: finalizing numbers on Monday it will get taken care of prior to our audit. Migrate all funds for Legacy and making its own account.

TKay: Business manager. What responsibilities are? What does it mean? It was a recommendation in the past. Challenges of business manager was pay. More offerings meaning more support to do that. Move forward this year as a new initiative.

Shelly: 3Ps met yesterday. We are working with other regional leadership if they have something like this. It would need to be a committee and look at this. If anyone has information this minute otherwise, we are limited on this call today. Did anyone have anything on this matter?

TKay: Josh do you remember what that looked like for pricing?

Josh: Bova challenged board about it. Amount is between \$3000 to \$5000.

Shelly: didn't have a full job responsibility

Josh: Task force, strategic plan.

TKay: auditing process. Be a part of auditing process. Expand pass \$200,000 threshold. It is something we are trying to approach

Casey Wall: Chuck Lamb is reviewing strategic plan. This can fall under that. Jon Conlogue brought this up

3. Annual Conference Committee Site Visit Review:

Jeff St. Dic: Laura not able to join us this morning. Westin was first site visit. Located in Downtown Portland. Tour of facilities showed it was not accommodating for vendor fair. The main lobby area is not large enough for effective traffic flow. Holiday Inn. Accommodating spaces, large basement area for vendor fair. Great space for districts. Amenities good, walking distance to downtown area. Double Tree, it is outside of Portland area. Not accommodating to size conference. Now we are able to present the Holiday Inn and see if it is for budget.

Shelly: Casey, Trish, Laura Chuck Lamb with us on site visit

Casey: The reality the Holiday Inn is the only one that can accommodate our needs. Working relationship would be strongest with Holiday Inn. Strong person on the hotel end. Other two hotels were not as knowledgeable

Shelly: Budget piece: drafted a budget based on experience. TKay has been looped into the process. Tuesday afternoon phone call with TKay, Jeff and Shelly. Tidy up pieces, October meeting do the recommendation and vote so that we can move forward with process.

TKay: looking over budget. Concerns with total price for attendee. Looking to forecast attendees for fixed rate costs. Bring in Casey about corporate partners and see if they can offset cost.

Tim: Nate asking about cost.

Michelle: Holiday Inn by the Bay and not Airport

Casey: Corporate friends are very hesitant until the details for annual are released. How many corporate we have will play into the budget. If you have relationships with corporate friends, try to smooth over their fears that would be helpful

Brittany: Hoping for the details on program spaces

Jeff: Large venue for upstairs venue. It holds more than 1000 but they do have separate rooms that can be divided.

Shelly: rooms have been renovated. It's a standard hotel. It's like the hotels you stay at NASPA. It's not the Ritz.

Tim: When we get to the time for funding, if we need to dip into the reserves, there was support for that. We have the funds in the bank to make this work. Reach out to corporate partners and make this work.

Cat: Restroom. Ability to have gender inclusive bathrooms. Was that discussed at the tour?

Jeff: in conference area. Yes

TKay: Potential cost for attendee and corporate friends offsetting. We do have other events and offerings that can offset the cost of the conference as well. Currently looking at our numbers for the food budget. Looking at something more sustainable. Have model that works for our organizations.

a. Committee positions and sign up process ASAP

Shelly: Email will go out for finalized positions. List given. We will have a solid plan at October meeting. Things that are happening now, there are a lot more questions than answers and we knew that going into this. Seems like perception that everything is up in the air and that is not the case. I can assure you that things are happening. Everyone is moving forward as we need to. It is going to come together. I am still very excited and we are on track. We are 13 months out of our conference. This gap right now is that because we have just come back together and we will start to hear that things are happening. We are going to talk elections, awards, filling gaps...they are all daunting. This is what I referenced, there will be bumps in the road but you got to tread on. These are the right people doing the change. I hope people are still excited about it.

4. Corporate Affiliate Plan

Casey: Making sure that everyone understands the compass program and sponsoring. Just want to make sure there is a difference. One thing that is done is google doc check list, as we get corporate partners to sign up, we have a way to track what we are doing. That document is ready to go. We will make a page for corporate partners on document. Do have a small working group. They have helping me. Jen Rosa, Jen Golojach, Jenn Hapgood are helping. Other thing that is written up My Favorite student: made an official document agreement, made it more secure. It is outside the realm. We needed to have an understanding between us and that corporate person. If you are interested in seeing document, I can email to board now.

5. Hosting a Fall Drive-in? Too late to do it well? Call for programs etc.? Suggestions?

Shelly: Greg Madrid: October 14, Sacred Hart. I told him I would bring up to the board, spoke with 3Ps. At this point, it would be rushed and there is too much to do. My recommendation that we have a

spring drive-in in March which we know is around ACAP and NASPA but not everyone goes. Webinar offerings in October in lieu of drive-in. This sets us up for the 17-18 year because we would be moving to a spring drive-in model anyway.

TKay: I agree with Shelly's sentiment with a month out for planning. 100% in support of webinar series. Enhances offerings for members for the price paid. Have a site secured for March so something not

Dave G: People are getting anxious about it and I agree that a month is too close. Fully on board

Michelle: Happy to move it and adjust especially since it is the future. My concern is the host site and the date. Where is it going to be? Has the conversation started?

Nate: I agree with folks about fall drive-in. Like the idea of doing something in the spring. My question is for Greg. Would be possible for Sacred Hart to host in the spring?

Jon C: Are there dates later this fall at Sacred Hart?

Greg: I apologies this took so long. We definitely can do March it depends on when. Springs breaks are all different. We were looking at our schedule with athletics, etc. We can go in and look and see what is going on on-campus. We don't have a ton of open spaces. I can do some extra checking and see about November time but then we get into NASPA and NACA time.

Shelly: Not having a site secured. I was going to say that one of things I was going to put in the letter was that we had to cancel fall drive in because no host site, so looking for host site in March to work on a space. We haven't reached out to anyone. Michelle and I haven't had a conversation yet. I don't want to be in the same

Tim: Be careful about what language we use.

TKay: Look into Worcester State and March 24th and it is the Friday of our spring break. Usually we have less things happening during that time. ACPA is March 26th, NASPA is the second week so it falls in between

Jeff: Bridgewater State, Spring break is March 6-10 so we would be able to host that. We would be 2-3 weeks away and we have the amount of space to accommodate conference. We would need to work with Conference and Events. Just an option.

Michelle: Sacred Hart, Looking at November if a late option. November 4 or November 11 is Veterans Day and Massachusetts schools are closed. Coming off election week. November 18 is Friday before Thanksgiving. People could have vacation plans already. We do need to acknowledge schools that would host, they just didn't work out. Attempts were made but it was not in the cards.

Shannon: Realize that this has always been on a Friday, did we ever look at a Saturday? Is that something that we would be willing to look at? Is a Saturday option viable?

Casey: One thing that I want to caution, this was slated to be in CT, try not to spread out.

TKay: FLSA on entry level on weekends.

Shelly: Let membership know in tactful way. Our Original intent was in NY not CT. Michelle had worked on Eastern NY. We should try to stick to that.

Kim and Nate: Potential Host in March

Shelly: Shannon's idea about a Saturday? Is that a yay or nah as an option? Should she do that or not? People are saying FLSA issues.

TKay: FLSA, if folks are not converted and paying overtime, a Saturday would have to be full overtime. That is where my concern is. Some institutions would not approve

6. Historian Position

Acknowledgment that Joe was leaving Residence Life and moving to Albany and starting a new position.

Shelly: Historian is an appointed position. It is not mission critical. 3Ps discussed yesterday morning. I have a few people in mind and want to have conversations with. Making sure that we take time to find right person who is interested in the role. We may have something more at the October meeting. People have thoughts or opinions via email or phone chat. This was more of an FYI for all of you.

7. Position updates (All Report)

Cat: EDI is on its way. 1st conference call next Friday, First EDI retreat in February, spoke with AJ. Time will be the same, 8am start, ending no later than 5pm. That week goes into Presidents week. Looking into some speakers. Webinars for spring semester. Hope to have a webinar in the fall but not sure. One snafu with gender inclusive bathrooms and Manhattanville College, it is religiously affiliated. There will be one available but not in the more convenient locations

AJ: Hosting EDI, looking forward to work with district to get people involved. Reach out to folks who have not renewed yet. Also looking at 5-6 other schools to become members again. Potential host a social around webinar.

Brittany: Program committee at a lull due to no committee. Working with TKay with budget, winners received checks.

Casey: We do have one compass member. Working on collecting. Foliot is at Platinum level. Shelly will be sending exhibitors letter with information

Darese: Late summer email to Western NY, checking back in with folks making sure that people are re-upping. Looking to gather later in semester

David F: Navigator to have out by middle of October. Needing advertisements for sponsors, any updates from you all, article from Shelly, opinion letters, departmental news. No one has volunteered to serve on committee. Deadline by the end of this month for submissions.

Greg: Working with site. Working with Jason on RD2B adding stuff on front page on becoming a member. Calendar is up to date. Seems to be running well. Any communication I am sending to proper person.

Dave Grimes: Working on reaching out to schools, 13 schools renewed memberships. Volunteers to host roundtables, working a slate for MA to do 2 things in fall and 2 things in the spring and find something during the summer to replace annual

Heather: Assessment is at a lull but we do have a conference coming up. Get assessment underway for RD2B. Want to make sure I am available for everyone

Jason: October 15th R2B: Create your own story, based on Snapchat. Currently have 11 people signed up. Guidebook is new for RD2B this year. Volunteers and presenters not paying, RD2B discount. Great committee that has a lot of energy working on this stuff. Sending out email on list serve for more involvement. Sent out email for mentor, if interested email Dave Grimes. Connecting with Josh soon for pre-annual experience. Hoping to connect with Kim to do a new professional social in region.

Jeff: Nothing more to report

Jim: Fill vacancy on finance board. Figuring best way to get membership up.

Jon Bragg: Shelly and I discussed webinar around FLSA but most of member do not have a say on how to move forward. So what we shifting to is a twitter chat. Conversation on what their institutions are doing. Better way to go about it. Many institutions have not decided what they are doing yet. ACUHOI and NASPA sent out a document on FLSA. Navigator article on this topic as well.

Jon C. Regional Affiliation Task force: report coming out early October. Answer any questions you have. Rationale and feedback. Need feedback from each region in November.

TKay: Feedback, should that be coming from E-Board or sharing through region, collecting and then sending back

Jon C: Should come through the board.

Josh: Not much to report yet. Jason, we need to connect so that I can give you the signage for RD2B

Kristin: Been in contact with Kim Hendricks, ResOps Drive-In. Hotel block secured, food, secured. Submit budget soon. Casey we can talk about vendor needs because I am unfamiliar with them. Not a huge response on committee hopes to see that increase. Navigator article and advertisement for drive in.

Michelle: I do have some interest from committee. We have been hesitant. I will be connecting with Greg about potential Nov 4. Mid-Level Institute at University of New Hampshire in April.

Nate: Attending ACUHO-I regional president's meetings. Hosting in 17-18.

Shannon: DCs have covered a lot already. We have 56 renewals at this point. Spike of 16 in the last week. DCS have been working to send out emails. We have 15 small, 15 medium, 18 large, 8 extra-large. We are seeing really good numbers across the districts.

Kim: Working on sending welcome email to 14 schools that have renewed. Pushing to recruit and reach to those that have not renewed. Looking to create a Facebook group. Updates from meetings. Idea to do a recognition for CT/RI spotlight. Pushing for CT/RI recognizing their colleagues. SCSU to host first social.

Stephany: Website up to date. Still need photos for a couple people on the board. Updated committee list.

Tim: Nothing to report

TKay: Budgets for conference, if you can send me an email directly, we can get moving. So that we can get registration happening.

Trish: Contact list, sent out an email. 1 year to go with conference.

Meeting adjourned at 11:40am.