



**Executive Board Meeting
Thursday/Friday, September 24-25, 2015
Westfield State University
1:00PM-5:00PM/9:00AM-3:00PM**

A. Call to Order at 3:41 PM

Roll Call: Josh Hettrick, Tim Touchette, Shelly Keniston, Dave Grimes, John Zocco, Trish Godino Loring, Allison O'Donnell, Emily Schiavoni, Joe Murphy, Jay MacDuffie, Nate Gordon, Brendon Goodridge, Paula Randazza, DaVaughn Vincent-Bryan, Brittany Bookman, Michael Guthrie, Cat Kellman, Heather Quire, Stephany George, Anna Morreale, Rene Coderre, Jon Conlogue, AJ Goodman, Darese Doskal, Shannon Valverde (Thursday only), Sonya Alexander, Jen Gould, Matt Lechter (Friday only), Cat Kellman (Friday only)

Unable to Attend: Thomas Kelley, Katie Wright, Robert Vass, Mike Hamilton, Kohya Lu, Beth Moriarty

B. Approve Minutes from July 28, 2015 Executive Board Meeting via conference call

Trish: So moved
Brendon: second
Raz: Entered into record

C. Unfinished Business

Josh: Conference budgets that have been approved are October RD2B and Fall Drive In and then we had 2 new appointments. Stephany from Webmaster to Technology Coordinator and Heater appointed to Assessment Coordinator. This was completed via on-line votes and we need to confirm them here for the record:

Raz: With no objection, the following is entered into record:

1. Conference Budget Approvals
 - i. On September 18, 2015 the October RD2B Conference budget was approved with a vote of 9-0-0.
 - ii. On September 23, 2015 the Fall Drive-In Conference budget was approved with a vote of 9-0-0.
2. Technology Coordinator Appointment
 - i. On September 23, 2015 Stephany George was approved by the Executive Board to be moved from the Webmaster position to Technology Coordinator.
 - ii. The vote was 8-0-0.
3. Assessment Coordinator Appointment
 - i. On September 23, 2015 Heather Quire was approved by the Executive Board to be appointed as the Assessment Coordinator.
 - ii. The vote was 8-0-0.

- iii. Charge of this position for 2015-2016 - This position will be responsible for implementing the recommendations of the Assessment Task Force in order to develop a comprehensive assessment plan. This position will collaborate with members of the Executive Board to develop the assessment plan which will be presented to the membership for their approval at the 2016 Annual Conference. This position reports to the President.
- 4. Webmaster Application Process
 - i. Application live on the website from September 28th till October 9th.
 - ii. Candidates will be contacted beginning on October 13th with an appointment being sent to the Executive Board on October 14th for approval.

Josh: I intend to fill this position. Plan: have application online September 28-October 9. Candidates will be contacted 10/13, Appointment on 10/14 for approval so by Friday 10/16 we would have it finalized. Want to make sure everyone is in the loop with that.

- 5. Approving 2015-2016 Conference Rates
 - i. RD2B (October) - \$25
 - ii. Fall Drive-In Conference - \$45
 - iii. Res Ops Conference – Pending
 - iv. Social Issues Retreat – Pending
 - v. RD2B (February) – Pending
 - vi. Spring Institutes – Pending
 - vii. RD2B (April) – Pending

Josh: In July we discussed approving conference rates earlier so institutions could plan professional development; our costs have been similar year to year and with limited facilities fees (except SNHU) we can likely predict similar budget structures with Res. Ops at \$25; Social Issues and Spring Institute at \$50.00 and RD2B at \$25.00

Discussion: Honorarium costs have changed; we have had subcommittees, but we keep fluctuating; we need to be cautious about setting a precedent that will challenge future boards. Budget time lines would still stay consistent as well as all budget/financial processes; Conferences are our 3rd form of profit, so we need to look at them as money making, not break even. It's a good time to benchmark with other regions to see how our reserve is in comparison; there may be other money managing techniques from which we may benefit. We must be mindful of our non-profit status and our statements about "making money" versus planning for sustainability. Our budgeting is complex and needs to cover costs such as Bluepay and website functionality, and lawyer fees – we are not running things for profit, we are running things to manage our expenses, which means our conferences need a profit, not for gains, but to sustain. Many members are not aware of our budgeting and operational needs; maybe there is an opportunity for an educational session on this.

Motion: 2015-16 RATES:
RD2B at \$25, Social Issues at \$50, Spring Institute at \$50 and Res Ops at \$45

Brendon:	So Moved.
Anna:	Second
Motion carries:	8-0-0

D. New Business

- 1. Budget Approval Process

- Joe: Presenting on behalf of TKay, Treasurer. Finance Committee: Trish Loring, Joe Murphy, Rich Bova, Deb Ferguson, Rose Piacente. All budgets reviewed and assigned a liaison who would make contact with chairs.
- Monies requested were over the projected revenue. 5-10% of the budget will be talked about here; 75% isn't conversational as they are operational for us to run. It's just awareness. There was also the word document with special recommendations for the District Coordinators spending, budgets, giveaways and special funding requests. This may be one of the things that we check in on at the beginning of each year. Keeping those things in mind as we have conversations.
- President: E-board lodging, campus catering, hotels, meals and board meetings during the year, totalling \$12,000. ACUHO-I joint reception with MACUHO \$1500. ACUHO-I President and President-elect attendance at \$2,500 each. \$1000 RELI direct support between NEACUHO and MACUHO. E-Board/host committee/membership recognition - Host committee members \$10.00 per person. Reduced rate. 10 + 2 co-chairs, E-Board recognition, \$10 per person, 35 on board. Committee member recognition, - \$500. Trinkets at Annual Conference for those that were on committees. That's our proposal, dropping from \$2500 to \$1050 with guidelines. WNY placement exchange, historic of them asking for \$750, we didn't put money in there for that or BACHA. Created 2 budget lines, to have discussions for - paraprofessional direct support request and placement exchange direct support request. Drive in/Program Committee apparel - volunteer shirts. Have them have the apparel at all events. \$3000 was a large amount, how do you recycle or get sizes. Assumed annual was good place, largest amount, ribbons are cost effective, recommended 0 for that.
- Discussion: Volunteer recognition amount has been set very low. It has fluctuated in the past, sometimes low, other times over budget; this is an attempt to meet in the middle. Gifts and recognition are appreciated not expected, the reward is professional development. The money is coming from member dues so we must be especially sensitive; the request was for \$3000.00 to use tshirt recognition for volunteers and tokens to those who serve. We will also need to work with our partners for reduced rates and donations. There are other methods – reusable ones like scarves, don't worry about sizes and less expensive. The budgeted amount changes to \$1500.00 with a majority in favor.
- P-elect: ACUHO I travel; E-Board retreat for July 2016 and covering materials, breakfast, lunch, publicity packets, recognition of outgoing president, Committee day; \$500 for snacks/food. Time and Place committee, past Annual Conference chair, Program Committee Chair, and Corporate Relations chair, checking out those who put in bids for next Annual Conference. Always been requested at \$500, past year it came in above. Shelly's group may get something at RIT or University at Southern Maine, that's 2 days travel. \$750 is not unreasonable.
- P-President: Mostly award; Case study winners, get registration reimbursement for registration (not housing), Up to 4 winners. Conference rates are \$180 across the board this year. This number has to go up to \$720. STARS Scholarship - had 3 from Northeast region Last year; RELI scholarships, historically up to \$100. Usually 15 from each region; NHTI for anyone who is accepted, to help us support those that go (NHTI increased to \$2000.00 after discussion). Professional Development award, up to 1,000 registration, housing and travel to ACUHO-I 2016. Best of Northeast, up to \$1100 for folks that win to split to help get to ACUHO-I. Plaques, certificates, frames, \$1,500 is in reason. Numbers have gone up to \$2,700 at times. Past President Professional development award is null and void now. Past Presidents would donate to it to go 3 conferences during year - changed to legacy.
- Treasurer: Bank Checks, postage stamps, envelopes, state taxes, filing fees for MASS - \$100.00, liability insurance, \$3,100. Directors and officers, lawyer fees; Post office dues at \$132.00; H and R Block federal filing taxes fee at \$400.

Secretary: Name badge holders (declined), postages, thank you cards, stationary. Minutes become cumbersome – a request for a service or app. to help capture our discussions so that the secretary can be more involved in the meeting versus only taking minutes. This cost is not approved.

Meeting in Recess until 8:30 AM.

Josh: The meeting has resumed at 8:41 AM.
Please note we need to add in NEACURH travel costs into the PE budget so that we can continue with our agreement with that organization.

DC: Each DC wanted to do something different (roundtables, socials, raffle items). After discussion, what it came down to was similar to each DC having \$200 to use for recruitment and retention. Opportunity to request an extra \$100 if needed and work with Membership Coordinator.

Membership: Box of mailing labels, postcards, and miscellaneous district recruitment initiatives.

Tech Coord: Dropbox storage which we got off the ground this year \$120.00 for that, Go2Meeting membership with MACUHO (after discussion, decision was that NEACUHO will purchase their own membership). Survey Monkey for Assessment, standard \$228. Guidebook for \$7000 to use for all drive in conferences. More features, can still get the free versions which we have done in past. Part of benefit moving forward, corporate sponsorship for that, can have Corporate Partner logos on bottom of every page; sponsorship idea. It's an idea, no set plan so that's why we recommended \$0. Last 2 items, purchasing 2 touch screen laptops with webcams and protection plan for Tech committee to broadcast E-Board meetings and at Annual Conference to membership. For the slight cost of \$500 as long as folks are alright with that.

Discussion: Challenge to keep track of equipment; each university usually has reservations from their tech. areas;

Motion: \$40.00 per month membership for on-line meetings (no webinar function)

Brendon:	So Moved.
Trish:	Second
Motion carries:	8-0-0

Corp. Rel: Purchasing signs for Corporate Affiliates, standard from year to year. Underspent last year.

Medi/Pub: 2 requests. One to have stamps to send printed copies of Navigator and Shutterstock to purchase basic images. Only recommendation was online version because money conscious.

NPro Dev: Scavenger hunt prizes for Annual Conference, comes out of Annual Conference budget. Incentives to engage in initiatives. We have socials at some drive ins, during fall or Spring Drive in the night before, buying appetizers at restaurant, falls under Professional Development committee who works with DC to plan that. Typically budget \$250; Budgeted \$500.00 for this year

RMLI: Presenters from ASCA to be at several conferences to cover registration. Recommended 0 because would fall in conference budget. Acknowledgements/honorarium for them also in conference budget.

Program: Everything recommended at 0 it's in Annual Conference budget. Lunches for program selection meeting with Program Committee @ \$10.00 per person.

Marketing: \$2,500 for marketing/brand items (pens, credit card phone holders, etc.); Legacy re-stocking/expansion. Recommended 0 because its money in budget and stuff we are bringing in. \$5,300 set aside for scholarships.

With all numbers approved \$72,379, revenue with \$75,093, net admin of \$27,498.

***NOTE: Social Issues not included in this budget.**

Discussion: Do we have a year's worth of operating in reserve. We approved budget of around \$50,000-\$52,000 last year; this year \$70,000+. How and when do we contribute to reserve to match budget? Looking at 4 years, this past year was highest operational. Average at \$50,000 mark but not consistent but going up from year to year. In realities, if none bring in revenue and we spend every penny. we'd run out of that money in checking account and next year would have to pull out at that or budget at 0.

There is confidence that this proposed budget will meet the organization's need and leave us fiscally sound.

Motion: Brendon: I move to approve the budget
Shelly: I second
Motion carries 8-0-0

2. Keynote Honorariums

Josh: 2 years ago, similar discussion. We were all over the place. RD2Bs were getting gift cards, Fall Drive In, a couple hundred dollars. One RD2B was Chuck Lamb, he got gift card and others got several hundred dollars. Wanted to make this more consistent at \$250 except Annual, voted on 11/14/2013 unanimously by voting members of board. Shelly reached out to other regions to see what they are doing.

Shelly: We have regular meetings with Presidents and President Elects. To give you a sense, \$250 for small conferences and Annual has come in at \$2,000 give or take to get a bigger name speaker. SWACUHO, various committees organize conferences. They say who they propose and what they propose for fee, if approved, they get it. UMR, flat \$3000 for keynote, and registration. For webinars, flat \$500. Some distinguish between Annual and other conferences. SEAHO, \$1,000-\$1,500 for honorarium, make travel and hotel arrangements. Host chair has leeway to adjust within their overall budget. WACUHO, 0 based, honorariums built into budget, have seen inconsistencies. \$5000 to 1, \$3000 to other, 1 night room/board for Annual and try to build travel into honorarium.

OACUHO, leaves it to conference host. NWACUHO, \$5000 for keynote and any featured speaker, discretion of board for President. Every May, map out budget for each year, bumped from \$1000 to \$5000. Something that we have just had over here, if we plan ahead in mapping. MACUHO, leaves it to program committee which includes them. Some that are in \$750 range. GLACUHO, nothing, \$0 based budget. AIMHO has line item for keynote. E-Board weighs in, travel, hotel, and meals. All over the map for all of them.

Discussion: We have had several models in the pst from sliding scale, to \$50.00, to \$250.00; we have had task forces, debates, and recommendations and it's likely to keep changing as the needs of the organization change in light of expertise and topics. Some basic standards may help – mileage, hotel, and registration at a minimum.

Unanimous agreement in ensuring these are included in all conference budgets.

3. NACURH Sponsorship

Josh: I was contacted by NACURH Associate for finance. They are developing a magazine known as The Link and putting out a Fall and Spring issue (print copy and online copy) to meet mission and provide services relying for support. Looking for sponsorships. Goal is to raise over \$5,000 for magazine to reach as many as possible. Some organizations are planning on doing something but there is no consistency region to region. Ads in Annual Conference book, online, etc. I wanted to get sense of where folks are at and looking at our desire to reach out to paraprofessionals more and to make a connection. Some are inexpensive, some are overboard. Sponsorships are from \$150-\$750.

Discussion: Target audience is reslife programs; directors would disseminate; NEACUHO would talk out an advertisement. This would be part of paraprofessional support for which we have a line item.

Motion: \$400.00 to be allocated to ads for The Link

Jen: So Moved
Nate: Second
Motion Carries: 8-0-0

**** JOE:** A return to the budget - In reality we have \$33,206 in rollover, \$5,500 earmarked for legacy, which we cannot use for operating. Budget we approved is negative \$2,082 for the year.
Solution: changing revenue to make \$2082, switching rollover to \$33,206.

Note: prior roll overs: Last year \$21,800, year prior \$26,400, year before that \$14,000, before that \$30,000. Keep in mind that was Northeastern's Annual \$26,000 net revenue and largest conference we had.

Discussion: Res Ops conference is at a cost this year – not as much revenue; we may need to make more adjustments that we originally thought. The budget must be in the positive; there is concern with a projected rollover of only \$17K instead of \$30K. A suggestion of 10-20% rollover should be anticipated with the published budget adjusted.

Motion: Assumed: Approve the adjusted budget
Motion Carries: 8-0-0

4. Marketing Timeline

Josh: Passed around what Mike has planned for the year. Trying to lay out so things have spotlight when they need it.

**** Tim had to leave so we are down to 7 voting members**

5. Website Discussion

i. NEACUHO Career Center

Stephany: One of first things to focus on was to get folks to sign in more and use website more. Log in is email address you registered with and password you set it at. Looking at career center, allows you to post jobs. Idea is for this to be something free for member institutions, could make it so outside members could do it but would be charged. Can also make it so only member institutions look at it or everyone can look at it. Right now, only E-board can look at it. Under normal circumstances, it would be on top for people to see. Some of this is what was built in, others are brand new, haven't really been used. You can search openings, if you've posted, can search resumes that are uploaded and go through those different pieces. If you search opening, you can see any that are listed. Click and see the information. You can add in as much or as little as you like. If you want to submit, same as if with another job.

Discussion: We can make this member specific, anyone specific. This is another opportunity for members beyond the listserve. We have a whole e-commerce piece on the website; We have a store, would just have to create a pay-to-post section if we wanted to go in that direction. Right now, it's not operational. I can leave it under About Us - Board Members – E-Board only. Please review and provide Steph. Feedback.

ii. Content Updates

Stephany: Calendar is up to date. If chairs have items they want posted, please let me know. Both RD2B and Fall Drive In is up to date when it comes to website. Scroll down to registration. Everyone's email is linked to name. All loaded in, can easily send to anyone. Corporate pages and changing information from Kathi to Emily. All district information has been updated. Previous pages still had 2012-2013. Next is committee chairs, committee language and generic description of what committees do, maybe goals or maybe not. Member information is up to date.

Discussion: Don't make unnecessary updates; keep things simple and lasting versus constantly changing. Just a list of the committees and their charge; Website is dull –photos are needed. We need connections to Instagram, Twitter, FB, etc. Why are we not imbedding it in the website? Make it a little bigger. We are getting them, it's just further down. It is a good reminder to use hashtags, keep track of equipment, and re-start every year. Website has ability for image gallery. Hasn't been used at all.

We can add testimonials or suggestions about going into the field or questions about getting into the field. Spotlight on some – track their careers: NEACUHO creates champions! Videos about why people should attend conferences; member milestones....the personal touch to engage more people.

We will need a level of accountability to all be on board and contributing; 3P's will manage this.

iii. E-Board Online Portal

Josh: Going to go over portal because I know there are questions.

Steph: Should be same email and password as the website log-in. Portal will be used for board reports, operations manual, financial guidelines, etc. If you need assistance, contact Steph directly.

6. Structure & Governance

i. Appointed Board Position Term Limits

Raz: Diane Manning brought up idea of term limits at a couple of business meetings and that had some support, but was never addressed. We were not in a position to look at that with the last charge of the Structure and Governance Task Force. What should be done now: should we send to Structure and Governance? Ask DC's to shop it around? Put it in the navigator as a discussion or vote?

Josh: Dianne's wording: After reviewing the constitution and bylaws, recommend all appointment positions are 2 year terms/ 1 term in position no more than 2 2-year terms in appointed positions. Better time period to learn and carry about position and maximize opportunities for folks to access leadership opportunities.

Clarification: For 2 years, could be in position and next 2 years another appointed position. Afterwards, no more appointed but could run for elected

Discussion: When you could come back, leave for x amount of time and then come back? Example: I'm on the Commission for Housing and Res Life for ACPA, have to be off board for a physical year and then could come back. Year break for both. Point of information, can't serve elected position for 2 consecutive terms. For a new board member, there is a year of learning; it would be nice to have a second year to continue, and therefore I support a 2-year term. This could strap the PE. If someone has 2 years, they don't get to appoint. The P's need to have a hand in shaping a board that is working well and successful or shifting people around. There is also the need to balance the board with regards to regions and experience.

There is the continuing perception about "breaking into" the board. We have to balance new and returning; experience and emergency, districts, representative voice, etc. There is general interest in exploring this issue and the board will move forward on the topic.

ii. Questionnaire

Josh: Along the lines of structure and governance, I was talking with Shelly and Tim in July and we noted that the majority of institutions voted for change in structure. We were also asked by a Past President, what we were going to do to get back on track in regards to the strategic plan. What we have talked about is short questionnaire to send to membership in the theme of the self-study to see if it's still relevant for folks. Are there aspects of our structure that needs to be changed? If those things are going to continue to come up, we need to determine the best way to move forward. That's the next step of how. Are there concerns about going out and asking membership, what does that look like? Do we take common themes regarding common issues as we try to move forward?

Discussion: Why would we go back to the self-study and not strategic plan? Strategic plan took the self-study themes and put them into action. We can't ignore that and go back to a document from 2010 when we are in the middle of the strategic plan. Representation and communication are in the initiatives for this year. Is there something we can do from structure standpoint like Communications Coordinator that seems to still be floating for some people? We have had two failed attempts, perhaps we should focus on the rest of the plan; just because we didn't pass it didn't mean we didn't examine and make an attempt – there are ebbs and flows to the members and their needs. We are not far away from our next self-study; we should stay the course and try to continue with the strategic plan.

We will created talking points for the DCs to share with membership and get opinions – starting with the term limits. Board Reports can help clarify what's out there and talking points will help the DCs make connections.

7. Annual Conference Updates

i. Schedule

Jen: We had our host committee kick off meeting and worked closely with Josh. There are a few things that came up in the past couple days that were not in the materials that I have – the copy of planning guide is out of date. In October, connecting with Corporate Partner folks and others to secure sponsorship. Hopefully for October meeting, we'll be able to talk about things we have pretty solidified to get things out earlier to help membership so they can make a decision on how they want to spend their Professional Development funds for this year.

Discussion: The first time participants meeting was cut out since the Bridgewater conference because there were too many other obligations to keep up with – tech check, NP orientation, committees, etc. A general consensus shows support for new people to be oriented and with others who are new. It will be added in to the program. A case study meeting room is needed. The one mile run will be kept in the program along with the standard fun run.

Key Note: Matthew Schuck who was at MACUHO. We're excited at bringing him in. He's interested in attending the conference and putting on follow up sessions perhaps also a case study judge. He's faculty at Shippensburg in Higher Education Administration.

Business meeting: 3 hours in hopes that's enough time, with 3-4 task forces and the standard reports.

Want to add in a 6th interest session to ensure a "monies-worth" event. Moving a few things around in the schedule can accommodate all things and not leave some folks rushed. Round tables are always an option is you need a session while the program committee is deliberating.

Exhibit space, 1:1 time with CHOs can maybe be a coffee hour; this will be examined further.

Theme is Reconnect, Renew, Re-energize; Please note: Scavenger hunt is not an appropriate term; please changed to Seek and Find?

Thanks for your feedback, if you think of more, send to Jen and Allison.

ii. Budget

Jen: Host committee discounted registration was added, put in total number of registration, adjusted numbers and housing down. Other item that Joe and I talked about, budget was doubling an expense that didn't need to. Charging twice for expenses for special guests. Knocked down to 0, you'll see inflated numbers to encompass those. We have tentatively adjusted keynote expense. Encouraged to do \$2,000, MACUHO did \$3,500, based on what he's prepared to offer we think that's reasonable. He will present and do sessions/be involved, worth more of an investment.

Discussion: Adjustments made to registration numbers, banquet only prices, past-president special rates, COI needed for Westfield; COI needed from exhibitors; if board has sponsors please share with Jen and Allison.

iii. Program Proposal Timeline

Brittany: Have been talking about when proposals go out and when people are notified and how that date is too close. Discussed alternatives that are aggressive. Proposal live December 1, Feb 5 submission date, Committee meets 2/18-2/19 and those that submitted are notified 2/23. Looking at and wanted to get discussion on that.

Discussion: Earlier teasers and save the dates needed if we are bumping up the time line that far; We hope to eliminate the extension and get back to people sooner. Perhaps a push back to February 14 or 19 maybe help a bit; still earlier than usual. Knowing the conference rates earlier will help too.

8. Other Items

Membership: Membership as purged in 2011; it hasn't been purged since; we used a combination of information to notify schools to renew membership.
Please note: all committee members and everyone around the table needs to working at a member institution (or affiliate member) to serve.

Mileage: Please submit a MapQuest when requesting reimbursement for mileage.

Support: NHTI and RELI participants must be at member schools in order to receive NEACUHO reimbursement or monetary support.

E. Appointed Board Member Reports

Annual Conference..... Jen Gould & Allison O'Donnell
See above report

Corporate Relations Committee Emily Schiavoni
We have 7 Corporate Partners that have signed up so far, I'm anticipating 8th next week. We have 1 Corporate Affiliate that has signed up. Committee and I are working to increase that. When I get back, I will be contacting folks for payment, and will schedule time to go over payments so they are maximizing their experience. Only 1 eligible for Fall Drive In because of payment (CORT). Shannon and I chatted about Res Ops. Looking at making it bigger thing with some exhibitors there.

Historian..... Joseph Murphy
No report

Marketing Coordinator Michael Hamilton
One key point, in spring there are a lot overlaps on dates. Goal is to send out concise highlight emails. One email is better than multiple. Whenever there are multiple events happening, there will be a single update coordinated through Mike/Jay so not inundating members

Media & Publications Committee Jay MacDuffie
I have a handful of articles for 1st issue and a couple promises. Will send out another email over weekend to finalize requests. Hoping to get the issue out the first week in October, Already working on edits.

Membership Coordinator Nate Gordon
67 member institutions, up by 20 from this time last year. We have 21 small, 17 medium, 21 large, 8 extra-large and 1 affiliate.

New Professional Development Committee Brendon Goodridge
Really busy getting ready for RD2B, with a Political Campaign theme. Split into multiple sub committees. 1 submission in each Navigator. Looking to get a video started about how New Professionals can get involved and the importance of doing so. We are hoping to do 2-3 webinar sessions targeted to New Professionals. A couple modifications to RD2B schedule. Looking to beef up mentor time, have heard time and time again, we want more 1:1 time. We are a little lower in committee availability, competing with homecoming and other conferences. Need about 10-13 mentors. Want 4-5 students to a mentor. If interested, it's on October 17th. Wouldn't have to be there first thing in the morning. Send me an email if interested in being a mentor - seasoned RD - longer than 3 years are welcomed, but preference is Mid-Level or up.

Parliamentarian..... Paula Randazza
Raz: Today we had a long couple days of meetings which is typically as we start off the year; we will move to a more parliamentary based discussion to keep on better time. Some things that are different - Items for new business usually come by way of motion. "I move to _____" and then discussion. For future meetings we will try to stay focused on the discussion at hand and not wandering to related topics. Board reports let folks know what you're doing. To discuss something with the board, report to Josh for an agenda item for new business.

Professional Development Committee DaVaughn Vincent-Bryan

We are a team of 5 supported by committee of 12. Working to complete interest poll and submitting photos. Selected theme: Building on the Basics. Undertone is theory into practice, will I ever use this information again? Conference is scheduled to start at 8:30 AM, 2 tracks with 3 sessions in each track. Searching for keynote, someone who focuses on theory development. Cindy Long Porter is on track to open the conference in addition to Josh. We have at least 5 schools who have contacted me. I will have more on CHO/Mid-Level institute when TKay comes back. Will be addressing what/how are mid-levels finding professional development, how they are engaged, what does NEACUHO offer and how can we supplement, what competencies and how are we helping, result in mid-level guide and peer to peer report.

Program Committee Brittany Bookman

Committee is doing a presentation at New Professionals/Fall Drive In to recruit to present, teach them how to write proposal and get ready for first professional presentation. Starting case study development. Other project we're working on is Annual Program Proposal form and the information we are asking. There's feedback that we are not getting what we need, maybe we're missing some good presentations. Looking at other regions/conferences and what they are asking. We are looking at proposal timeline, part of conversation for annual.

Residential Operations Committee Shannon Valverde

Trying to connect with SNHU to make sure that spatially it meets what we need and financially is feasible. Will talk next week via email. 50/50 shot right now that we may have to find another location.

Risk Management & Legal Issues Committee Michael Guthrie

Securing 2 presentations, one towards CHO/Mid-Levels, an Associate Dean who presents on Title IX, the other a Director of Conduct to talk about strategies for conduct sanctions towards New Professionals.

Social Issues Committee Catherine Kellman

Cat: Very strong committee of 27. Had conference call, diving into sub groups. Looking at rebranding in addition to name change. Will come to board if not before Social Issues retreat, after, so by Annual there will be a new name change (proposed). Members can't identify what our mission is and what we value. Part of mission after this is to contribute to Navigator. We want a better database for resources for membership and tool kits. Gender neutral programs, helping RAs with conversations, other things for day to day work. Trying to get us out there with program proposals but branding it as program themed session so you know what it is.

Technology Chair Stephany George

In addition to everything before, all awards have been updated up to the 2015 winners. If anyone notices links not working, please let me know and I can get them fixed. We have 16 people registered for RD2B and 2 proposals in for the Fall Drive In.

Assessment Coordinator Heather Quire

I'm here. Just got final report back from task force and will get things rolling for the October meeting.

Corporate Affiliate Review Task Force Rene Coderre

I sent information out to our 5-member task force. TKay has sent us a new proposal to look at. This week I'm sending out tasks for different people to contact different vendors/organizations and do some benchmarking, then we will meet and discuss our findings in person vs. online. From there, do some more homework and meet again a second time. For the questionnaire we talked about before, I want to get opinions from membership of ideas/suggestions.

Events & Offerings Task Force..... Kohya Lu & Anna Morreale

Anna: Connected with Josh in terms what areas we want to focus on. Looking at the Annual Conference compared to other regions and whether we want to keep it on campus or move to a conference center. Kohya sent an email to task force.

Para-professional Development Task ForceMatthew Lechter

We have our first phone meeting in 2 weeks. Talking about how do we get younger undergrads/grads involved in organization at an earlier point so they can find a home and identity in NEACUHO. I want to work with all of you in task forces with different initiatives to see how we get them involved. I will have more information at our next meeting after our first conversation.

Regional Affiliate Working Group.....Beth Moriarty & Jon Conlogue

Jon: I have a handout draft of charge for the Task Force which is still under development. We are now working on charge with committee. 3 key questions: What services, programs and resources currently exist among the regions and ACUHO-I and how can these resources be better utilized and/or shared to support professionals and the profession as a whole?; What is needed over the next 20 years to effectively perform our various major roles as housing/accommodations/residence life professionals?; and How do we get form where we are to where we need to be. What we are looking at in next 12 months to send to ACUHO I and regionals. First in person meeting is in Florida in early October, monthly meetings online, will meet at ACE next summer in Seattle. We thought we had disconnect with ACE, it's nothing compared to what some other regions are feeling in this area.

Organizational Communication Review Task ForceSonya Alexander

Will be added to the agenda for future reports

F. Elected Officer Reports

CT/RI District Coordinator.....Robert Vass

Not present

Eastern NY/VT District CoordinatorKatie Wright

Not present

MA District CoordinatorJohn Zocco

Contacting people from last year. Getting people to sign up. Had 1 person didn't know it's a yearlong commitment September to August.

ME/NH District CoordinatorTrish Loring

Doing a lot of outreach to ME/NH to keeping them up to date

Metro NY District Coordinator AJ Goodman

Sent out initial email to get folks to register. Looking to see which ones have res life offices and once I get those, looking to see who is not a member. I will reach out to try to get them back in.

Western NY District CoordinatorDarese Duskal

Working on registration outreach. Pretty good response. Nice things in district. Terra from Syracuse did bowling social and sponsored it. Cornell is doing social in a couple weeks.

SecretaryDavid Grimes

No report

Treasurer..... Thomas Kelley

No report

Past-President **Timothy Touchette**

Not present

President-Elect **Shelly Keniston**

For DCs, for your lists, mention to people to be in touch for hosting for 16-17 slate of events. I will send something to Jay for Navigator to start setting up conversations. There are some that will take direct meetings/calls from me. Just informed Brittany and Emily that in nature of their positions as in Constitution, they are part of the Annual site visit bid team. Other person besides me as past Annual Conference host chair, all sit on the board. Would like someone not on board, reached out in time to Henry Humphries, past Host Chair and Past President. Trying to reach out to some of those folks to get someone outside of room.

President **Joshua Hettrick**

There's a few things that we're working on and making updates to. Joe talked with myself and Tkay and we're looking at finance procedures that haven't been acted upon from finance committee. There are pieces of Operations Manual that need to be more clear/laid out more clearly, I'll be looking to have that updated by next spring. For all board members, if you have a headshot/photo that you're comfortable with, we want to have photos added to website with contact information so region can be familiar with us. We have used them in the past. It's something that's missing. If you have an existing one, can you email to Steph? Board reports, we are going to have them. Once that's up, we'll have for next meeting in October.

G. Reminders

Raz: Will work on talking points for DCs, if anything else or anything to add, just let me know. Will make up something for the 3 Ps to look at and will send to DCs

Josh: Next meeting 10/22 at Quinnipiac at 1 PM.

H. Adjournment

Joe: Move to adjourn
Emily: Second
Adjourned: 2:03 pm