



Executive Board Meeting  
Trump Plaza Hotel and Casino, Atlantic City, NJ  
October 23, 2009 – MINUTES

Call to Order - 1:40pm

Welcome and introduction of new members

Present: Shigeo Iwamiya, Lynn Riker, Jennifer Thorpe, Asia Smith, Chrissie King, Kristin Hassey, Catherine Bermudez, Christopher Willis, Lori Austin, cristoval ayala, Bill Huff, Sean Killion, Shana Alston, David Clurman, Greg Moreau, John Verdi, Karen Kostelny, Tracy Shadowens, Shondrika Merritt, Joe Russo, Becky Sierp, Sara Beth Bailey, Derek Smith, Laura Perry, Brandon Chandler

Absent: Dan Gockley, Georgelle Bilak-Crist, Kim Abel, Danielle Phillips, Jason Kuntz, AJ Nudo, Chad Henning, Jacque Bollinger, Becky Kjaerbey, Laura Tan, Jennifer Derry, Amy Sine, Catherine Kellman,

Host 2009 Report - Conference went well. Currently working on the budget; do not have the bill from Trump to report on. \$42,000 in collections from registration estimate for the conference area as discussed in the pre-conference meeting. \$36,075.00 collected from the sponsorship. 275 people registered for the conference. A few people arrived thinking that they could register on-site. Several companies showed up and registered for 1-day registration; not appropriate. Thank everyone who helped with the bid since 2008. Unexpected last minute requests at the conference which will be placed in the Host Committee report for future planning and conferences. Place language in the information about the executive board involvement, which will help in future planning. All the meeting rooms sites were compensated, special requests may have to be factored into the budget. Vendors assumed that certain parts of the conference were included in their registration fee. Vendors need to be informed of what is included in their registration. It is requested that all committees provide information to add to the conference descriptions to help with the planning or make future changes. This information is important to reporting to ACUHO-I along with those who are transitioning to positions. Conference evaluation will be sent to conference attendees through online survey. Conference evaluation will go out to conference attendees via online survey. Program committee will share information with Host 2009 regarding items that are to be implemented to the Host Report.

Officer Reports

*Secretary* - Roster updates for new members, changes to contact info, etc.

MACUHO Executive Board Agreement distributed to all executive board members. Must be collected after the executive board meeting.

Pre-Conference Minutes will be sent to the executive board through email for review and approved at the February meeting.

Business Meeting Minutes will be sent to the executive board via email for review and 'pending approval' in October 2010.

*Treasurer* - Check request forms are being processed and checks will be cut at this meeting. Information regarding budgets for the next fiscal year will be sent out to the executive board via email.

*Past President* - Budget reports are expected throughout the year, and the closing budget report will be due in November. All check requests after the meeting will need to be sent to Greg Moreau. Each person has a liaison and will be working with:

- Diversity – Treasurer
- Host 2010 – President
- H/O – Treasurer
- PPD – Vice-President
- Program – President
- REC & RR – Vice-President
- RC's – Past-President
- Archives & Communications – Secretary
- Exhibits – President
- Strategic Planning – Past-President

The liaison will act as a contact to member of the executive board. Liaison will review and provide information regarding your budget for upcoming fiscal year. The liaison will request a monthly update from their delegates.

*Vice President* - Strategic plan task force will begin meeting with Sean Killion fairly soon.

*President*- Creating four task force in 2009 to address issues in the Strategic Plan.

Working with the structure and how members are involved, specifically with ACUHO-I and to make recommendations to either keep or change our organization structure. Emails will go out to the executive board to ask for members to work on this task force. Two openings will be available to general membership on the task force. Other task forces are: Finance, Membership Dues. If you know anyone who has ideas, please send them to Shana. The executive board has been working with REC to support the student staff live-in scholarship. The scholarship will go out to a few student staff members and looks forward to see how this will go. Future discussions for February to provide financial support of graduate students – grants or other ways to provide finance.

Committee reports will be implemented to help those who are transitioning into new positions. These reports will be archived and available to help with information that is needed for new executive board members. Please bring information or suggestions to February Meeting.

#### February Meeting – Date/Location

Proposed meeting date: February 4<sup>th</sup> and 5<sup>th</sup>, 2010 - Penn State University. Please provide feedback regarding these dates by emailing Shana. Further information will be sent by John to the Executive Board. Lodging will be the responsibility of the Executive Board since PSU comped the price in June.

#### Committee Reports

*Diversity* - Shana will be reaching out to a new co-chair nominee. Had a good turnout at the committee meeting. Common Read – 4 people attended. Thank program committee for their support. Gender neutral restrooms – approximately 140 users. Will have language in the conference assessment to have an idea of how many users there were and general feedback. Thank everyone who signed up to help at the gender neutral restroom table. Thank you to Asia Smith who spoke with the VIP's. Feedback: for 2010 have a program to tied into the gender neutral topic. It was observed that many people used the bathrooms. Many of the vendors and Trump staff questioned and asked for information about the gender neutral bathrooms. Vendors did not receive the information as everyone had when coming into the conference. Gender

neutral bathrooms are being planned for 2010 annual conference at PSU. There are many great resources at PSU that can help aid in the learning aspects of LGBT issues. The perception of the diversity committee is that they are either diversity or LGBT committee. The diversity committee is committed to all aspects of diversity, although gender issues have been a part of the annual conferences the past few years.

*Host 2010* - Thank you to 2009 Host for helping to plan. Conference is October 5-8, 2010. A draft of the schedule was passed around to the executive board.

Instead of having a golf outing; have a bowling outing. The reason that people did not register for the golf outing was due to the distance from the conference center. Vendors connect with CHO's during the golf outing. Possibly have a Habitat Humanity project prior to the 2010 annual conference. The start time for the conference on Friday is earlier due to the football game coming in for the weekend. Include outing event interest in the general registration for the annual conference to have an idea of how many people would attend. Factor in outing travel due to finances. Instead of having bowling, possibly look at a reduced rate for golfing. Vendors are more interested in the golf outing, not interested in other venues.

Suggest that the Executive Board meeting be scheduled earlier on Friday of the conference due to the game.

*Housing Ops* - 6 members signed up for the committee. Working on selecting a co-chair. Many vendors are interested. Vendors are not getting business. Will have first conference call in 2 weeks. Looking to have the Drive-in conference at either PSU or LaSalle University.

*PPD* - Case study – had 4 teams and single person register. Single person was not able to pick up a teammate and did not show to orientation. Only 3 teams participated. Received feedback and will be working on making changes. Placement conference session – 10 attendees. Interested in keeping numbers for the placement conference solid. 5-6 attendees at the committee meeting. 7-10 attendees at Fun Run/Walk. A vendor from the past few years sponsored 75 rally towels to give at the event.

*Program* - Catherine publicly thanked Kristin Hassey for helping the past year in the absence of Kyle Audette. 37 attendees turned in cards that show they attended more than 5 sessions of the conference. Program attendance:

PDP- 127

Session 1 – 95

Session 2 – 144

Session 3 – 154

Session 4 – 87

Session 5A – 73

Session 5B – 61

Poster Session – 50+

Can the poster session be presented at other times throughout the conference? The reason for the poster session time is to allow participants to discuss their poster. Possibly looking into electronic evaluations for programming sessions. Christopher covered a review of keynote & CIR feedback. Working on creation of transitional reports

*REC* - 60 participants for the LINK program. 40 participants in the Get Connected program. November 14, 2009 is the SSLI conference. 30 program proposals have been submitted.

*R&R* - 9 successful candidates for the VIP program. New committee members have been identified for helping with CAACURH and SSLI conference. A new committee volunteer has offered to present at CAACURH. An award will be given to Bonnie Brynes at CAACURH on behalf of MACUHO and R&R. Committee will be bringing forth information regarding how VIP's portray themselves. Should VIP's be required to agree to a no drinking clause? Making

budget more transparent to the association and working with the committee to create a budget a goals report. Working with Kristin to create newsletters for both mentors and VIP's. Also looked at ways to reaching out and getting R&R's name out there. Possibly look at those ACUHO-I interns who were not offered a position to work with them on a recruitment level with Pete Galloway. Will go to MAPC with career coaches in February.

### Coordinator Reports

*DC Metro* - 6 attended the regional dinner.

*Delaware/Maryland* - Hosted the regional dinner with DC Metro. Amy Sine from UMBC will be the new regional coordinator. Will pass along information to Amy regarding events for the region.

*New Jersey* - Had a good turn out at the conference. Shigeo thanked all those who implemented the bead program for the regions. Have several leads for the NJCORE conference this coming summer. Nothing is official at this point. CHO meeting was implemented at the last NJCORE conference and will be implemented in upcoming conferences. January 7, 2010 – winter conference.

*PA Central* - A full house at the regional dinner with PA West and West Virginia. December 5, 2009 – 9:00am – 11:00 a regional coordinator meeting with PA West and West V.

*PA Northeast* - Looking to have a social with PA Central

*PA Southeast* - Large attendance at the regional dinner. Derek Smith is the new regional co-coordinator. Had very good suggestions with upcoming events through surveys distributed at the dinner.

*PA West* - Not in attendance. David will reach out to the regional coordinators. Christopher Willis reported that PCHE (Pittsburgh Council on Higher Education) has a Meeting this Friday Oct 30<sup>th</sup>. Christopher is planning on talking about the MACUHO conference at the meeting, and encourages other PA West schools to get involved.

*West Virginia* - Good turnout at the regional dinner.

*Archives* - Send along all names about award winners to Laura Tan. Also the Conference Report should be send to Laura by the Host Committee.

*Communications – Technology* - Working on the post-conference website to include statistics from the annual conference. Please copy Joe on newsletters to be on posted on the website. MAPC registration will be moving onto a new system similar to the annual conference. A focus group was created at his session to help create information from the strategic plan. Please look at separate sections on the website and provide Joe any information that needs to be edited. The Google group is the most underutilized pieces of technology being used by the organization. Please look at the group and the other features that are implemented. Everyone has the opportunity to use the Google calendar; events will be sent straight to the MACUHO website. Suggestion – possibly have a 30-minute session on how to use the MACUHO Google group. The officer's list will be updated as soon as the roster has been updated by John.

*Communications – Newsletter* - Reminder that any information from the conference can be sent to Kristin for the January newsletter. Will be working with John and Joe on how to increase communication through the organization.

*Exhibits & Displays* - Vendors had a very good conference; enjoyed the space. This was the most communicative group of delegates. Vendors were pleased with the amount of people that attended the conference. Assessment feedback from the vendors will be provided at the February meeting. Would like to receive feedback as to what committees do with sponsors and would like this in January.

*Strategic Planning* - Jen Derry will be working with Shana and Dave to start putting plans into place. The Executive Committee Manual needs to be updated, please send Dave any information that needs or should be edited. Everyone is expected to read through the manual. The manual is available through the MACUHO website only. This manual will help to plan upcoming budget.

#### New Business

Approached by Kutztown University to bid for 2011 annual conference. Suggestions – the bid packet should be updated to include information that would be needed in their planning. Competition is good and it is suggested that other institutions or areas consider bidding. Student Staff Live-in has a possible bid for a future conference.

Adjourn: Motion: Chrissie King; 2nd: Lori Austin

Adjourn: 3:32PM