

MACUHO Executive Board Meeting
Tuesday, October 31, 2006
Clarion Resort
Ocean City, Maryland

In attendance: Jennifer Thorpe, Dana Severance, Dave Gutoskey, Ryan Kane, Joe Russo, David Clurman, Kevin Stensberg, James Bowen, Benita Brown Rashaw, Melissa Hecker, Jennifer Pontano, Ameshia Brown, Bob Mikus, Tracie Ellis, Tom Gorczynski, Shana Alston, Amber Lange, Bill Fox, Kenyatta Ransey, Angela Jackson Powell, Rachel Spencer, Kevin Martin, Linda Diaz, Brandon Chandler, Laurie Ann Tomsho, Michael Imperato, Jennifer Herbold, Chris Mullen, Irene Kenny, Peter Galloway, Clarence Scott, Victoria Thompson, Jamiyl Mosley, Joanne Goldwater

Welcome & Introductions 1:00 pm Jennifer Thorpe

Thank you for arriving on time & for making the effort to be here, especially considering your long drive.

Mark Holfelder will be with us on Friday because of the recent the passing of his father. Thank you to the Host Chairs for all they have done over the past years to plan for this conference.

Host 2006 Updates: Melissa Hecker & Benita Brown Rashaw

Thankful that everyone has arrived safely.

302 registered for the conference as of today. More than expected. Working closely with hotel staff for any needs. Please let them know if you need anything.

Any information for newsletter, please share with person working at the host table.

Newsletters will be distributed every morning.

A number of people have been upset that they could not register for the conference, including some committee members because of the capacity reached. As an Exec. Board, we still need to be aware that we are going to be full. Although there were some cancellations, we did not go on to the waiting list. All of our responsibility to help the host committee whenever needed. It is great that we are dealing with a problem of so many people.

Officer Reports

President: Jennifer Thorpe

If you did not sign up to be a mentor, we are strongly encouraging everyone on the board to be a mentor. If you may still be able to serve, please check in with PPD to see if there are still needs in this area.

New Delegate Orientation a highlight for exec. board, please try to stop by to introduce yourself.

Being an exec. board member means that the participation & support should continue throughout the entire conference, not just the before & after meetings.

Gone from the Exec. Board reference binder to the exec. board reference manual. Much more concise but still thorough. Will have an orientation for new members and will distribute at that time. Please make sure that all new members pick up one before they leave the meeting today. If anyone still has an old binder, they may keep it & reuse it as needed.

Sent out an email regarding mental health issue conference. If you did not receive it via email, please see Jenn for more information about attendance or content.

Only way to keep association going is to continue involvement. Please talk with officers or others about continued commitment to learn about opportunities, as it involves time and effort, or if you are curious about involvement.

Vice President/President Elect: Dana Severance

Attended NEACUHO Conference in June. Glad to represent MACUHO. They have adopted an idea of regional dinners as well. In exchange, we have borrowed their idea of vendor bingo. Clarence will fill in board about bingo. Way to engage delegates and vendors for the vendor exhibit display. Neither Pres. or Pres. Elect will be able to attend our conference, with regret.

Enjoyed attending ACUHO-I this past summer. Wonderful idea to send VP/Pres Elect in addition to President.

Host 2007 will be at Friday's meeting, but are not present for today's meeting. Mike Wadsworth, WV Wesleyan, & Jon Houze, WVU, both co-chairs. Jon is new at WVU and part of the committee when Salisbury hosted in 1999. Hopefully this will bring WVU back into MACUHO.

Welcome Amber & Shana to REC committee. Appreciate their quick involvement. Also welcome Tom on Program as Co-Chair as well in place of Jen Valtos.

Will be conducting new board member orientation. Opportunity for those who are new to the board & new to positions to learn about their new positions.

Secretary: Ryan Kane

Tracie Ellis will be stepping up as of the end of the conference to complete Ryan's term as secretary.

Roster updates will take place on Friday's meeting.

Treasurer: Ryan Kane, for Mark Holfelder

Will be available on Friday to provide check reimbursements for purchases.

Checking:	\$45,956.45
Money Market:	\$52,469.29
Savings:	\$19,212.15
Total:	\$117,637.89

Past President: Dave Gutoskey

Still have MACUHO wear for sale, \$12.00. Can purchase one at the fair or at the registration table. Please come to buy one.

Thank you for everything during his term. Would strongly recommend continued involvement in MACUHO through officer positions. It very rarely seems like it would be a perfect time to get involved, but still with support of the group, it is possible to be part of the group & step up to Officer positions.

ACUHO-I Report: Pete Galloway

Pleased to be here to represent ACUHO-I. To provide background on ACUHO-I, all are separate organizations. Eastern Dist. Rep role is to connect NEACUHO & MACUHO with ACUHO-I.

July 7 – 9, 2007 Seattle, WA: ACUHO-I Conference

“Jazz it up” workshop held recently, very successful. Living/Learning Conference also very successful.

ACUHO-I working on strategic planning. Want the organization to be more visionary. Trying to document these things to provide info. to members to help with accountability. Focus on core areas, service, advocacy, networking & education.

ACUHO-I not quite as strong financially as MACUHO, unfortunately not all initiatives will be able to be funded.

Received report from govt. task force in October to analyze make up of ACUHO-I Exec. Board. Did not act immediately on report, but will continue to look at recommendations.

Certification: Expanding educational opportunities that ACUHO-I provides. Joanne Goldwater is representative on this.

Have not yet had the opportunity to analyze the member survey.

Internationalization task force. Looking at ways to expand into non-english speaking areas. Look at issues of providing services across various time zones, technology, relationship between other organizations, etc.

If you or anyone you know is interested in running for any ACUHO-I positions, VP or Secretary, other appointed positions are available, please let Pete know to get more information.

Joint placement services beginning in 2008 with NASPA, Boston, MA. Held as stand alone operation, not required to register for NASPA conference either as candidate or employer. Hope that a lot of housing programs will take advantage of this.

ACUHO-I Internship program: Deadline tomorrow for spring internships. Have until approximately Dec. 1 for Summer internships. Information is available online.

Professional Standards Institute being held this upcoming summer in Seattle, WA. Held immediately prior to annual conference.

Coordinator Reports

Delaware/Maryland: Rachel Spencer & Kevin Martin

Exciting giveaways for regional dinner.
Some schools are coming to this conference that have not been attending. Not as many in attendance this year compared to last.

West Virginia: Irene Kenny

Excited to be hosting 2007. Excited also to get WVU back into active participation. Looking for co-coordinator for this upcoming year. Tracy Depew will be stepping down as co-coordinator.

NE PA: Laurie Ann Tomsho

November 18, regional gathering at Muhlenberg College.
Started monthly newsletter.
Excited to be part of Exec. Board

SE PA: Mike Imperato & Jennifer Herbold

Social last week at Independence Brew Pub, 16 in attendance.
Attended NJ Core & invited to attend in future.
Working on December Social

Housing Ops Drive in Conference in December. Met at Temple University.

DC Metro: Angela Jackson Powell & Kenyatta Ransey

Co-sponsored ACUHO-I Intern luncheon over summer. Shared experiences, networked, etc., rather successful.

During regional meeting tomorrow, work to help nudge membership as to services co-coordinators will provide, and also help to simplify process about in-services and being successful.

Identify next date for social networking event.

MCPA sponsors mock interview day in February. Many in attendance are from region. Planning committee asked about co-sponsorship. Would like to discuss this possibility further with the board.

Coordinate campus visits to other underrepresented schools.

PA South: Chris Mullen

Newsletters going out on time.

No interest from membership in social gatherings.

Discussed co-coordinator position with Dave. Made connection with RELI who hopefully will be asked about participation.

New Jersey: Brandon Chandler & Linda Diaz

190 people attended summer NJ Core conference, Aug. 2 & 3rd Rowan University. Had to cap attendance. Good representation from across the state.

Winter training Monmouth University, January 10. Planning committee has already met & working hard at planning.

Directors Meeting in November for NJ members.

Summer Conference 2007 hosted by Ramapo College. Looking forward to event. Hoping to host in new residence hall.

Presenting at conference on how to build a NJ Core in your state. Would like to continue tradition. Thankfully were able to step in for Mark in his absence in presenting.

Several people have expressed interest in taking Linda's vacancy as co-coordinator. Very fortunate that so many are interested in participation, attendance and involvement.

Sponsored supervisor retreat at Douglass College for ACUHO-I.

Research & Information: (Jennifer Thorpe)

Intention for this coordinator position is important for assessment purposes. Haven't found a niche for this in the past few years. Look at needs, sometimes met through task forces, others were met recently by ACUHO-I.

Exhibits & Displays: James Bowen & Clarence Scott

42 vendors, all 50 booths have been filled. At Sept. 29, deadline, only had 38 vendors. Others called to increase booth numbers. Had to turn away 5 vendors because of space issues. Unfortunately, they were all new vendors. Please express regret if you are in contact with any vendors who are not able to be accommodated.

91 representatives from the 42 vendors who will be attending vendor luncheon & possibly dinner if they are interested. 2 tickets per vendor are provided. Since they did not pay for the dinner, it is important to control the use of these tickets. Will be getting numbers at check in for dinner numbers. Extra tickets for lunch are \$22 & dinner are \$31.

Host 2006 has been wonderful to coordinate this year's conference.

Vendor Bingo for this year's exhibits. Delegates will walk through, make contact with vendor. Vendors have each been assigned a number & provided with a "dobber" to highlight their number.

Not valid for delegates without survey on back. Must complete survey to be eligible for prizes. Have to determine when the vendor prizes will be distributed, dinner or lunch?

Archives: Joanne Goldwater

Sent information to board via excel. Document. Reorganizing all the archives. Storing by year.

Working to make sure lists, conference sites, award winners, themes, etc. are all up to date.

Committee information is out of date. Hopefully committees will feel free to share information.

Please send rosters, agendas, pictures, etc. to Joanne, who maintains an archive database for the association.

Committee Reports

Communications: David Clurman & Joe Russo

281/302 registered online. Overwhelmingly by credit card. Some will still need to pay via credit card upon check in.

Creating evaluation to provide on website to get information about online registration process. Interested in receiving feedback. Send feedback or ideas to Joe in the meantime.

Directory was updated because of online registration process.

Post Conference, will put any program information, powerpoints, videos, etc. online for those who were not in attendance at individual sessions.

Contact with ACUHO-I website/server who set up MACUHO server to allow for database, programming proposals, etc. direct through MACUHO website. Next project will be placement conference registration.

Wonderful online registration from host committee perspective, able to manipulate data & use again.

Newsletters still planning to be distributed 3 times a year. Please send pictures of the conference to David to include in the newsletter. Contacted recently by a vendor for inclusion in the newsletter. Would like to open possibility as another income source, as a way for vendors to receive advertisements. Other regions provide online newsletters and include advertisement from vendors.

Should discuss vendor sponsorship in newsletter and/or on the website. Need to look at paid advertisements online in addition to sponsorship of the organization. Money earned would go towards general fund, scholarships, etc. May need to research ACUHO-I guidelines for website advertisement space. Want to restrict pop-ups should we provide website advertisements. Also would not want to negatively impact interest in newsletter should they be overwhelmed with advertisements.

Would need to discuss specifics about pricing, comparing process with other regions, interest from vendors, etc. Do we provide an opportunity for scholarship contributions/sponsorship through advertisements. Vendors could provide funds for a scholarship in exchange for a sponsorship.

Many vendors are looking to provide sponsorship or donations. Newsletters in early calendar year may be successful because of budgets.

Also look at possibility of providing online list of MACUHO partners to provide recognition and sponsorship.

Vote to move forward to provide advertisements within our online newsletter.

Motion: Explore selling advertising space for the online newsletter, David Clurman, seconded, Chris Mullen.

Discussion: Look at specifics and limitations for space of advertisements, not to be overwhelming and not to be about the advertisements. Stipulations as to not provide full page advertisements, etc. but they should be minimal. Possibly include vendor of the year to receive a free advertisement as recognition for their award. Would need to also have a contract for the advertising should a vendor not meet standards or expectations. Also, contract would need to provide guarantees for vendors in terms of our terms.

Motion Passed: Discussion for February Board Meeting.

Newsletter/Committee Partnership. Want to make sure that committee and regional activities are shared and included in the newsletter. Would like to set up a timeline for exec. board members to share and submit information for the newsletter.

Looking at other regional newsletters, do we want to name our newsletter? Will pursue based on feedback from group.

Next deadline for newsletter January 19.

Housing Operations: Jennifer Pontano

Survey with 120 school participation. Determined what regional needs were.

Drive in Conference scheduled for December 12 @ LaSalle University. Programs include technology, maintenance, vendors, etc. focusing on facilities. If interested in attending, (free to members), email Jen Pontano jpontano@aii.edu. One day conference, breakfast & lunch provided. Please share with co-workers.

Would like to do regions best award type of recognition for institutions next year with regards to opening for the fall semester.

Please share needs with the committee from you or your school. Happy to do what they can.

Sean will go over survey results in a program session on Friday.

Diversity: Kevin Stensberg & Jamiyl Mosley

Getting comfortable in your own shoes-theme for conference.

Inclusion challenge activity. Series of mirrors and questions to ask yourself. Continue to have diversity quiz. Committee flip flops are the prize.

Recreated the manuals, list of websites, books, etc. done by the committee.

Common Read: Covering.

Excited about Jaime Washington being the keynote speaker. Would like to see a person is brought in at conferences to discuss diversity. Will include this in their upcoming budget. Include for both student staff & annual conference.

Colors award. 2 candidates. Will announce at Thursday banquet.

PPD: Amesha Brown & Bob Mikus

Common Ground somewhat removed. Make sure you stop by. Do our best to get people there. Cabana room by the pool.

New Delegate orientation, highly encouraged to attend.

Fun walk/run on beach on Thursday morning.

Mentor/Mentee: Anyone who has not yet volunteered and is interested, please do so.

Also, please encourage anyone who may want to sign up to be a mentee.

MAPC 2007: March 15 & 16. Will present at this conference about the upcoming conference.

Sponsoring a basket raffle including free registration for MAPC.

Program: Tracie Ellis & Tom Gorczynski

No cancellations for programs to date. Special thanks to Linda & Brandon for NJ Core. Call for volunteers for program moderation.

REC: Shana Alston & Amber Lange

Student Staff/Live In Conference: Difficult time getting bids for fall semester. Decided to push back to spring, Feb. 2007. Six schools have asked for bids, only 1 has been returned, York College of PA. Extended deadline to November 10. Will be passing out save the dates to membership.

Start to see information for next year's conference.

Our Region's Best. Will be voting on 2005 winners. Will be sending information on 2006 nominees. Scholarships for student staff conference for winners.

Case Study Competition: Can still sign up at registration. Takes place Thursday @ 3:00 pm. Topic involves restructuring RA position.

Would like to thank Dana for his support in their transition. Thanks to board for their patience as well.

Recruitment & Retention: Bill Fox

VIPS: 12 this year, 2 more included this year. Honoring Lisa Pierce during their orientation tomorrow.

25 applicants, increase from this past year. 12 institutions are represented. 20 structured hours of programming together, in addition to 5 hours of volunteering. VIPS room is 315.

12 mentors from committee. Met at Morgan State, U Del & Loyola College in MD. Please encourage any additional staff to be part of the group.

2 MACUHO students at ACUHO-I Stars program.

Job Survey to distribute to VIPS. Explains different job opportunities at various institutions in the region.

CACCURH: 2 reps. Present at conference. Conference held at UMBC next weekend. Amy Sine will be taking the lead working with them.

ACUHO-I Intern gathering: Propose \$500 in funding again this year. 35 attendees, 16 out of 18 interns in region attended. Strong interest. Would like to thank host schools and regional coordinators who helped out. 1 day, 2 different site locations in region. Will include in budget proposal for upcoming year.

CIR Pete Galloway donated his honorarium to the VIPS program.

Host 2007

Lakeview Resort, Morgantown, WV Oct 16 – 19, 2007.

Annual Conference Task Force: Pete Galloway

Trying to tie up loose ends & to finalize. Remaining piece was to update host manual. Became apparent that it would be helpful to create a manageable document for those looking to host and present a bid.

Researched bid packets, and worked with Grace Reynolds to pull together information that most of you have seen. Received some feedback, made some minor adjustments including suggested questions to ask potential sites.

Last step will be to update host manual. Will hopefully be helpful for 2007 Host committee.

New Business

Opportunity through MCPA to co-sponsor mock interview day. Is it appropriate for the DC Metro Region to co-sponsor or would it be better for MACUHO to sponsor the

event? What, if any, areas of exploration might there be? If we were interested, would this mean for 2007 or 2008?

Have to look at benefit to MACUHO in addition to cost. Would be an opportunity to be involved with MAPC in generating interest. Since MCPA is open to all and not specifically housing related positions, it is important to look at these differences & look at the benefits or drawbacks.

Motion: MACUHO co-sponsor mock interview day with MCPA. Co-coordinators make decisions and explore as to how that may impact budgets based on attendees from the region. David Bill Fox seconded.

Discussion: Possibly include intentional interviewing tracks for undergrad and grad populations. Important to survey needs of the undergrad and grad needs for interviewing & positions. Also look at how this would benefit MACUHO & the region. We would like to focus on retaining the people who are interviewing. Have some reservations about the current system as to include areas other than housing in MCPA.

Amendment accepted to include PPD & R&R in discussion & planning.

Secretary restated motion.

Motion Passed.

RELI thanks for continued support of institute. 10th annual in northeast region. Still finishing up establishing date & location. Please see Joanne Goldwater with questions. 16/27 last year's attendees from MACUHO.

Motion to Adjourn: Joanne Goldwater, Ryan Kane second.

Meeting adjourned 4:40 pm