

Executive Board Meeting  
February 4 – 5, 2008  
Lancaster Host, Lancaster, PA

Present: Dr. Becky Verzinski, Jennifer Derry, Kyle Audette, Tom Gorczynski, Joe Russo, Kristen Hassey, Kevin Feil, Chris Mullen, Sean Killion, Dan Gockley, Jenn Thorpe, Mark Turnbough, Kristen Diorio, Mary Ellen Wade, Peter Galloway, Clarence Scott, Lyn Krueger, Arika Easley, Stephanie Meyers, Kevin Martin, John Verdi, Katie Quinn, Brandon Chandler, Dana Severance, Morgan Stocker

Absent: Kim Abel, Georgelle Bilak, Laurie Ann Tomsho, Jason Fredericks, Brenda Stanley, Mike Wadsworth, Trish Cendana, James Bowen, Joanne Goldwater, Shana Alston, C. Amesha Brown, Phil Hernandez, Tracie Ellis

Call to Order - 1:22PM

### **Roberts Rules of Order**

The following points were discussed, regarding Robert's Rules of Order:

- Motions – Be as brief & specific as possible; once it's seconded, discussion follows; call to order gets a vote for opposition. Those who second a motion can abstain from voting.
- Types of Motions – What you'd like the Board to do, spend money differently, etc
- Point of Order – Used to let the president know there's an issue that needs to be attended to (can be off-topic)
- Voting – Can be done visually or vocally, not counted unless there's a request to do so.

Motion to Approve October 16 & 19, 2007 Minutes – Passed

### **Officer Reports**

Secretary

- Please update the roster; provide a cell phone number if you can.

Treasurer

- Thank you for getting in Budget Requests in on time!
- Books back in order with the budget looking better. (Passed out Budget Allocations for the coming year & what's already been spent) Live-In Conference profited very well!
- Taxes sent in last week; taxes should be sent in on time. Still waiting on a few registration fees to come in. A few budgets are in flux, so some budgets may be changing a bit.
- Resubmit updated budgets if there are any changes to Becky every month by the first. Everyone stayed within their budget, except SEPA. (Linda – Kudos and thank you to Becky for all of the hard work getting the budget reconciled!)
- Becky's term is ending soon – she's looking to write a Treasurer Manual to make the next Treasurer's transition easier.

Past President

- Thank you for sending in your Budgets in on time!
- Regional Coordinators – try to get together before the June Meeting.
- Elections are coming up in March. Looking for a Vice President/President Elect and Treasurer. Regional Coordinators should start thinking about nominations for any opening positions in your region. Regional Coordinators should consider whether or not they truly need another RC.

Vice President

- (Linda: Kudos to Dave for a fantastic newsletter!)

President

- Officers meeting December 2007, hosted by UMBC.
- Affiliation Agreement signed with ACUHO-I, as well as the Lisa Pierce Endowment Fund.
- Host Chairs and committees have been secured for the 2008 Conference.
- Keynote Speaker for NEACUHO's RD to Be.

- ACUHO-I report was submitted.

## Committee Reports

### Diversity

- Drive-In Conference being planned, postponed until November 2008 at Rutgers-Camden. Jamie Washington (keynote), a few speakers from August NJ Core – interested in getting more speakers, so if there are any suggestions, let Arika know.
- Upcoming meeting in the Spring.

### Exhibits/Displays

- Met with Spectrum to see the site here. Tour today!

### Host 2007 – Final Report for the Conference.

- Total of 241 Registrants; waiting on \$1900 in checks – Report handed out of Conference Wrap-Up
- To work on for the next conference: anyone (vendors included) who registered could go to the Regional Dinner.
- More sponsorships wanted.
- Direct Questions? Contact Mike via e-mail.
- With organizations that don't pay – Becky tracks them down. Past years – money was collected prior to the conference. Certified letters should be sent out to the organizations requesting payment. Host 2008 can decide whether or not to do a one-day fee.

### Host 2008

- On track thus far.
- Philanthropy sub-committee, website sub-committee.
- Concern: finding someone to fill the Entertainment sub-committee. Expecting big numbers – Advertising the golf outing as a separate invitational.
- Entertainment – suggestions welcome!
- Going live with website at the end of February. Teaser going out at the beginning of March.

### PPD

- MAPC coming up at the end of the month. Registration looks great; early bird due the 15<sup>th</sup>.
- December 15<sup>th</sup> Committee Meeting – new proposals on how to make changes: mentor/mentee, fun/run/walk.
- MACUHO Trading cards- Each committee has their own card, as well as what the committee does. For the Officers, Upcoming Events, etc. Cards come with stale gum – collect all the cards and get a prize (even have a few rare cards).

### Housing/Operations

- New Co-Chair Needed! Please let Sean know if you have any suggestions.
- Drive-In Conference – Potentially December 9, 2008 at Penn State Main or Temple. Focus: IT and Student Service related. More detailed report coming at the June Meeting.
- “Excellence in Operations” Award Program- raise awareness in Housing/Ops to get people involved in MACUHO who aren't usually involved (i.e. housing folks, operations folks, etc.). Looking to award 3 schools at the conference; timeline for award included in the packet.

### Program

- List of goals & updates handed out.
- Looking for Keynote and CIR. Budget cutback on Keynote and CIR, so please keep it in mind when you suggest folks.
- Surveying MACUHO members to see why they aren't coming to the conference, why they're not attending program sessions, if they're planning on submitting programs. Program Submissions will start in April.
- “Competition” between regions to get the largest number of program submissions. If any committees want to do a 30 minute session, please sign up in the appropriate slot.

### REC

- November – Student/Staff Live-In Conference at Salisbury – over 400 participants (very successful!). Currently accepting bids for the 2008 conference – due April 11<sup>th</sup>. Penn State has expressed interest in hosting for 2008 – will need someone for 2009!
- Due February 29<sup>th</sup> – Recognize undergraduate student/staff members who have earned a 3.9 or higher last semester. Will be sent back to you by April, in time for closing banquets.
- Our Region's Best – nominations due March 11<sup>th</sup>; on website. For undergraduate students who demonstrate excellence in balancing.
- RA Appreciation Day – Wednesday, February 20<sup>th</sup>. Sending out certificates to point people at institutions. Next meeting in April at West Chester University.

#### R&R

- 4 different sub-committees – helping to boost retention with VIPS. Looking at ACUHO-I at their retention levels. Working with Program Committee to do a retention track.
- Lisa Pierce Endowment Agreement – because it's grown over 10,000, we can request 5% of it to facilitate the program. ACUHO-I feels as though they don't need to get involved in the conference/endowment.
- Requesting a report at the end of the conference. Looking for suggestions on how to clarify the Agreement.

#### Archives

- RELI coming up (University of Pennsylvania).

#### Communications/Technology

- New website is working out well.
- MAPC Conference – online registration.
- 2008 Conference information up.

#### Communications/Newsletter

- Thank you for your submissions!
- Looking for someone to take over the responsibilities of the Newsletters. Looking for April to be the last. Welcoming any feedback.

#### Strategic Planning

- Timeline for the Assessment of the strategic plan.
- Steering Committee formed.
- February – Survey out to membership about last strategic plan, activities at this meeting March/April another meeting to keep on track of the timeline and plans.
- Exec Officers have allocated funds for SurveyMonkey, so if you want to do a survey for the membership, send it to Tom. Give at least a week prior to the time you want the survey to go out. Can use the surveys for something more fun.

### **Coordinator Reports**

#### DC/Metro

- Successful social.
- Dinner & Movie night upcoming.
- Drive-In Conference – GW Hosting – all DC Schools invited; in April

#### DE/MD

- Creating a system where colleagues can go to other schools and see how they're set up.
- Looking to get more involved with DC/Metro since they're so close, and share a room for Regional Dinners.

#### New Jersey

- Winter NJ Core – January 11, 2008, at Rider University. 98 people registered.
- Summer planning beginning for Summer NJ Core at Montclair University August 7-8, 2008. Kevin Stensburg – Host Chair, Arika Easley – Program Chair. Still in need of a conference chair.

- Working on a Social; Phil Hernandez at TCNJ hosting.
- Newsletter went out in December.

#### North PA

- Not present

#### South PA

- Social in December – postponed.
- In the process of contacting institutions who haven't come in the last 2 years to try to get them to come to the conference.
- Drive-In Conference- Housing/Ops possibly? Morgan's leaving, so the position will be open.

#### Southeast PA

- Newsletter out at the end of January with a "New Professional Spotlight"
- Social in November; upcoming social 2/19
- Outreaching to other institutions who haven't come to the conference or been involved in the socials

#### West PA

- Not present

#### West Virginia

- Post Conference Newsletter went out
- Social in the Spring in Morgantown (March/April)
- February 9<sup>th</sup>: 2nd Annual Drive-In Conference held in Glenville, WV

#### ACUHO-I

- February Board Meeting – February 6.
- Sending out "Talking Points" after the meeting.
- Governance restructuring – except for the President Cycle. 10 out of 12 positions will be voted on this year. Nomination process is open, due Friday. Elections occur around March 22<sup>nd</sup> so please vote! Questions can be forward to Peter.
- Internationalization efforts – task force looking at recommendations to move forward. Placement Exchange – ACUHO-i/NASPA and other organizations are participating. Web Placement is also available as a service to the members. Information has gone into the newsletter (thanks Dave!).

#### Discussion Items

RC Travel Budget – Funding so that RCs can travel to meet with one another, attend events, meetings, etc. Go visit with other staff at institutions that aren't as involved to outreach.

- Brandon: Between planning conferences, socials, meetings, etc, one of the coordinators if always traveling.
- Jenn: Fair allocation of budget money for meeting (recruitment) with other institutions. Concern that costs may not be equitable for the other committees.
- Kevin: Is there a protocol for this? Calling ahead of time, presentation, reporting back.
- Morgan: Make contact via e-mail, then try to call, then meet & lunch. Answer questions, explain what MACUHO is, resources for new professionals, etc.
- Chris: Helpful to put lunch in the budget so that they could meet. Might be helpful for RCs to get together to create a packet so that they can use it to facilitate a meeting; including information about updating the online registry, about the conference, etc. Have a spreadsheet that lists the institutions, the contact person, when outreach was made and the outcome
- Kristen D: If there's someone that can go to an institution, to recruit directly to the Assistant Director/Director/Department, it can create excitement to be more involved in the region and build more involvement in the conference.
- Stephanie: Request a brainstorm on helping each other recruit for involvement?
- Dan: Tracking mechanism so we know who we spoke with, when, etc, so that the same people aren't talked to every single time.

- Dana: Budgeting for lunches/travel/social event. How can RCs be more effective in their regions for outreach? Annual stipend (small) that could be used for this type of outreach. Works with liaison to use the money effectively.
- Tom: Allot a small amount to the officers (VP, PP, Pres) to distribute as needed.
- Jen: Conference calling to help defray travel costs.

Discussion Tabled

#### Housing Operations Regional Award

- Labeled as a "Region's Best Award", which isn't what the award is meant to do.
- Recognizing housing and facilities operations at our member institutions.
- Get folks more involved in the conference and membership in general
- Jenn – Ask for Clarification – Award for a school or a specific program? Can be used for a school, program or person.
- Dan – Ask for Clarification – Concern that not all institutions have others outside of the department that understand the program. Really more of a chance for feedback outside of the program.
- Tom – Can we make the language more inclusive that makes the award more marketable to other schools (especially ones that are configured differently). Likes the award to help enforce that Housing/Ops people are valued as members
- Dana – What exactly is the award (monetary amount/plaque/etc)? Approved for a budget to give a plaque (not a scholarship/monetary amount/etc).
- Linda – For the award. Concern – 3 awards; 3 awards is a lot. Instead, start with 1 and maybe increasing it in the future.

Motion: MACUHO support the development of the Excellence in Operations Award that the Housing/Operations Committee has stated in the packet. Motion seconded by Brandon.

- Kevin – Feels that 3 awards is a lot. What does "innovative practice" mean? Need to make sure that there's a difference between a trouble-shooting and new practice.
- Plan to come back at the June meeting to report back about the conclusion of the number of awards.
- Dana – Application doesn't say how many awards are being offered
- Kristen D. – Change "at least" to "a maximum of three," include SGA as an option for a reference
- Irene – in the end it'll be up to the nominator to express why a practice is innovative.
- Becky – make it very clear in the wording to what the award is specifically for, go for 1 award instead of 3.
- Jen – go for Housing and Operations Award to make it more inclusive.

Motion Withdrawn

Discussion Tabled

#### Program Awards – 30

- Concern – giving monetary awards for the 30 minute and poster presentations. Would prefer to give a plaque, instead of giving money.
- 30 Minute – receives a plaque & 1 registration fee for the next conference
- Poster - plaque & \$100
- Tom – Approval for funds last year, advertised the awards. Concern that since it's already out there, we'd be backpedaling. When deciding the compensation, the other awards were looked and tried to be somewhat comparable. Poster – the money could be used as professional development funds (helpful for new professionals). Looked at what other associations give.
- Dana – scaling to a plaque may be sufficient to still draw people in. The Region's Best Award comes out of ACUHO-I budget, not MACUHO.
- Stephanie – How many participated & attended – 6 participated and 53 attended.
- Irene – Were the awards given last year? Yes, awards were given.
- Kristin – Can we award the 2008 winners the same thing? Money came out of the 2008 budget for the 2007 winners.
- Jenn – Monetary piece comes in as an incentive to help folks who don't get the funds to get involved in MACUHO. Let's spend the money if we have it so that it can be helpful for our members. Hard to decide what's fair.
- Kevin – Can we look at the breakdown of the Monetary Awards

- Dan – Concern that the budget request crosses fiscal years. If someone wins and they don't receive their award until the next fiscal year, what happens if they leave? With the conference registrations, it would be impossible to do it without crossing fiscal years.
- Jen – Awards are more an incentive to participate, not as singularly as achievement.
- Lyn – tracking to see how the professional development funds are spent? None at this time since it's the first year.
- Kristin – use the money for a MACUHO-sponsored event so that we're able to track them
- Kyle – limiting might not be a good idea, because they might want to use it for other professional development (books, materials, etc).

Motion – to fund the monetary amount for both presentations as outlined in the executive board manual (Kyle)

Second – Arika Easley

Irene – prefer the monies be added to the budget this year instead of back-paying year to year.

Kristin – because of the timing, it was impossible to do prior to the end of the fiscal year

Dana – either the money/registration fee or the plaque (award v. incentive)

Call to Question

Oppose (3)

Motion Passed

Stephanie - Motion – Require the award participants to provide the treasurer with receipts to show how the professional development money has been spent.

Second- Tom Gorczynski

Motion Withdrawn

Stephanie -Motion- require award recipients to provide documents/receipts on how the professional development money has been spent

Second – Tom

Mark – Is this a logistical nightmare? Becky says no, just use the procedure outlined by the treasurer.

Linda – reimbursement v. check

Motion Withdrawn

Tom – Motion – professional development awards be paid via reimbursement within the next fiscal year

Second – Stephanie

Lyn – Do the professional development funds need to be categorized? (i.e. what they can spend it on)

Kevin – Amended to be a one-time reimbursement instead of piecemeal?

Call to Question

Opposed (0)

Motion Passed

Meeting Adjourned at 5:52PM

Meet at 6:20 in the Main Lobby to leave for dinner (Dinner off-site)

Executive Board Meeting - Continued  
Tuesday, February 5, 2008

Present: Dr. Becky Verzinski, Jennifer Derry, Kyle Audette, Tom Gorczynski, Joe Russo, Kristen Hassey, Kevin Feil, Chris Mullen, Sean Killion, Dan Gockley, Jenn Thorpe, Mark Turnbough, Kristen Diorio, Mary Ellen Wade, Clarence Scott, Lyn Krueger, Arika Easley, Stephanie Meyers, Kevin Martin, John Verdi, Katie Quinn, Brandon Chandler, Dana Severance

Call to Order: 8:34AM

**Discussion Continued from Monday**

Motion: that MACUHO establish an annual award to recognize excellence in housing operations. This award, *Excellence in Operations*, will be given to an individual, department, or institution for outstanding achievements and/or best practices in the areas that positively affect housing and facilities operations, including but not limited to assignments, operations, information technology, or other vital business functions.

The Housing and Facilities Operations Committee will select finalists and present their recommendations for the honoree to the Executive Board and will present an award to the honoree during the annual MACUHO conference according to the award program timeline as outlined in the *Excellence in Operations* Program description.

The application packet will be revised to reflect this motion.

Seconded – Dana Severance

Discussion: None

Call to Question

Opposition (0)

Motion Passed

Motion: Allocate \$200 to the officer's line for the express purpose of the travel needs of the Regional Coordinators recruitment

Seconded: Becky

Kristin: Meet the needs for lunch at another institution? No, motion was for travel.

Kevin: Should be a discretionary fund that can be used or travel and food.

Motion Amended Allocate \$200 to the officer's line for the express purpose of travel and food expenses for the Regional Coordinator

Seconded: Becky

Call to Question

Opposition (0)

#### **Drive-In Conferences**

- Money made returned to MACUHO as revenue for the budget statement. Those who wish to have a Regional Drive-In Conference, resubmit to the officers with specific budget needs to do so. Conference is meant break-even, revenue is used towards the scholarship funds (STARS, ACUHO-I, etc).

#### **Foundation of Excellence**

- A recognition through ACHUO-i for individuals or vendors who have contributed to the field of residence life to some substantial level. A nomination process, but not voted on. As a region you submit names, a reason why, and donation (\$250 per nominee). Every Past President, Lifetime Service and Vendor of the Year have been named to the Foundation. Currently close to being caught up with the nominations.

#### **Time and Place for Conference 2009**

- **Place:** Rutgers-Camden & Richard Stockton College – Atlantic City, New Jersey
- **Time:** All 3 sites are showing availability for October 20-24, 2009
- Area has a strong Visitors and Tourist information center. Meeting planners have been helpful in getting information together.
- New Jersey has not been a host since 2001.
- Amenities: AC has several outlet shopping centers, casinos, 20+ golf courses, boardwalk, beach, casino-related shows
- Transportation: NJ Transit – 14 daily trains \$8 each way, AC International Airport 10 minutes away, AC Expressway. Buses, taxi's, limo services available to get around.
- Because they're so focused on customer service, we'd probably get the best service ever!
- 3 Possible sites – Clarion Hotel & Conference Center (room rates are comparable to the Ocean City), Trump Plaza (\$139 a night right now), Sea View Resort and Spa (on-site golf, Elizabeth Arden Spa - \$170 a night – Marriot Hotel)
- Themes – Monopoly (Here & Now, MACUHO Edition), Under the Boardwalk, Building the future one building at a time,
- Question: Can we use the letter we have for the Clarion Credit?
- Becky: We may not be big enough to block out the hotel
- Jenn: are the meeting rooms comparable from the last Clarion to this Clarion?
- Peter: When ACUHO-I went to Vegas, there was a conflict that an educational organization was going to a gambling facility (The AC Educational System holds their annual meeting in the casino)

### **Strategic Planning Activity**

- 2 Exercises – Small Groups for both
- 1st – Mission (homework)

(20 Minute Break & Room Check Out – 9:55-10:15)

- 2<sup>nd</sup> – Potential for MACUHO's growth for the coming year.
- Discussion Followed – Tom collected the consensus handouts for further notes & review

### **June Meeting**

- Monday/Tuesday v. Thursday/Friday (Don't Care: 14, M/T 7 R/F: 0)
- June 2 & 3, 2008
- If you think you have a good opportunity, e-mail Linda Diaz

### **Discussion Item**

- Prior to 2004 WV Conference, the Exec Board Meeting took place after lunch, but after that took place during session 4 due to members who had long drives, etc. Thoughts on switching it to after lunch so that members could go to/present at Session 4? (1:30-3:15 Approximate Meeting Time)
- Challenge comes when you drive other staff members who aren't involved in the Exec Board

Motion: Have the executive board meeting following the conference in 2008 and then revisit the idea at the following year, pending availability.

Second: Sean

Call to Question

Opposition (1)

Motion Passed

### **Announcements**

- Committee Chairs – Pre-Conference Meeting – Host needs to know who needs a space
- Trump Plaza has counter-offered their room rate to \$110 for the Conference (which may move the Clarion offer down)
- Registration for the 2008 Annual Conference and Exposition opens March 1<sup>st</sup> for Orlando, FL
- Anyone going to ACHUO-I and is interested in running the "Parent's Roundtable", please contact Kristin
- If your institution hasn't signed up for MAPC, please do so!! Early bird ends the 15<sup>th</sup>
- Academic Excellence Awards due February 29 and nominations for Region's Best due April 11<sup>th</sup>
- Newsletter Articles! Selection Processes, Group Processes, etc - Please send to Dave Clurman
- Note cards, letterhead, envelopes or the Exec Board Manuals are available – let Dana know

Motion to Adjourn – Becky

Second – Mark

Meeting Adjourned: 11:44AM

Safe trip home! We missed you Tracy!!!

## ACUHO-I FOUNDATION BOARD

### STATEMENT FOR THE LISA PIERCE ENDOWMENT

Named to honor a young professional in the MACUHO region, the Lisa Pierce Endowment recognizes the unique and special friendship between ACUHO-I and the Mid Atlantic Region (comprising the states of Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, and West Virginia).

Understanding the vital role that professional development plays in the lives of members of the association as well as the growth of the housing profession, the MACUHO region created this generous endowment to “give back” to the profession.

The Pierce Endowment is derived from a true endowment with the corpus being held in perpetuity.

The Foundation Board of ACUHO-I declares its intent to administer the Pierce Endowment according to the following guidelines:

1. The Foundation Board shall keep accurate records of the endowment used to fund the annual awards, and the monies shall be invested in accordance with an investment policy established and from time to time updated by the Foundation Board. Earned interest shall be applied to the Endowment on a quarterly basis (March, June, September, and December of each year).
2. Regular reports of balances in the endowment will be forwarded to the MACUHO officers.
3. The Foundation Board will determine each year the total amount of the award(s), if any, which will be given. The total amount of the award(s) will not exceed 5% of the balance of the total endowment funds.
4. In the event that the balance of the endowment is less than \$10,000.00 an award will not be given until the endowment fund reaches \$10,000.00.
5. The MACUHO region, in a manner of their choosing, will determine which, if any, candidate(s) will receive the award(s).

In addition to the above criteria and qualifications, the following conditions for maintaining the Pierce Endowment are agreed upon by ACUHO-I and the ACUHO-I Foundation Board and by the primary donor and/or honoree of the endowment, MACUHO.

1. The Pierce Endowment will be used expressly for the purpose of providing professional development opportunities offered by ACUHO-I for members of the MACUHO region as long as the purposes of ACUHO-I and the ACUHO-I Foundation remain substantially unchanged. The funds are currently used for the purpose of supporting the administrative expenses and conference fee waivers for the “Lisa A. Pierce Volunteer Incentive Program” (Pierce VIP) or subsequent program that supports the promotion of undergraduate students in the housing and residence life field. In the event there is a frustration of the purposes of the endowment, or the purposes become unreasonably burdensome as determined by the ACUHO-I Foundation Board, or if the operations or purposes of ACUHO-I or the ACUHO-I Foundation change

substantially, the ACUHO-I Foundation Board shall have the power to determine how the funds will be used, keeping in mind the contributions and expressed wishes of the MACUHO region.

2. It is understood that additional contributions to the Pierce Endowment may be made and/or received at any time from individuals and entities. The fund may be commingled with other funds received and/or administered by the ACUHO-I Foundation Board (as long as the donor's or honoree's identity is maintained and the conditions above are honored.).

Signed:

\_\_\_\_\_  
For the Pierce Endowment

Dated: \_\_\_\_\_

\_\_\_\_\_  
For the ACUHO-I Foundation

Dated: \_\_\_\_\_

## Lisa Pierce Endowment Agreement

Through coordination by the Recruitment and Retention Committee, ACUHO-I and MACUHO will work together to manage the Lisa Pierce Endowment. The endowment, started in 2004, has grown to exceed \$10,000. Each year since the maturation of the endowment, MACUHO, through the Recruitment and Retention Committee, is entitled to request up to 5% of the endowment's total funds as long as that amount does not drop the total endowment below \$10,000. The amount of the interest/available funds will fluctuate according to the stability of the stock market.

The ACUHO-I Foundation Board is committed to providing MACUHO with regular reports of the balances in the endowment, how reimbursement awards will be determined, and the amount of the funds that will be available for awards each year. Following each annual VIP program and the use of endowment funds, the MACUHO Recruitment and Retention committee co-chairs will be responsible for submitting a report to the ACUHO-I Foundation MACUHO Regional Trustee. The report should include a breakdown of financial expenditures, a listing of VIP participants and mentors and an overview of the VIP program. It is also recommended that the Recruitment and Retention committee invite the ACUHO-I Foundation MACUHO Regional Trustee to participate in the VIP program (ex. presentation/roundtable for VIP participants).