



Executive Board Meeting - MINUTES  
Lancaster Host Resort, Lancaster, PA  
October 17, 2008

1:37 PM Call to Order

Members Present: David Clurman, Linda Diaz, Shana Alston, Chris Mullen, Kevin Feil, Georgelle Bilak, Kim Abel, Kyle Audette, Catherine Bermudez, Jason Kuntz, Danielle Phillips, Kristin Hassey, Dan Gockley, Chad Henning, Sean Killion, Becky Sierp, Sarah Beth Bailey, Philip Hernandez, Brandon Chandler, C. Amesha Brown, Greg Moreau, AJ Nudo, Becky Kjaerbye, Catherine Kellman, Peter Galloway, John Verdi, Jennifer Derry, Tracy Shadowens, Asia Smith, Clarence Scott, Tom Gorczynski, Joe Russo, Tracie Ellis, Shondrika Merritt

Welcome and introduction of new members

Host 2008 Report

Thanks to Host Committee for helping in so many areas. 279 registrants (14 VIPS). Need keys back from committees – please see Chris. Full report will be in February.

Requests or feedback to assist Host 2009:

1. Please get feedback on Keynote for next conference.
2. If we are not the only group onsite then we may need to have moderators at doors so that only MACUHO attendees are entering MACUHO areas.
3. Directory updates need to be a priority from board so that conference registration information is accurately sent to entire membership. RCs will be utilized in assisting with this process.
4. How do VIPs register?
5. Non-member registration options?
6. Regional Dinners – waiting in the hallway until you can see if seats are available was awkward for new delegates that did not pre-register for dinner. Also identifying region on name badge so new delegates are not confused as to which area/room they go to.

As you go back to your institutions, please provide additional feedback for Host to report at February meeting. The information is valuable in planning future conferences.

Officer Reports

*Secretary* – Roster update, Executive Board Agreement Form – please sign and discuss with your supervisor about commitments to the board, new board members should have received pins and manuals, manual will be posted on website in future for sustainability. You will be notified electronically

*Treasurer* – Checks are available today if you requested them from Becky. Other checks requested will be written today if possible. Some may be mailed. Hold check for at least one week to make sure Treasurer transition (signature on checks) is completed.

*Past President* – will continue working on insurance information for association and officers. Plans to work with RCs on connecting with schools not in attendance. Asking RCs to send out conference newsletter to regions. Will be meeting with RCs in February one hour before regular EB meeting begins – please plan for this now. Linda's phone number provided to RCs.

*Vice President* – no report at this time

*President* – Affiliated housing discussion vs. privatized housing. How do we include those individuals in our membership? Partnerships with universities are also different than affiliated housing and privatized housing. President will be working with those site managers to discuss options for log-ins on websites/directories.

Highlights of Executive Board Reference Manual – page 29 calendar/reference guide, budget process on page 44. Budget goals and requests due in December 1<sup>st</sup> to Chris. Position descriptions are also listed in the manual – please read the manual to be familiar with what you are being asked to do.

Awards – every year awards are given to recognize membership for their service. Keep notes year round so that you are ready for nomination process in summer.

#### February Meeting – Date/Location

Typically an on-site meeting which would be Trump Plaza in Atlantic City, NJ.

Dates to Avoid – February 4-8 (ASJA Conf), Feb. 26-27 (MAPC), Feb. 6-8 (CACURH), Feb. 13 (Delaware Valley Stud. Affairs Conf.)

Feb. 9-10 – in Atlantic City, NJ - tentative until Brandon can confirm with the hotel

#### Committee Reports

*Diversity* – liaison is Treasurer, committee meeting yesterday. Plans to add some structure and spice to the committee for next year.

*Host 2009* – liaison is President. Finalizing contract with Trump on Monday. Hope to have all contract negotiations finalized by the end of the week. Meeting in the next 2 weeks to begin planning process for next year. When Host 2008 has final meeting, please invite Host 2009 to view process.

*Housing Ops* – liaison is Treasurer. December 9<sup>th</sup> Drive-in Conference. Several vendors communicated interest at this conference to attend and possibly sponsor the drive-in conference. Discussion forum for website. If you have any ideas please share with the chairs so they can continue building this committee. Small committee meeting yesterday – will proceed with conference call meetings in future.

*PPD* – liaison is VP. Contract in hand for MAPC at Lancaster Host. Co-chairs for MAPC committee identified and confirmed. Will be working on updating website for MAPC. New faces in PPD. Excited to have MAPC at Lancaster Host and hearing positive things about the move from Delaware. Fun Run/Walk – small attendance but hoping to find a way to pick this up.

*Program* – liaison is President. Meeting on December 12<sup>th</sup> to review conference program evaluations and begin planning process again for next year. Over 30 new members signed up to be on the committee, plus returning members to committee. Possibly re-structuring sub-committees.

*REC* – liaison is VP. Four teams for case study. Committee expo brought 10 new members to committee. Connections Cards – increased participation drastically. Tracy began updates with institutions for connections at each school (identifying one person to contact for REC activities which include Regions Best, Academic Excellence, etc.)

Student Staff/Live-in Conference – Nov. 8th, program proposals and registration still being accepted. Currently: 175 students registered; 45 live-in registered; 14 student track program proposals received; 7 live-in track proposals received

*R&R* – liaison is VP. Committee expo generated new interest. Recruitment efforts well received (with VIPS). Now focusing on retention efforts. Mr. Pierce attendance at conference was a huge impact on the students and staff at the conference. Will be extending offer to him again for next year. This should be included in Host 2009 items for special guests next year. Reaffirmed that this was exactly what Lisa had in mind when developing this program years ago.

Spoke with CACURH advisor – November 14<sup>th</sup> conference. Bonnie will hold a program session for MACUHO at the conference to present on careers in housing and student affairs.

Seasoned professionals/CHOs are not as present as in the past. Initiatives years ago to get new members to attend but now we are missing out on involvement from seasoned professionals/CHOs. How are we retaining those individuals as well? Strategic plan may help with connections with CHOs.

Coordinator Reports – liaison is Past President

*DC Metro* – we do not have a DC Metro coordinator at this time and officers will be seeking nominations for this position.

*Delaware/Maryland* – new co-coordinator.

*New Jersey* – coordinators not present. Announcement of upcoming events. January 9<sup>th</sup> will be next winter NJCore. Also a few have expressed interest in hosting August NJCore.

*PA Northeast* – had to leave early so unable to report.

*PA South* – can we change name to PA Central to help avoid confusion? Will be emailing to all in attendance to thank for participating and also one to those who missed to find out why. Interest from a second coordinator. Careers in Student Affairs conference at Seton Hall.

*PA Southeast* – new co-coordinator. Regional dinner able to provide questionnaires to find out more about what coordinators can do for SEPA members, but also asking for additional help in reaching out to missing institutions.

*PA West* – excited for another year. Good turnout at regional dinner and love sharing with WV. Bus plans for Atlantic City. Already planning to Host in 2010 or 2011 with WV. Six schools already volunteered to help with Host.

*West Virginia* – both RCs new but lots of energy and excited to begin. Updating membership directory will be primary initiative. Plans for carpooling for next year to encourage attendance at next year's conference. Offers from NJ to assist in travel plans for WV & PA areas.

*Archives* – liaison is Secretary – Laura Tan will be taking over this position. First task is to get all archives from Joanne.

*Communications – Technology* – liaison is Secretary - new items to add to website (transition of board members, conference information, etc.). Added credit card options for registration and Pay Pal for basket raffle. Looking into moving from Yahoo group to a Google group because of more options. Conference wrap-up page will have conference presentations. Directory information through Beacon technologies. For drive-in conferences – include Joe as soon as possible if you plan to do online registrations or payment processing. Use of logo – plans to include website in updated logo. Asking every committee/coordinator to look at website to “proof read” and make corrections. Send all corrections to Joe.

*Communications – Newsletter* – liaison is Secretary. Received files from Dave and will be reviewing. Send items for post-conference newsletter to Kristin. Next newsletter will go out in winter. Deadlines will be announced soon.

*Exhibits & Displays* – liaison is President – nothing to report at this time. Thanks to Dan for all of his hard work with vendors this year.

*Strategic Planning* – liaison is Past President – new initiatives and updated goals/objectives revealed on Tuesday. Strategic Plan will be sent out to all board members for review and be prepared to discuss in February. Suggestions/feedback send directly to Tom and copy David.

#### New Business

MOTION: Kyle Audette - To allow the Executive Board officers to appoint members, from both the Executive Board and the general membership at large, to the Sustainability Task Force to begin an assessment of what the association needs to do to begin this process, and to provide a preliminary report to the officers by the February board meeting.

2<sup>nd</sup>: Jennifer Derry

Discussion

Call to Question

Opposed - 0

Abstain – 0

MOTION PASSES

Online forms –

Research into finding a vendor to do all online forms (not just annual conference registration). Currently Beacon does the annual conference. Would we need to send this out for proposal to other vendors to also be considered? This would be for all forms that we are currently using (i.e. program proposals, registration forms, etc.). Board is in agreement that Joe should begin looking into this so we can host all MACUHO related forms on one site.

Spectrum –

We are currently paying Spectrum for services for exhibitors but we sometimes get caught with penalties from host site. Do fees for services (and rooms) come from Host budget or E&D budget? Are they giving us a reduced rate or flat fee? Sponsoring? When is the last time this has gone out to bid? Conflict will still exist that sometimes host site is penalized with fees for not using host site pipe and drape.

3:57 PM Adjourn