

## NCHO Executive Council Meeting

April 14, 2015

Meeting Start: 9:30am

Attendance: Mindy Bliss, Christopher Gregory, Jameson Sellers, Jessise Stellini, Brian Stutz, Holly Bowen, Paige Abe, Nicole Percival, Veratta Pegram-Floyd, Jason Timpson, Brian Daniel, Chester Miller, Tyler Rathbone

### Quick Updates

#### Mindy Bliss, President

- Traveling to the Western Part of the State. Visiting Gardner Webb. Been through Hickory West. Scheduling visit with Montreat.

#### Conference Co-Chair, Holly Bowen

- October 12 – 14, 2015. University said yes, but faculty said no. Conference will be on campus

#### Grad Student Rep

- Checking website and different social media avenues to determine ways to better connect with Grads across state.

#### Professional Development committee (Paige and Nicole)

- Ways to engage new professionals in the state. Looking for new partnership opportunities.
- May 29-30<sup>th</sup> as a date for a baseball game.
- Committee met by phone and have a lot of great ideas. Modified program competencies to make them more inclusive.
- Will update language on the website.
- Reached out to different schools. Talked at length to partnering with smaller institutions nearby to arrange a campus visit, tours, presentations, conference calls to share best practices to find ways to include institutions who aren't as active.

#### President Elect

#### 2016 Conference dates set

- October 10 – 12 at Embassy Suites Winston Salem, NC
- Planning a site visit
- Haven't spent any money.

### SEAHO Rep – Jameson Sellers

- Spent money
- How to get people involved who are not involved by registering for the Seaho listserv

### Communications Chair – Jessie Stellini

- Facebook and Twitter presence. Signpost ready to ship

### NCARH – Brian Stutz

- Great Conference. Mindy attended and spoke
- New board
- At No Frills filled additional positions
- Sent email to all recognition reps and advisors to ask discuss how to stay connected and the issue of the board member who is living on/off campus.
- Wilmington locked in SACCURH (beat out Orlando)

### Member at Large – Veratta Pegram-Floyd

- No money spent. Host site for RA Drive for 2015
- Looking forward to find hosts of 2016 – 2017

### New Professionals

- Overlapping responsibilities
- Connecting more with social media, twitter, hashtags, etc.
  - Carowinds, baseball games, community building activities
  - Ways to connect after conference i.e. post conference socials
- Begun brainstorming about how to update the new professionals portal on the website.

### Small College Rep

- Sent an email to small schools in North Carolina planting the seed to attend the annual conference.
- Scholarships for small colleges
- Local Meet-ups in the triad for new professionals to connect and as an opportunity to share best practices.
- Plugged RA Drive In at Guilford College next fall.

### Budget Summary

- Primary Checking Acct - \$13,862.45
- Conference Checking Acct - \$3,123.74
- Money Market Acct - \$44,202.00

## Preview of 2015-2016 Budget Proposal process

### 501c3 Update and review of letter of commitment from Lynch & Eatman

- Motion to retain Lynch & Eatman for services to pursue Tax Exempt 501c6 status for NCHO in the amount of \$4000, second Jamie Sellers. (13-for, 0-against, 0-abstain).
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### Constitutional Amendment regarding allocation of funds upon NCHO dissolving

- Where should funds go in the event NCHO dissolves? Recommendation for funds to be transferred to SEAHO and then to ACUHO-I to help re-establish NCHO in the future.
- Constitution Amendment to have constitution changed by the board and not by the membership
- Business manager will reach out to Lynch and Eatman for language to explain the need to have board modify constitution instead of waiting until the Annual Conference.

### SEAHO Diversity and Inclusion Statement

- At SEAHO 2015 they passed a new Diversity and Inclusion Statement added to the values statement on the SEAHO website.
- Do we want to adopt it for us (NCHO) or do we want to recreate the wheel?
- At the annual conference we present the SEAHO value statement in place of section II of our mission in our Constitution.

### Website

- Split up sections of the website to review and make recommendations to change.
- Do we want a professional to review the website?
- Professional Development Committee
  - Submitting programs, faculty partnership award, competencies
- Will set aside time for June meeting to discuss thoroughly the website.
- Discussed migrating NCHO documents, minutes etc. to a google drive for more secure keeping and documentation.

### Membership Outreach

- Map of the state of North Carolina recognizing where our member institutions are.
- Perhaps a map of the state and where institutions are located on the website.
- Larger institution partnering with a smaller institution in the area
- Spending a morning or afternoon on their campus
- Welcome cards that welcomes new professionals to the state (Blank or hand written)
- Need to update the list of colleges and universities because of the name changes.
- In the past we created Meet-ups and socials to better connect NCHO members regionally.
  - Regionally – East, Central, West, Southwestern

- How should we proceed with using the map and what would its purpose be?

#### Assessment Czar

- At last meeting we talked about recruiting someone to oversee assessment in general
- Will oversee needs assessment for the organization
- Handle assessment with annual conference in conjunction with Professional Development Chairs
- Compile assessment from Drive-Ins
- Need language to have Assessment Coordinator to report back to the organization
- Serve as a resource for NCARH and other conferences
- Maintain records from past assessments for historical perspectives
- Two-year appointment
- Letter of interest and resume
- Tie data, understanding back to action items
- Motion (Chris Gregory): To create an Assessment Coordinator position (2<sup>nd</sup> by Brian Daniel), (for – 13, Against – 0, Abstain – 0)
- Will advertise position on listserv to attend the June meeting
- Can mention at NCHO meeting?

#### Conference 2015

- Holly and Brian are creating conference cards to announce save the date of the annual conference
- Biggest hurdle was working on the dates
- October 12 – 14, have selected prices
  - Early – June 15 – July 31<sup>st</sup>: \$120
  - August 1 – Sept. 11 - \$135
  - Late Registration – Sept. 12 – October 1<sup>st</sup> - \$160
  - Will send an email out to the NCHO listserv
  - Grads - \$65/\$80
  - Busses – Where would we like to see that on the registration page
    - Locations – UNCG, NC State
    - Bus Cost - \$2600 for one bus that makes two stops
    - Bus seats 52 people
  - Hotel \$89 (double) – under renovation
  - 15-passenger vans that shuttle back and forth to downtown destinations
  - Working with programming committee
  - Going from 6 session to 5
  - Working with vendors (Yes Company)
  - Aaron Lucier – Director of Business Operations contact vendors
  - Still working on Theme – Gateway to the Future, Reflecting on Roots preparing for the Future
  - Acuho-I President to be speaker of NCHO

- Tour of the new building after opening night
- \$1000 from a few vendors to host that (outdoor bar after dinner)
- Guidebook schedule is ready
- Poster Presentation locations in the Vestibule area of Gateway
- Drink stations outside
- Program sessions are in different buildings.
- Waiting on agreement from Aaramark.
- Will come to meet with Business Mgr for the conference check book and budget
- June Meeting at the Hotel (overnight) depends on renovation and hard hat tour of the res hall being built.
- Homecoming starts that week...Students return for classes on Wednesday.
- Future Friday's – Communication plan to communicate with the State about the conference
- June's meeting can be at CHS – June 8/9/10<sup>th</sup>
  - Come evening of the 8<sup>th</sup> start at 10am

#### Conference Budget Process

- Setting up

#### Scholarship/Awards

- Streamlining the process to ensure there is more than one person reviewing scholarships and awards to ensure nothing falls through the crack.
- Perhaps creating a committee
- Need better presentation format of awards
  - Screen project award description
  - Providing a better filler of meaning talking points during award presentations
  - Spreading out awards throughout the conference.
- Need historical reference of named awards
- Timeline for scholarships and awards
- Starting committee for awards selection and revamping process.
- Reach out to Past-President

#### SEAHO Report

- Kathy Hobgood, sent out a plea for a report
- Signing up for SEAHO Listserv

#### Professional Develop Chair and Co-Chairs

- Motion to allocate \$200 for a Durham baseball game in May 29<sup>th</sup> or May 30<sup>th</sup> in an effort to do more socialization and bring folks together. (For – 12, Against -0, Abstain – 0, No Vote – 1)