

Agenda

10:00am – Meeting Start & Welcome
10:15am – Review and Approval of April, 2015 Executive Committee Meeting Minutes
10:25am - Executive Council Updates and Reports

President	Professional Development Committee Co-Chairs
President Elect	Member-At-Large
Past President	Graduate Student Rep
Business Manager	NCARH Liaison
Technology Coordinator	HBCU Rep
Communication Coordinator	Small College and University Rep
Conference Co-Chairs	SEAHO Rep
	New Professional Rep

11:00am: Budget Summary
11:15am: Incorporation Update
11:25am: CHO Meeting Update
11:35am: Executive Council Vacancies
11:50am: 2015-2016 Budget Request Process
12:20pm: Assessment Chair Update
12:30pm: Lunch
1:30pm: NCHO Website Review and Recommendations
2:00pm: Needs Assessment and Strategic Planning
3:00pm: Tour of Construction Site
4:30pm: Tour of Hotel
6:00pm: Dinner

Tomorrow:

- Scholarships and Awards
- Budget Request Process
- SEAHO Documents
- Needs Assessment and Strategic Planning

Minutes:

Day 1 (June 9): Meeting start = 10:30am
Day 2 (June 10): Meeting start = 9:15am

Attendance: **Brian Stutz, Paige Abe, Nicole Percival, Holly Bowen, Daniel Flowers, Mindy Bliss, Jason Timpson, Jessie Stellini, Jameson Sellers, Christopher Gregory, Brian Daniel, Chester Miller**

Updates (Mindy)

- Hassel Morrison is no longer working at NCCU, contract wasn't renewed
- Shawn Odom resigned
- Coretta Walker couldn't make it due to orientation
- Tyler couldn't make it

Welcome (Mindy Bliss)

- Want to do pre-planning for the conference (i.e. ballots). Want to be on the same page wrt to programming. President has been outreaching to folks in the western part of the state.

NCARH

- Working trying to find host for NCARH, Chapel Hill is the front runner. Potential issue is the university is potentially liable if the conference fails if it doesn't make money. Don't want the department to be liable for that. Ben from Western Carolina emailed advisor to inform about reasons regarding liability of conference. Want to set up Paypal to allow school to pay earlier to negate losing funds on conference. Proposed date is Feb. 19th (not official). Summer summit at ECU in July. Have a back-up plan if Chapel Hill backs out. Will be a Winter summit. Will be board room and no fun stuff. Can convince ECU to host and will be a one day conference. Will be reaching out to other school (i.e. Campbell, Gardner-Webb, Duke) to inspire schools to get involved. We need to push that NCARH is a student conference not just for RHA. It's an opportunity for students to come and present programs. All you have to do is live on campus. Might be an oppty to reach out to small colleges and universities or HBCU's to get them involved (i.e. NC AT). Brian will reach out to NC AT with assistance from Business Mgr.
- Might be beneficial to look at the historical reference of the conference cost and budgets to see whether the conference has made money or not.
- Will need to look into permanent amending the Policy Book so that \$1500 seed money will be there to alleviate the concern about institutions backing the NCARH conference moving forward. SAACURH has been hosted in the state of NC for the past three years.
- Issue with the Constitution (Recognition Rep who lives off campus), the board voted to keep her in the position. Looking to change the constitution to address the issue.

Professional Develop

- 25 Tickets for the Durham Bulls baseball game and had 17 students. Recruited two more people to join the committee. Had a vendor come to the Durham Bulls. Folks are inspired by the social event and asking about the next one.
- Thanks to Daniel for upload the professional development calendar to the NCHO website on the front page. Asking for local oppty to be sent and added to the NCHO website.
- Getting program competencies updated and the program submission guidelines
- Pre-conference
 - Reached out to committee to get feedback.
 - IDEAS:
 - Monday, October 12, 2015
 - Half day pre-conference – Theme: Accessibility and Ableism, Social Anxiety and Emotional support animals.
 - Speaker – Liz Johnson as a potential speaker
 - Mixture between 1pm – 5 or 3 – 5pm.

- Focus on less to impact more
- Last year had 16 people sign up for the Pre-conference
- LGBTQ track and ART session
- Can only do level 1 ART Sessions during Pre-conference
- On the bus ride can have talking points during travel.

Conference Update

- Received \$10,000 sponsorship from Aaramark
- Received \$2000 Winston Salem Industries for the Blind
- Sent letters to all vendors
- Starting to meet with folks on ECU campus regarding logistics
- Two tours arranged for Executive meeting today.
- \$89/night hotel and breakfast is included for everyone
- With dining folks will include more snacks throughout the day
- Extra funds from hotel pricing will go to foods for socials.
- Registration (\$120 – early, \$135 – reg, \$160 – late)
- Potential substantial surplus where Giveaways – Umbrellas, portable charger
- Will have to review how the surplus is to be used from the 2015 conference to help defray cost for 2016 conference.
- Haven't spent money but will be getting card for EC to sign for the sponsor.
- Send out post cards to all schools. Compiling addresses and addressed to chief housing officers.
- Waiting for Registration to go live – June 15th
- Program submissions due date by the last week of August
- Speaker – Claudie Beanie (coming for free; just have to pay for travel). May be interested in having a follow-up session.
- Alan Blatener – Speaker, CHO at Chapel and President of ACUHO-I

Small Colleges

- Research about new members to the state to reach out and let folks know about the conference.
- Small College meet-up during a meal (during Vendor lunch on Tuesday of the Conference).
- Submitted article for the RA Drive-In hosted at a small college.
- Guilford College will reserve spaces for the bus ride to the conference. 99.9% sure GC will support the logistics because it's during fall break. Will need to accommodate 30-50 vehicles.

Technology Coordinator

- Updated the NCHO website to include professional dev. Calendar as well as a link to the Conference site. Need to add bus information and will need a picture of the bus for the website.
- Need to add a little more 'pop' to the website. Added countdown to the conference.
- Registration is ready to go. Only have to click a button.
- Some of the things we don't have is awards information. Will need that information from the Past President regarding awards.
- There is a google form that can be shared. Will add at least one more Lexi Awards and applications for nominations for Executive Board positions.
- Call for photos to get more people and make the website more personable.
- The associate's page is updated as well.

Communication Coordinator

- Put out for a call for suggestions and received new hires from various schools
- Getting out by end of Exec Meeting and Conference Registration on June 15th.
- Anything sent to Daniel can be sent to Jessie for the sign post. Send info regarding the bus as well.
- Anything communication focused for the conference.
- Looking at getting more permanent lapel pins with the NCHO logo. Blank logo cards to give out for information purposes to inform folks about who we are.

President-Elect

- Assessment Coordinator position. Sent out notice over listserve and have not received any positive feedback regarding interest.
- Will have the previous needs assessment with vocab and language and can update for where we are now. Paige and Brian could potentially take over. The executive committee can get the Needs Assessment ready to be sent out during the conference and get folks to complete.
- Can publicize the Assessment Coordinator position during the position.
- Does help if someone has served on the Executive board or a comparable board from another state for at least 1 year before filling the appointed position
- As an Executive board we should be cultivating leaders to serve on the board.
- Conference Chair for 2016 – Romona Richmond from UNC School for the Arts.
 - Working on getting a co-chair.
- 2016 conference in Winston Salem at Embassy Suites and things are coming along well.
- Looking at social activities in the area.
- Embassy suites do a full breakfast and happy hour.
- \$145/night
 - \$139 for single or double
 - \$149 if triple or quad occupancy
- Will need to look at how we can use surplus from 2015 conference to defray 2016 costs.
- Maybe looking at reducing registration costs.
- SEAHO in 2017 is in Chattanooga, TN; then Biloxi, MS
- Will need to increase number of vendors to balance costs

Member At Large

- Working with New Professionals to avoid doing double duty.
- Focusing on mailing, personal connections, etc.
- RA Drive in with Mars Hill and NCCU. Making sure we are moving it around (RA Drive-In)
- This year Methodist allowed groups to stay overnight in the open gym area. Had dance party, food, advisor area to hang out. Schools who needed to stay could.

President

- Went to CHO meeting at App. Brought forward for voting on incorporation through online voting.
- Feedback from CHO's was not supporting the idea of leaving funds to SEAHO, but did support leaving to a board of governors of past presidents or to member institutions.
- Do we purchase insurance on conferences should something happen for liability.

- The cost will vary from year to year due to where the conference was held.
 - Premium is based on potentially financial investment of conference as well as number of attendees. Might be worthwhile asking SEAHO which insurance company they use and getting a pricing quote.
 - Talking to a lot of vendors (using vendor letters). Talked to Norix (excited about coming to conference)
 - When we start looking at consistency with logos etc wrt marketing we need continue to push the initiative to get more institutions to know who we are.
 - We are pretty strong compared to other institutions.
 - Will need to continue to work on the board to maintain the strength of the NCHO by recruiting new 'blood' to be active in the organization.
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- How can we reclaim the middle level professionals to the organizations
 - Maybe have a mid-level mixer at the conference. Inspire Mid-levels to present
 - Might need to create a mid-level database to outreach to folks across the state for those professionals who have entered the state to let them know NCHO has opportunities for involvement.
 - Can make adjustments to the Needs Assessment to make sure we are getting feedback from all levels of professionals.
 - Since 2010 no strategic planning.
 - According to Lynch and Eatman, cannot leave funds to board of governors. Will need to leave funds with an incorporated and tax exempt organization. This is required for Articles of Incorporation.

SEAHO Rep

- Tasked with reviewing the SEAHO website to consolidate some of the categories to make it easier to navigate for folks looking to get involved.
- Consider how we utilize social media (i.e. twitter, facebook) and how we are connecting across the state with social media outlets wrt how we stay connected.
- Signing up listserv. Reaching out to one or two people to get them registered. Get folks to like the SEAHO page.
- Review how the SEAHO reps are engaging in their positions. The position description has a breakdown of how folks should be spending their time, but found that folks are only spending about 25% of their time.
- Encouraging folks to submit programs for the SEAHO conference and to update the NCHO information to submit a state report for the SEAHO report.
- RELI is the Regional Entry Level institute for entry level professionals in Emory. Brian and Paige attended. All the ways you expect professional develop occurred(i.e. peer connections, processes, policies, etc.). Very impact and the way we connect across the region. Very intentional with how participants are selected. There are 8 faculty selected to facilitate sessions.
- NC had the largest number of attendees at the Institute.

Business Manager Updates

- Org checking = \$13,615.96
- Conf. Checking = \$2,622.57
- Money Market Acct = \$43, 595.84
- Share Acct = \$51.06

NCHO Executive Council Vacancies

- Past-President
 - Awards, Scholarships, Silent Auction
 - Can continue to utilize the Google Form to collect information
 - Need to publicize to ensure folks across state get the information and apply timely.
 - Get the application and position description early to inspire interest
 - Silent Auction can be picked up by the Conference Chair team because of knowing the logistics of the conference site and with respect to registration can get folks to donate.
 - Give examples of what silent auction donations can be.
 - Silent Auction funds can be philanthropy or scholarships. Last conference it was split. Student Affairs Cancer organization could potentially be a philanthropy project.
 - Can send information out over the listserve to get folks who might not be able to attend the conference to donate.
 - Maybe get someone who was personally helped by the funds to speak about the importance of giving to the Student Affairs Cancer organization.
 - Once we start getting items we can post pictures to the website to inform attendees of the Silent Auction items to generate buzz.

2015 - 2016 Budget Request

- Motion (Mindy Bliss): To accept 2015-2016 Budget Request as the NCHO 2015-2016 fiscal year budget. 2nd (Daniel) – 11 for ; 1 again. Motion Passed.
- Business Manager will build the budget template for 2015-2016 fiscal year and send out to the Executive Council week of June 28th.

Scholarships and Awards

- Updating website so that we'll have one form to apply for every scholarship
- President-Elect will take over responsibilities of Scholarships and Awards.
- We need to place the awards and their descriptions in an easily identifiable location for folks to find.
- Need to include pictures with caption of last year's winners to scroll through. Will need to ask Coretta and Maggie regarding the pictures taken of last year's winners
- Power Point with Award description on the background to prevent reading the description during the awarding.
- Provide copies of the nominations for the award winners.
- During the conference we will be splitting the awards throughout the conference instead of waiting for the final luncheon

NCHO Elections

- President-Elect
- HBCU Rep
- NCARH Liaison (February) Student Election
- Business Manager
- Professional Development Committee Chair Select (Appointed)
- Technology Coordinator (Appointed)
- Assessment Chair (Appointed)
- Grad Student Rep

- **Motion** (Gregory) To change the policy book to move the HBCU rep election to the Odd year and the Small College and University Rep election to Even Year. 2nd (Brian). **Favor = 12; Opposed =0; Passed**
- Add elections page on NCHO website with position and link to description lower on the same page for easier location. Creating google form for election application submission
- Add awards page on NCHO website with link to description lower on the same page for easier location. Creating/Update google for awards nomination submission
- Information will be submitted to technology coordinator
- Change award submission dates. Check all the links. Send to Technology Coordinator.

NCHO Strategic Planning and Needs Assessment

- Website has minutes ending 2006.
- Business Manager will send the Technology coordinator the last two years minutes to be placed on the website
- Last time Strategic planning done was 2010
 - Relevant issues identified in 2010
 - Mainly large public institutions
 - Mostly Residence Life
 - HBCUs not at the table
 - No participation above mid-level managers
 - Not enough awareness of organization or opportunities in organization
 - Same people involved all the time/singular involvement
 - Programming only active now and then
 - Unclear incentives for membership
 - Only 1 active committee
- Need more mid-level mentors
- Send emails to CHO's to encourage folks to be involved in this program.
- Can incentivize participation by the level of % involved (i.e. attendance, programs, mid-levels, graduates, new professionals, senior level, mentoring)
 - Can use the number of beds from each institution to calculate percentage of attendees from each category. Will do a mock-up based on 2014 conference to test theory of attendance.
 - Award recognition to the CHO for outstanding support to the NCHO Annual Conference.
 - Most Mentor/Mentee
 - Most Delegates
 - Most Accepted Programs
 - Most Submitted Programs
 - Ribbons for Solo Folks, CHO, Executive Council
- Strategic Goal 2015-2016: Re-evaluating website to make it more user friendly and accessible (Technology Coordinator)
- 2009 Needs Assessment outlined a series of questions
- Needs Assessment, Competencies and Strategic Plans have been added to Google Drive for updating.

SEAHO MISSION, VALUES, VISION STATEMENTS

- To be more consistent with SEAHO mission, vision and values do we need to review NCHO statements to be more consistent.

SEAHO Mission

SEAHO advances excellence in housing programs and staff by promoting best practices, networking, professional development and involvement opportunities.

SEAHO Vision

We are the leading resource for the higher education housing industry in the southeast.

SEAHO Values Statement

*We are **inclusive** because being open to all people and perspectives allows us to have a greater positive impact. We exhibit inclusive excellence by:*

- *Welcoming and affirming the authentic presence and participation of all members.*
- *Recognizing that all members deserve the opportunity to fulfill their full potential in service to the SEAHO membership and their home institutions.*
- *Actively reviewing inclusive practices for all social identities and implementing them, as possible, at official SEAHO gatherings, events, and initiatives.*
- *Providing proactive educational opportunities and resources for members to address issues of diversity, equity, and inclusion in their daily work.*

- *We are **connected** because sharing ideas, knowledge and resources is critical to the profession.*
- *We are **intentional** because it is important that our decisions and actions reflect our mission and vision.*
- *We value **collaboration** because we recognize that working together produces the best results.*
- *We emphasize **innovation** because our member needs are constantly changing with the academic landscape.*
- *We are an **ethical** organization because it is critical to member trust.*

Notes:

- Send the Values Statement to the committee for review to see if we want to adopt or should we create our own values statement.
- To operationalize the Mission, Vision and Values at the Annual Conference when transition meeting occurs, we need to ensure the momentum and energy is not loss.
- Maybe have one or two action items that need to be accomplished per position to include:
 - Phone conference with outgoing board member
 - Communicate with greater NCHO through listserve
 - Have a more defined outline of what transition looks like.
 - Month to month breakdown to assist incoming board members with transitioning to better understand the role.
 - Create a checklist for transition
 - President-Elect
 - Communication
 - SEAHO Rep
 - NCARH Liaison
 - Grad Rep

- Small College Rep
- President
 - Conference Chair/Chair-Select
 - Technology Coordinator
 - Professional Develop Committee Chair
 - Member At Large
 - New Professionals Rep
 - HBCU Rep
 - Business Manager
- Based on the Constitution and Policy Book, etc. the resources used in each role, how they are kept/maintained (i.e. thumb drive, google drive, etc.), how they will be passed to incoming board meeting.
- Outline a list of tasks/action items of what should take place between October and January

Dissolving NCHO Where funds should be sent for incorporation

- ACUHO-I foundation or University's within the State
- SEAHO's Dissolution statement includes:
 - In the event of the dissolution of the Association, the property, funds, and all other assets after liquidating any indebtedness shall be turned over to the Association of College and University Housing Officers - International.
 - President will reach out to SEAHO president, ACUHO-I President and Susan Grant to get feedback now that stipulations are more defined. Funds where funds have to go to another non-profit.

Conference 2015 Hotel:

- Extending hotel price for one more week, September 18th. The price goes to \$129/night from \$89/night (single/double) and includes breakfast ticket. Blocked out 60 rooms.

Silent Auction Revenue

- Funds can go to Sponsorship of nonprofit Brian goes to jail if it doesn't work.

Accessibility of the Conference

- Gender neutral public restrooms
- Making sure we are an inclusive community
- Programs identified as hearing impaired and accessible considerations.
- Will have the life safety team walk the event from ECU to ensure the conference is accessible.

September Meeting

- September 16th at 10am – 3pm
- Duke

Adjourn: 1:00pm