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Attendance:

Mindy Bliss,  
Chris Gregory,  
Jessie Stellini  
Daniel Flowers  
Chester Miller  
Veratta Pegram-Floyd  
Nicole Percival  
Paige Abe  
Brian Stutz  
Holly Bowen  
Tyler Rathbone  
Jameson Sellers  
Brian Daniel

Primary Checking Acct: \$22,835.48  
Conference Checking Acct: \$10,939.06  
Money Market Acct: \$35, 138.47

Began: 11:12AM

Intro and Welcome by President  
Several Positions opened  
Made calls to recruit folks for positions  
Person would like to fill in for Member-At-Large  
New Member's Chair has the banner in her possession

Minutes:

Motion to approve: Chris, Second by Stutz  
Motion: approved

Conference Updates:

- Budget short, where 95% of schools registered but have not paid.
- Question asked if the lack of a State Budget has impacted schools who have not paid.
- High Point, Wilmington, East Carolina, Chapel Hill, Fayetteville State,
- PayPal Acct has 1pprox.. \$5830.80 and monies have not been transferred to Conference Acct.
- Sponsorship from Aaramark \$10,000
- 23 School registered for the Conference
- 130 Delegates (180 Based on Budget)
- May have a financial obligation to the Hotel if numbers are not made.
- Hotel Reservations are not at the expected level.
  - 60 rooms blocked at the hotel

- \$89 per night and prices jump to \$129.00 per night on Friday, September 18
- Send emails to NCHO Delegate
- Entertainment /Socials
  - \$14816 cost of dinners based on 200 delegates
- 25 Associates signed up - \$7500 donated
- Moving away from programming books and use Programming Poster Board and easel with vendor logo
- Will be pushing Guidebook for delegates.
- Vendor lunch will take place in the Dining hall facility. Trying to work out deal with campus folks.
- Will need to outreach to CHO's and Small Colleges & Universities
- Wifi Access – Free, but need to send a request to ECU IT folks to get guest access and will be on the back of nametags
- Bus Pick-ups at Guilford College and have parking passes for folks
  - Meredith is the second pick-up location.
  - 7 folks have officially registered for the buses but more have indicated interest
- There will be two buses to provide Shuttle service starting at 8am from the hotel to the conference location
- There will be 3- 15 passenger vans on the route as well for overflow.
- Giveaways: portable charges, polos for conference staff, maybe umbrellas
- Registration:
  - Identify the dietary needs
  - Vegan and Vegetarian options
  - Lanyards are all in one.
  - Ribbons:
  - Based on the schools that have signed up, we need to outreach to those who have yet to register to ensure they plan to attend.
- Entertainment:
  - Silent Auction Donations
    - Asking for regional donations instead so many school items
    - Will try and get items donated that speak to Grad students as well.
    - Focus on items that don't cost more than \$50.00
  - Monday Night Social
  - Tuesday Night Social or night on the town Coupons
  - Mother Earth Brewery in Kinston \$25 with heavy apps. 7pm – 10pm
    - LEED Gold Certification
    - Will have a Square to pay
  - 5K Fun Run on Tuesday outside of the hotel
    - Banana and water from Aaramark
    - Have t-shirts \$462.00 (\$850 donated)
    - Will have volunteers or cheering section to root runners on.
  - Speakers: Claudia speaking Monday night and Alan Blatener speaking Tuesday night
  - Executive Committee Meeting at the Conference
  - Business meeting is Tuesday night
- Best Of:
  - Need to have Best of by Friday, October 16<sup>th</sup>
- Executive Council Meeting Monday at 10:30am – 12pm
- Transition Meeting on Wednesday from 9:30am – 10:30am

#### Awards/Scholarships

- 8 – Scholarship submissions received
- 4 – Awards submitted

#### Elections

- If there are no nominations submitted for a position, there is noting that prevents someone from being nominated on the floor to fill in a position
- Deadline to submit nominations for positions by October 1, 2015
- We need to invigorate the membership and keep folks involved in NCHO
- Recommendation by President:
  - Tavares Hunter, was asked and has expressed interest in filling the Member-At-Large position for 1-year.
  - Can begin the position at the conference.
- Motion: Mindy moved to appoint Tavares Hunter to fill the Member-At-Large position for 1-year starting at the annual conference.
- Second: Brian Daniel
  - All in Favor, no oppositions, no abstentions
  - Tavares Hunter will now be the Member-At-Large position

#### Executive Reports:

##### President:

- Outreach to western schools
- UNC-A Conference folks to attend NCHO
- Joint conference with NCCPA but have not discussed that.
  - The conference in 2017 is peak leaf season and may need to move conference to November.
  - Hotels will be cheaper
  - Brad Johnson reached out to Pres-Elect about the conference to get information.
- Will start pushing for silent auction items

##### President-Elect:

- 2016 Conference in Winston Salem
  - Romana and Adam Nichols are Conference Chair/Co-Chairs
- Hotel at Embassy Suite
  - Breakfast and nightly social.

##### Business Manager

- Submitted letter from Lynch & Eatman explaining the need for changes to NCHO's constitution to support the incorporation process.
- Will seek further clarification to understand the reason for the change to the constitution to facilitate anticipated questions during the Annual Conference business meeting
- Need to prepare to call for the vote during the Annual Conference for membership to vote on moving forward with incorporation to have it documented in the minutes.
- Indicated we will proceed with copyright protection after securing the incorporation and tax exempt status.

##### NCARH Liaison

- Locked in with UNC-Chapel Hill
- Fall Summit Oct. 3<sup>rd</sup> at Elon U

- Conference in February 2016

#### Small College

- Outreach to institutions to attend annual conference.
- Working on RA Drive-In Conference at Guilford College as well.

#### New Professional Rep

- No updates
- Questions
  - First Timer's Session
  - Will need help with facilitation
  - Mentor/Mentee Session

#### Technology Coordinator

- Made updates to awards
- Word Press has a new software update and recommends backing up website.
  - Did cloud backup to the website.
- Will do official update after the annual conference.
- Deleting archaic information
- Send Agenda Meeting minutes prior to the Annual Conference
  - Send files in PDF forms.

#### Communication Coordinator

- Signpost ready to go (12-pages)
- Twitter @NCHO1973
- Next SignPost can be ready shortly after the annual conference.
- Will have a photobooth at the conference to better capture images at the conference.

#### Professional Development Committee

- Met at UNC-chapel hill this past Friday.
- 28 total submissions; New competencies seem to work well.
- Mixed competencies to each program slot.
- Roundtable Sessions will take place on Tuesday
- Will send approved programs to Conference co-chairs for presentation needs.
- Poster Board presentations deadlines were extended.

#### SEAHO Rep

- Preparing for mid-year meeting
- SEAHO would like names submitted for open positions.
  - Director of State Reps, Secretary, Treasurer, and President-Elect
- Submitted SEAHO article that have been accepted.
- Worked with ACUHO-I Interns in the state.