

AIMHO Business Meeting Minutes
November 2006 – Boise, Idaho

Meeting started 8:45am

40 schools present at AIMHO 32 of which were represented at the business meeting = quarm met

PC moved to accept minutes
J. Schrade second vote
Minutes pass

Officer Reports

President Beth McCuskey discussed her goals as president and what she met. Had tele-conference for on line communities; distributed a needs assessment for the region. Tasks have expanded due to the leadership and ideas of incoming president Ray Gasser. Worked to improve to connection to ACUHO-I. Discussed at summer meeting and have made a stronger tie. Have improved our History as AIMHO; see the changes and additions at the AIMHO History Booth.

In coming President Ray Gasser: wants to move the region forward. This past summer presented specific goals. Reach out to our Canada region schools. Build stronger connections with our nr Professionals. This will happen through an orientation email to all new professionals in the region, work with the member at large entry level on this. Develop a research grant for the association. Expand and revitalize the AIHMO web site as a whole. Put conference programs on the site, expand the committee content on the site and work with regional grad schools programs for research on the web site. AIMHO networks at breakfast to connect, support, and learn from one another. Hope to develop network listserv. 2007/2008 participates in an executive officer exchange with North West ACUHO. Their president will be joining us in Flagstaff for this exchange. By working together and sharing resources we can continue to expand our resources in AIMHO. We will also share a reception with NW ACUHO at ACUHO-I to share the cost with like minded colleagues. Next conference we will be offering a CHO Institute to help advance out mid levels in the region Expressed thanks to home institution for the support and opportunity. Looks forward to this conference the most each year.

Past president: Jenn Hiatt

Worked with Exec board and worked with awards and recognition as well as CHO Institute

Secretary: Liz Zavodsky

Liz still needs committee reports. She is working to have people update contact information.

Treasurer: Mike Jolley

Budget review. First line of numbers is what was approved 2 conferences ago. Our fiscal year runs from May 1 to April 30th the current activity, as of today, is the current activity line item. There is still action taking place with receipts coming in and checks being cut. The income / expense is on the back side of the page. We have been budgeting on a negative budget for the past few years due to the IRS saying we cannot have a large amount of money lying around. We do have to CD's for 15,000 each that mature each year. Our membership is a slight concern as we have only 50% budget dues. We need to make sure our other members are participating with us. 19 schools small schools 12 medium and 6 large schools and 6 very large schools. We have 3 new colleges / universities: Witworth College, institute of American Indian arts, Tropicana gardens. This year we have used a website for registration purposes; 72% of registration occurred on line. Some line items have been combined for space purposes (RAppin representative as example). No line items have been added at this time. Taken out 5,000 for transportation as it is not feasible for this time. This is the second year we have had to submit an IRS report; there are no concerns at this point. Thank you for the honor of being treasurer for the past 6 1/2 years.

Approve the budget for last year. Jon Schrade approved; PC second
Approval for the April 1, 2007 budget, approved by Deb Coffin, second by PC

Steve Nygaard asked about the CHO Institute as there is no line item for it at this time. (The goal is to have this run off of the attendees themselves)

Senior Member at large: Sue Belatti

formalizing application process for ACUHO-I scholarship to send AIMHO new professionals to the conference. We created an on line scholarship which worked well. UNC, NAU, and CSU were the representatives

Looking at scholarship app process. Needed more information for selection process, what type of halls they had been working in, etc.

Help create biographies for memorial scholarships, specifically Dick Daines. With the help of Rich Payne, Deb Coffin, and Greg Ziebell, we were able to add this to the history booth and apply to the web site o let others know who these people were in AIMHO and what the scholarship is.

Selection of scholarships for the AIMHO College and AIMHO scholarship. 17 app were receive don line, able to award 10 scholarships Spent all but \$4 of her budget. Thank you to Dave Mac for help with selection.

Entry Member at large: Torry Bruce

Wanted to come and serve the AIMHO region and learn what it mans to be in this role. Help our new professionals here. This year goals: assess new professional survey, was able to get a new professional database to let everyone know what is going on in the region. Worked with the AIMHO College committee and the 24 participants. Attended RAppin conference with paraprofessionals. Goals for second year: better market AIMHO to our new professionals. Working with exec board and marketing committee for professional development purposes. Intentions are to give resources to our new members as a ways they can serve AIMHO.

No one here for the IACURH report

Julie Love spoke on behalf of the **RAppin conference**. 26 schools registered, 25 were able to attend (snow prevented one from coming) Denay College was not an AIMHO school, but did attend. 2 keynote speakers. Have not reconciled the budget yet, but will soon and will get it out to AIMHO when we do.

ACUHO-I Report: President Connie Carson

Thank you for hospitality for sharing time and earnings with me. Note: have on her jeans today. Strategic plan update: services, advocacy, networking, education opportunities. International task force for how, where, and when we will expand in the world. Right now, South Africa. Governance structure revisions upcoming. 2008 in Boston will be a placement exchange with NASPA. PC is our western rep and has more details for this as he is heading this up. This is a result of what members wanted and needed is the reason why we are doing this. 21st century project is in process for a year now. Will be hearing more in the near future. Two publications to talk about this on the web site. Certification for the educational process is what we are also looking at. Wanting to meet the needs of all members. Sustainability consortium we have now joined. We belong to a governance consortium and we have put all of these types of announcements on our weekly email updates. Jazz it Up workshops worked well. The Living Learning conference was huge; over 500 people attended and is growing. Encourage institutions to join ACUHO-I. Former chair for the foundation board for ACUHO-I, please contribute in some way, shape, or form, as that is what allows us to offer what we do. Thank you to those who already do. Invite us all to Seattle July 7-10 for the ACUHO-I conference. Thank you.

Committee Report:

AIMHO College: Steve Nygard

Record number of participants in college this year 12 schools and 24 participants. Feedback from participants has been positive and will be soliciting more for the college next year. The book integrity was given to the participants as the promising professionals' gift. 4 issues: association allocates \$4,000. We took in \$1300 from participants, but still did not meet the expenses. The host institution and host site might be able to help us. We are trying to keep the cost low for the new professionals. This year the price was \$55 per participants. Size of class could be an issue. Committee needs to look at the evaluation to see what the feedback is and encourage the region to support our new professionals. Faculty structure this year was different, and need to look at again in the future. Encourage the exec committee, host committee, and AIMHO College to work closer together. Thank you for the opportunity to work with this committee. Thank you to committee members, and faculty members. Thank you to Deb Coffin for being such a great co-chair and good luck next year with the college.

Awards and Recognition: Cindy Anderson

The work for this committee has been done by people who cannot be here. This is the feel good committee for the recognition you get to give. At lunch we will let you know who the recipients will be. Hot topics roundtable for small schools, thank you Ginny. Jon Schrade is our SAGE, thank you. Recommendation for next year: put the awards alive in May on line. 2007 conference should have a booklet for those nominated so everyone knows of the great professionals we have. Will work with web site to put hot topics on the web

Diversity: Liz Grant

This year was 8 members in committee. A goal was to provide resources for the region, added two web pages for resources. We wanted to stay connected through tele-conference and accomplished that. Created binder for the chair and co-chair in the future. Created buttons to help promote the website. Offered discussion roundtables at the conference. Great. Our budget was \$500 and only spent about \$200. Thank you Ray, Carrie, and host institution.

Host committee: Melissa

Most of the credit goes to Jen Girvan, she has kept us on track with hotel and budget. Thank you committee members for all of the time and efforts. Goals were to provide a venue, which worked. Budget was \$44,000 and working hard to meet that budget. We noticed there are some glitches in the registration process. Total 160 participants and 135 exhibitors and guests. Lunch count was perfect for lunch yesterday. Maybe splitting the Exhibitor break, part before lunch, part after. The feedback has been coming in so please look at this next year hosts. It was good to have an experienced member in each group and others in all levels. The exhibitors have felt more included due to this format, thank you. Evaluations will be at breakfast in the morning.

Marketing: Monica Wesley

3 people on committee, thank you. Has produced assessment of marketing efforts. Response rate was small, but generalizations could be made. Want to continue getting word out about what AIMHO is. 4 issues of AIMHO Angle were produced this year. Listserv announcement was sent out with each published issue. Talked with exec board about goals for this committee. Suggestions included annual AIMHO report. Possible design template and content to the web page. Marketing was listed to help other committees with marketing needs; no requests were made for this. Encouraging stronger guidance from leadership to know where we want the marketing committee to go. Thank you to everyone.

Program Committee: Chris Ralphs

Thank you committee for all their hard work. Thank you to program presenters. We hope the delegation has enjoyed the conference. 44 programs were submitted from 14 institutions. Case study, 50 participants, a little low from years past. Hope to push that a little more in the coming years. Mentoring matters, 34 pairs and is alive and well. Hope to make newcomers feel welcome in the AIMHO region. Budget: we were \$2700 under budget. Wanted to connect with the website more this year form the presenters to get the programs on line. For those who have presented, please get information electronically to the program committee.

Research and Information: Nick Sweeton

Completed 5 projects. Member needs assessment, 33% response rate. Found that satisfaction were committee involvement and conference attendance. CHO were most satisfied.

Improvements requested better communication, more frequent newsletters, better opportunities to connect with CHOs, more programming for mid levels.

Web site professional development survey: CHO institute survey, transgender issue survey, (still working on data compiling).

Good response for all surveys. Thank you to home institution.

Webmaster: Sean Broughammer

Changes in web site, worked with Mike to make some changes. Got it fixed around in August and is back on track. Will update the main page with help form others. More content and more pictures. Programs will be on the site hopefully soon. Diversity committee booth was good and working to update their site, as well as the history of AIMHO. Please look at your page committee chairs so we can update them. Membership list page was updated with Mike Jolley's help. Can do vacancy and job postings on the site, please let us know.

Beth: we will have these meeting minutes posted on the web page

Old Business: none

New Business: AIMHO 2008! University of Northern Colorado

We need a SAGE page for the web site.

Proud to request the honor of hosting AIMHO 2008. Director unable to attend so video to show.

Propose the theme of "Building for the Future"

Power point presentation

Pres Beth: Move to UNC hosting AIMHO 2008

Mike Jolley proposed hosting AIMHO 2008 in UNC, Dave Wilcox second.

We will be in Greeley Colorado for AIMHO 2008!!

Jen Hiatt on behalf of Mesa State for hosting RAppin 2008

Motion to move

Ginny Recett moved

Deb Coffin second

We will b in Mesa State for RAppin 2008!!

Move to the bylaw revisions: Ray Gasser

We wanted to revise these due to spelling errors and outdated

Motion to approve bylaw revisions, passed unanimously

Nominations for Exec Board:

Nomination for Chris Ralphs from Wendy Davidson for member at large senior large

No other running or nominated

Motion to close by J. Schrade

Chris accepted the nomination. Thank you association for this opportunity. Interests with scholarships and look forward to serving the region.

Treasurer nomination

Rich Payne nominated Cindy Anderson

Cindy accepted nomination

Motion to close nomination by Jenn Hiatt , Deb Coffin second.

President Elect nomination

Jon Schrade nominated Mike Jolley for president elect.

Any further nominations? None.

Mike: honored and excited to continue to serve the association. Wants to do what we can to include the members who are not here for whatever reasons there may be. Want to continue developing our communication through our web site etc. Excited about the CHO Institute and the AIMHO College as well as working with Exhibitors and the other initiatives set by the leadership team.

All in favor from Beth: no opposed.

We do need to count the placards so we may pass the by laws. We have counted; we have 32 which means passed.

Any new business? None

Any announcements: none

Move to adjourn: Jon Schrade

10: 22am

Thank you for attending.