

**Annual Business Meeting
November 11, 2008
University of Northern Colorado – Greeley, Colorado**

Voting clicker instructions

- Research and information committee secured clickers from Turning Point Technologies (more information during the committee report below).
- Thanks to Chris Thompson (CU Boulder) for spearheading this effort.
- Practice questions!

Mike Jolly presented tulips to Julie Franklin on behalf of Jon Schradly.

I. Call to Order by Mike Jolly at 4:13 PM

II. Appointment of Parliamentarian by Mike Jolly
Lamon Oviatt (former Sage and retired from BYU)

III. Quorum Report by Julie Love
30 schools signed in out of 37 dues paying schools attending the conference (we needed 23 to meet quorum), so quorum was met

IV. Review and Approval of Minutes by Julie Love
Fall Meeting 2007 – Northern Arizona University
Moved to approve minutes as written: University of Colorado Boulder (Deb Coffin)
University of Northern Colorado (Brad Shade) seconded
Approved 29 -0 -1
Motion passes

V. Officer Reports
a. President Report by Mike Jolly

We enjoyed a collaborative effort by the whole board and others who helped achieve the goals this year. First, thanks to UNC and their work with Seattle Tech and the ecommerce site. We entered into agreement with UNC to host the site and we are grateful for their willingness to serve in this way. Most institutions wanted the ability to pay by credit cards due to rising costs of cutting checks. ACUHO –I did not list Nevada on any region. We worked with state schools of NV and agreed to include them in our region. We will vote on this in new business. We obtained Directors & Officers (D&O) insurance for liability protection – for all our volunteers. Much credit and thanks to Cindy! Cindy also retained a CPA to work on our books and assist in IRS filing – an extended task. This was money well spent. It entailed countless hours and is very valuable to us. Wiki got started and was launched during this conference. Chris Ralphs, Sean Broghammer, Ray Gasser and Steve Harrison get thanks for the initiation. The wiki will help us preserve our history. Our memories are not enough! During ACUHO-I, we took issue with our affiliation agreement and AIMHO voiced concerns, so none of the regional presidents would sign. ACUHO-I listened and addressed some of the concerns.

They gave us more support in the form of a teleconference with the ACUHO-I attorney and afterward, we were much more comfortable with it, so we signed the agreement for another year. Sue will carry forward with our interests as they relate to the affiliation agreement. The idea of an AIMHO foundation (which would supplement funds) was not accomplished because we learned it should not be initiated by the executive board (it would be a conflict of interest). We may revisit down the road if an independent group takes up the cause. Deb Coffin was a wonderful Sage. I was proud to serve and honored by others on the board. It will grow and thrive under the new leadership.

b. President Elect Report by Sue Belatti

Thanks Mike, and members of the Association. I learned a lot about requirements of my position and what is entailed as I enter into the role of acting President. Mike and I had weekly phone calls which were very helpful, as numerous questions were addressed. I contributed my thoughts and decisions on ecommerce and D&O insurance as well as much consultation with our Treasurer with respect to 990 filing. I attended the ACUHO-I conference and got a chance to network with leaders from other regions. It helped me identify our strengths and things we should be working on. It was wonderful to work with Matt Lamsma from NWACUHO. Additionally, I worked with committee chairs and their transitions and outreached to candidates for open officer positions. I provided guidance to the board and other members. Thanks to Mike again for his leadership.

c. Past President Report by Ray Gasser

Thanks to everyone for volunteering! We had 67 members sign up for committees. In February, I went to NWACUHO and represented our board. While there, I learned about the parallels and differences between our two regions which I believe serves to strengthen both associations and informs how we need to adapt. Still on my TO DO list: a calendar of tasks for the association (all major timelines for committees and executive positions), which will be stored on wiki to provide continuity and help in transition. History is lost without the comprehensive calendar. New leaders will reap benefits. Ray hasn't submitted his timeline (in addition to a few others)! I appreciated the opportunity to serve.

d. Secretary Report by Julie Love

I, too, learned a lot this year and typed lots of minutes! Much credit goes to Cory Shapiro and the Awards and Recognition Committee – I couldn't ask for a better committee to be a liaison for. I hope to submit information to the wiki in the coming year. Please leave placards on the tables after the meeting.

e. Treasurer Report by Cindy Anderson

- See power point and written details in the Treasurer's report.
- Chris Thompson – thanks for clicker technology.
- We will be voting on budget at end of the report.

- When were we formed long ago (we've been meeting since the 1950s) - but were incorporated in 1990 legally with Julie Franklin at BYU as our current incorporator.
- Membership figures: 30 to vote; 37 at conference; 52 have paid dues. How many could affiliate? 90-100.
- An overview of membership numbers/history shared, including type of membership was shared (occupancy categories of members)
- We've done well with corporate partners: history of past support was shared (how many partners and how much money collected). We just received highest dollar amount since the inception of the program! Kudos to Deb Thompson on the Host Committee for her efforts.
- CPA helped us with 990 filing – it is due Dec 15. It has been reviewed by executive committee members. The CPA cost us \$2400 this year. We are reconciling actual cash to budget, which took a lot of time. This will not be as time intensive again.
- Ecommerce services: Sean Broghammer: thank you! He really made it happen. Paypal is going.
- We are now tracking accounts through QuickBooks Pro – including the accounts for RAppin', AIMHO Conference and the Association account.
- D&O Insurance: \$1400 per year for \$1 million in coverage. We are happy with the quality of the insurance company. The policy covers any agent of the association (except bad acts). This is another reason for all our money to filter through our accounts rather than be comingled with a host school's accounts
- Goals: a treasurer's handbook - will have things streamlined.
- Budget review – see handout. Columns were explained. We are voting on 2009-2010 budget.
- \$26,948.50 is the correct figure in Beginning balance for 08-09. \$950 interest is put back in Association activities. \$60,000 to the good reflects funds from conference income (but many bills are not yet paid). We are not supposed to carry forward so much money as a not-for-profit – that is why we are proposing a deficit budget. Suggest we look at mid-term adjustments to the budget to further the goals.
- Questions?

Passing the proposed Budget was MOVED by Dixie State College (Dallin Young) and Seconded by Colorado State University (Shirl Portillos)

Discussion:

- Deb Coffin (University of Colorado) – commend Cindy for her work!
- Shirl Portillos (Colorado State University): do the dues reflect more coming into the region? Treasurer's response: Yes. We are not proposing an increase in rates.
- Dallin Young (Dixie State College) – ecommerce: is it cost effective? Treasurer's response: Cutting checks is costly, so the cost savings is not to the association, but to the member schools. The monthly fees, per transaction and web hosting fees are all included. It might be a high estimate.

- Torry Bruce (University of Arizona) Why is the budget for the wiki with website verses the research and information line? Treasurer's response: It is our discretion where to budget for it.
- Greg Ziebell (University of Arizona) – asked about the conference corporate transfer. Treasurer's response: clarified how some money comes to the association budget and some goes to the conference to use (for example, registration fees are lower than actual expense).
- Cindy Anderson, Treasurer: By combining our budgets: 35% of roll over is supposed to go to scholarships and this figure will be big which prompts the question of whether this still best meets the needs of the members. We should use the summer meeting to investigate and answer this question. One thought is to put part toward other professional development activities which adds value to the Association.

Vote:

30 for - 0 against – 0 abstained

Budget is unanimously approved!

Corporate partners – Mike Jolly gets a lot of credit for his past work and Cindy just ran with it.

f. Member at Large (Senior Level) Report by Chris Ralphs

Scholarships – please see the written report for full details. Thanks to Sean Broghammer who was instrumental in helping get the on-line applications and website support running. We had a great response! Maybe it is the economy. There were 23 applications, an excellent amount. We had a healthy budget (due to the 35% roll over). New professionals were targeted. 18 scholarships were awarded for this year and \$4,906 was used for scholarships. I worked with Shirl Portillos on Diversity scholarship. Worked on wikiAIMHO – Steve Harrison gets a lot of credit! Thank you for the wonderful experience!

g. Member at Large (Entry Level) Report by Summer Burke

Thank you for opportunity to serve – the heart of the people involved in AIMHO is the great part. I worked on newcomer orientation with Tim Ledna. New hire welcome emails were sent to individuals throughout the region. I attended RAppin and AIMHO (those reports are later on the agenda). Best of RAppin': Institute of American Indian Arts (which was a typo in report). Thanks!

VI. IACURH Report

None

VII. RAppin' Report by Chip Thomas (Mesa State College)

We had a RAppin'-good time with a theme of "RA Anatomy". Stats: 287 participants; 32 schools; 39 programs. Dan Oltersdorf (Resident Assistant.com founder) was a speaker. Entertainment highlight was the band, Ashberry. A small amount of revenue expected, but still settling the budget at this time. Look forward to next year at UNC.

VIII. ACUHO-I Liaison Report by Beth McCusky

ACUHO-I is working hard to position itself for the future and is researching member needs as well as looking to streamline services and practices. There were 40 participants in Columbus for a learning and knowledge conference (summit) which looked at: what do we need and how do we deliver? This strategic planning and a consultant is helping us move forward. This should produce a 3-7 year strategic plan model versus having a president change direction each year. Deb Coffin is the foundation designee – it is also reorganizing and fundraising with more people. We are working on the issue of credentialing. This includes assessing what CHOs think is most important - assessment is first. *The Talking Stick* is on line – share with your staff. Social networking site was launched – a few are participating so far – have fun with it! Next convention is in Baltimore, MD, beginning June 27.

IX. Committee Reports

a. Program Committee Report by Gretchen Wesbrock

We had an incredible committee. It started with 22 people and 16 ended up here at this year's conference. The committee reviewed all that it is responsible for. The stats included: 58 program submissions, 7 programming tracks, 36 programs selected, 6 dialogue sessions, 32 mentor and mentee participants, and 32 case study participants. The case study was tough one! Top 6 will be selected tonight and whichever is the #1 is going to ACUHO-I. Much of the materials will be put on wiki shortly after the conference. We used less than our entire budget, but are still reconciling. Thanks to Wendy Davidson and thanks to Gardiner Tucker who will take the reins.

b. AIMHO 2008 Host Committee Report by Brad Shade & Jenna Finley

Thanks to the whole host committee, executive board and committee chairs – Brad Shade and Jenna Finley give them all credit and claims they really just “coordinated”. Theme: Building for the Future – to prompt thinking not only in terms of construction, but also in terms of meeting needs of students. The goals were: to showcase buildings and students; to keep the conference affordable; to provide first class hospitality (despite hotel). We had 185 registered participants, plus 25 corporate partners and 23 exhibitors. We raised the partnership levels this year. We were honored to host and hope you enjoy the rest of your visit in Greeley!

c. Web Master Report by Sean Broghammer

Thanks to Steve Harrison for the wiki – will still be working on the transition. The website will be the storefront with wiki being the behind-the-scenes operation. We can load position announcements there, too. Membership lists have been an ongoing effort. Barb Remsburg helped and developed a great form to try to update that.

d. AIMHO College Committee Report by Marianne Price

Marianne – Thanks to Lizz and Sarah! We started with 7 and dropped to 4 committee members. We had awesome faculty: Flo Guido, Kendra Hunter, Torrey Bruce, Cory Shapiro and Deb Coffin. Thanks to them for all they contributed! Committee worked well – all 4 current members are returning to the committee. Registration was \$55 and 5 scholarships were awarded. We are giving back approximately \$1500 back to region from our budget. Lizz and Marianne will co-chair next year.

e. SHO Institute Committee Report by Dave Wilcox

What a success! We had 17 participants (from 14 institutions). Registration was \$100 for participants. Our goals were to meet the needs of middle- to SHO-level staffing. This year's faculty and topics were reviewed. Approximately \$750-1,000 will be given back from budget. All 17 participants want to come back gain. We are already researching next year's topics, and will offer a great program again next year. It is a great benefit to Association.

f. Diversity & Social Justice Committee Report by Shirl Portillos

Thanks to Chris for Diversity Scholarship! We asked for our budget to be increased, then didn't use it. We worked on updating the website – see changes soon. We created a mission statement for the committee. We contributed input to: AIMHO College and a session on women. Additionally, we suggested a small school scholarship and consulted on the case study topic and conference speakers. Still to do: bring back Social Justice Award, maintain a transition notebook, create an activity or event on social justice, and go through the archives.

g. Awards & Recognition Committee Report by Cory Shapiro

- 8 people started and 6 persisted on the committee
- 26 action items were identified and almost all were accomplished this year
- Some highlights, in addition to ordering plaques and other regular recognition efforts:
 - streamlined award nomination process: 43 nominations were received in 6 categories
 - awards booklets recreated for a second year. See Cory for a copy if you did not get one.
 - Program on recognition was offered by committee members at this year's conference
 - Scholarship recipients were recognized
 - Recognized nominators and committee members.
 - Facilitated hot topic competition.
 - Schools will get ideas on campus level recognition for the regional recipients in near future.
- Reins are passed to Wendy Davison! Thanks!

h. Research & Information Committee Report by Steve Harrison

31 schools responded to the regional survey – thanks to Lisa - results just sent! We have a new voting method (clickers), thanks to Chris Thompson! Turning Point Technologies may become a corporate partner in the future. In the future, every presenter throughout the conference could use these – surveys in halls, etc. Every member would get a clicker for the whole conference. We also worked on wikiAIMHO – Ray gets credit. Easy, and everyone should use. Steve shared that his family planned holiday meals through a wiki. A video from YouTube on wikis was shown. It has great potential for coordination and assistance for committee work. Recognized those who signed up on wiki already. Don't forget that clickers need to be returned.

i. Marketing Committee Report by Barb Remsburg

Three years ago, I was the advisor to IACURH. Last year I had a vision to connect AIMHO and IACURH through the marketing committee. IACURH and NACURH are training grounds for housing professionals. I dialogued with the IACURH advisor and explored how to strengthen the relationship. See the “AIMHO hearts IACURH” pamphlet. They will get the pamphlets in registration packets at the IACURH conference. It shares information about AIMHO, job searching, etc. Take these pamphlets back to your campus and give to students you would like to recruit into the profession. We want a link on the website to keep tabs on IACURH happenings, and a new faces and new spaces display – see the table in the conference area. Thanks to all who submitted. Thanks to Cindy for her liaison work!

X. Old Business

None

XI. New Business

a. Conflict of Interest Statement

It is apparent we need this as an association due to IRS filing requirements - this was drafted and copies are on tables.

Colorado State University –Pueblo (Rhonda Uber) moved to approve the conflict of interest statement as written. CU Boulder (Deb Coffin) seconded.

Question: from Fort Lewis College (Chris Thrash): does the language need to be so strict? Might this prevent things that are unintended?

Answer: Treasurer (Cindy Anderson) responded that if we see a gain, we just need a competitive process, so it does allow some to gain from this. The draft was modeled after NAU's statement (down from three pages to one) which has been a model for other non-profits. The Web-hosting agreement with UNC was probably the closest we've come to this issue, however, no one could beat what UNC was offering and we feel, although not through a formal process, that we did consider if other institutions could offer the same or better agreement. Taken together as a whole document, the language of the agreement is appropriate.

Point of Clarification: (prompted by Colorado State University (Shirl Portillos) and answered by President (Mike Jolly)): we are adopting this statement (no need to add to

the constitution or have officers sign). IRS does not require the statement to be in the governing documents, so we are adopting it as a stand-alone document.

Vote: 29 For -0 Against -1 Abstention: Motion passes and Conflict of Interest Statement Adopted

b. Nevada Inclusion

Nevada was not in any region before (according to ACUHO-I)

Including Nevada in AIMHO was moved by University of Wyoming (Beth McCusky) and seconded by University of Arizona (Greg Ziebell).

No discussion

Vote: 30 For -0 Against -0 Abstain: Motion passes – Welcome Nevada!

c. Conference Bids for AIMHO 2010 & RAppin' 2010

Solicited bids for AIMHO 2010: Presentations were given by:

- Cory Shapiro (and posse) for Arizona State University in Phoenix, AZ
Degrees of Change: Forecasting for the Future
Nov 14-17, 2010
- Ray Gasser for University of Idaho & North Idaho College in Coeur d'Alene, ID
Nov 14-17, 2010

Question: University of Arizona (Greg Ziebell): Do we have estimates of Hotel costs?

Answer: Arizona State University (Cory Shapiro): \$160 is the current rate at Wyndam (neighboring hotels are at \$99)

Question: Utah State University (Whitney Milligan): do the proposed dates conflict with IACURH?

Answer: Arizona State University (Cory Shapiro): IACURH only bids one year out, so they are prompted to consider AIMHO dates when they are bidding/planning.

Vote (by clicker): University of Idaho & The College of Idaho will host in 2010

RAppin bids for RAppin 2010: University of Wyoming

Colorado State (Shirl Portillos) moved for University of Wyoming to host Rappin' 2010. Second by Utah State (Whitney Milligan)

Discussion: Presentation given by University of Wyoming

Vote: 30 for -0 Against -0 Abstentions: Motion passes - University of WY to host

d. Elections

I. Member at Large (Senior Level)

- **Cory Shapiro** from ASU was nominated by Dixie State College (Dallin Young) and seconded by Northern Arizona University (Rich Payne)

- **Adam Beaver** from CU Boulder nominated by CU Boulder (Gardiner Tucker) and Sheridan College (Ginny Racette) seconded
- **Brad Shade** from UNC was nominated by UNC (Jenna Finley) and was seconded by Fort Lewis College (Chris Thrash)

University of Arizona (Greg Ziebell) moved to interpret “majority” (from our constitution) as 50% +1 to be majority

Second: Dixie State College (Dallin Young)

Discussion: This would mean there is not a plurality and we would have a run off if one candidate did not reach the 50%+1 threshold.

Vote: 29 for -0 against -1 abstention : motion carries

Candidates for Member at Large (senior Level) spoke about their experience and goals for the position.

Vote: Brad Shade will be our next Member at Large (Senior Level)

II. President Elect Election

- Jeff Bondy (University of Montana – Bozeman) nominated by NAU (Rich Payne) and seconded by Tropicana Gardens (Torry Bruce)
- Move to close nominations by University of Wyoming and seconded by Colorado State University (Shirl Portillos)
- Discussion: Rich Payne (NAU) – enthusiastic about Jeff’s candidacy and we would be fortunate for him to serve. Jeff Bondy – shared his thoughts on his experience and goals.

Vote: Ray Gasser moved to vote by acclamation: passed unanimously! Jeff Bondy is our new President – Elect.

XII. Announcements

Host committee: we are running late tonight and will get shuttles running as soon as we can.

XIII. Adjourn

Moved by University of Idaho (Ray Gasser)

Seconded by Fort Lewis College (Chris Thrash)

Adjourned at 6:49 PM