

Annual Business Meeting Minutes
November 10, 2009
Colorado State University – Fort Collins, Colorado

Pre-meeting announcements:

- Program Committee members: please take vans immediately after the meeting.
- Please sign in if you have not. If you know of folks that are not here, please call them! We need a few more schools to check in.
- Clicker instructions (donated by Turning Point Technologies) & practice questions were reviewed by Chris Thompson.

I. Call to Order by Sue Belatti

President Belatti called the meeting to order at 3:17 PM.

II. Appointment of Parliamentarian by Sue Belatti

President Belatti named Greg Ziebell from the University of Arizona parliamentarian.

III. Quorum Report by Julie Love

We have met quorum. There are 33 schools present with voting rights.

IV. Review and Approval of Minutes by Julie Love

Fall Business Meeting 2008 – University of Northern Colorado

- Secretary Love: please note that a number of typos have been fixed since the minutes were emailed.
- University of Idaho (Ray Gasser): In Section 11, Subsection C – It should read that North Idaho College (not the College of Idaho) will co-host AIMHO 2010.
- **Tropicana Gardens (Dave Wilcox) moved to approved the minutes as amended.**
- **New Mexico Tech (Ruth Stoddard) seconded.**
- **Minutes passed: 32 for - 0 against -1 abstention**

V. Officer Reports: Paper & Electronic Copies Are Available

a. President	Sue Belatti
b. President Elect	Jeff Bondy
c. Past President	Mike Jolly
d. Secretary	Julie Love
e. Treasurer	Cindy Anderson
f. Member at Large (Senior Level)	Brad Shade
g. Member at Large (Entry Level)	Jessica Crombie

President Belatti: Written copies are on tables. They were also sent electronically. So, the President is summarizing all officer reports except for updates from our Treasurer. President Belatti referenced a power point slide: all officers were liaison to committees and participated in executive committee monthly phone calls to deal with business (these were often 90 minutes to two hours in length). The regional affiliation agreement was discussed at length and we were better prepared to sign the agreement through efforts by ACUHO representatives. A Treasurer's manual was adopted – thank you to Cindy Anderson for her work on this document, and the multiple addendums as well. Much preparation and work went into the Summer Meeting, which included our valued committee contributions as well. It was the six month out point and involved two days of work. AIMHO Bylaw updates were discussed by the Executive Committee with help from Greg Ziebell. The AIMHO annual budget was developed with help of the finance committee, which also did an audit of the current budget. Filing of the IRS 990 form was prepared by the Treasurer, with oversight from the executive committee. We saved 50% off of the bill this year for the CPA because Cindy Anderson worked so hard on our record keeping. We worked hard on garnering support from corporate partners for the conference, which offsets the cost of the conference. We closely tracked attendance at AIMHO and our budget due to the poor economy. However, this is the largest conference we have had to date! We are so pleased. We also worked on the State and Provincial Representative role. Hopefully you

have read through the materials we sent. President Belatti opened for questions on officer reports. There were none.

Treasurer Report: Power Point visual aids were shown. Treasurer Anderson reviewed the dues stratification by size of institution. Corporate Sponsor information was also summarized. This year the support was just shy of \$40K (blue line on PPT slide). We had 25 corporate partners including Turning Point Technologies. This was such a solid performance by the committee! Treasurer Anderson reviewed how we transact business: Paypal and credit card use is now used significantly more than check-cutting.

VI. IACURH Report by Wendy Wallace

“Hey IACURH!”, “Hey What?!”: IACURH stands for the Intermountain Affiliate of College and University Residence Halls. It is a parallel student leader organization to AIMHO. Their annual regional conference follows immediately after AIMHO and many attendees here “double conference” back to back as advisors. Northern Arizona University is hosting this year. Rich Payne, Director of the Office of Residence Life at NAU advised the student group that attended NACURH and “rode the pony” and had fun. “Truth, Justice and The Leadership Way” is the theme this year. More than 300 participants are expected, boardroom business, leadership elections, entertainment, and program sessions will all round out the conference experience.

VII. RAppin Report by Erin Dewese

The conference was hosted at University of Northern Colorado. 233 attended which was a huge increase. Thanks for supporting your delegations! There were 68 program submissions and the best of RAppin program was from the Institute of American Indian Arts. Approximately \$5,000 will be given back to region (applause). This year was the 25th anniversary for RAppin, so a scrapbook of history was started and will hopefully be a tradition. Thanks to Cindy Anderson for all her assistance. From Treasurer Anderson: Thanks to Erin Dewese, Marianne Price and the entire UNC host committee!

VIII. ACUHO-I Liaison Report by Jill Eckardt

Jill was just on a conference call and learned that many participated in the economic survey that we recently repeated. Dave MacKelfresh from Colorado State University crunched the numbers which seem to indicate that we are seeing a thawing in travel freezes, budget cuts and position freezes. The economy seems to be looking better and budgets are recovering! The nomination process is starting for four ACUHO-I ex-officio or officer positions. We are looking for great folks. AIMHO is not represented on the exec board, which would be nice to see change. I’ve had great conference. Thanks to CSU and all the hospitality. President Belatti: Thanks, Jill for being here!

IX. Committee Reports: Paper & Electronic Copies Are Available

Again, reports were distributed prior to the business meeting, so we will only be hearing updates to the written reports from Committee Chairs.

a. Program Committee Report by Gardiner Tucker

Two updates: We had 33 mentors and 35 mentees participate in “Mentoring Matters” which was very high. There were 21 case study participants this year. Great participation in both programs!

b. Host Committee Report by Mary Ellen Sinnwell

Conference registration was 240 participants with 48 additional participants from Colorado State University for a grand total of 288! For Corporate Partner Vendors, we had 28 contribute monetarily and 26 attended the conference.

c. Web Master Report

None

d. AIMHO College Report by Marianne Price

We had 28 participants this year (largest ever). We will return approximately \$1,000 to AIMHO.

e. SHO Institute Report by Dave Wilcox

We had 16 participants and 6 faculty members this year. We will be rolling over \$3,500 in seed money to next year's SHO Institute.

f. Diversity & Social Justice Report by Paul York

No updates to written report.

g. Awards & Recognition Report by Wendy Davison

No updates to written report.

h. Research & Information Report by Richard Clark

No updates to written report.

i. Marketing Report by Barb Remsberg

No updates to written report.

X. **Old Business**

None

XI. **New Business**

a. Bylaws Changes

President Belatti: We may postpone this item to a future business meeting or call a vote electronically. We do not have 2/3 of dues paying members present, which is the required number to vote to change our bylaws.

b. Whistleblower Policy

Treasurer Anderson: A Whistleblower Policy is required by the IRS for all non-profits. In IRS documents for this year, I reported that we do not have a policy, but we want to have one by our next filing. I modeled the verbiage on other nonprofits. This policy addresses misappropriation of funds and other indiscretions. It outlines who oversees these issues within the organization and how we would proceed if such allegations are made. These are IRS expectations and they are looking for conformity to best practice.

- **Arizona State University (Liz Kather) moved to adopt the policy as written**
- **University of Idaho (Ray Gasser) seconded**
- Question from Colorado State University (Shirl Portillos): Does this policy only govern financial indiscretions or does it include other types of ethical/behavioral issues such as racial harassment?
- Answer from Treasurer Anderson: It is inclusive beyond the misuse of funds.
- Colorado State University (Shirl Portillos): Can we clarify that in the policy statement?
- Treasurer Anderson: Yes, but we need some language.
- Ray Gasser and Shirl Portillos volunteered to work on drafting an amendment.
- **University of Arizona (Torry Bruce) moved to table the motion until later in this business meeting**
- **Montana State University - Billings (Jeff Rosenberry) seconded**
- **Tabled by majority**

c. AIMHO Dues Rate Changes

(This agenda item was skipped because it requires a bylaw change and there were not 2/3 of dues paying member schools present).

d. Adoption 2010-2011 Budget

Treasurer Anderson: See written copies at your table and the projected image. Because we do not have 2/3 of the dues paying members to change the dues, the proposed document will be affected. AIMHO has been under-expending what has come in for years. So in the past, we have proposed and approved budgets that were higher than our income to try to put an end to the large carry-forwards. However, this year we expended \$11,000 more than we generated, so we changed gears to realign the budget. There are many committees and projects such as the Awards & Recognition Committee and the SHO Institute Committee

that stepped up to return money to the association. We looked at how to budget to start at zero and end at zero. We discussed what we valued and how we could achieve more in an affordable manner. From this process came the need to propose a dues rate change. We wanted to support small schools while at the same time having larger schools pay more. The current dues structure may not have changed in over 20 years. To clarify the documents before us: \$1,240 is the carry forward. We will have a deficit of \$4,500 without changes. We will probably see a carry forward, but it is not good practice to count on this. D & O insurance and ACUHO-I expectations are likely in line with future fees, so we will be able to cut that line by \$1,000. The diversity committee has not spent funds in the last couple years, so we could reduce it to \$1,000. If we would have a carry forward, it would go back to this committee. We can also drop the SHO Institute to \$0. We asked that next AIMHO conference raise \$35,000 and give back \$13,000 to the Association. We wish the conference to remain affordable, however.

- **Tropicana Gardens (Dave Wilcox) Moved to approve the budget as discussed.**
- **Colorado State University-Pueblo (Rhonda Uber) seconded.**
- University of Arizona (Torry Bruce)- The diversity committee was asked to fund a keynote, which is why it was budgeted at this amount.
- Treasurer Anderson: This is true. We will try to adjust as we can.
- Western Wyoming Community College (Jon Shrader): Thanks to Cindy Anderson for her work.
- **32 for -0 against -1 abstention: Motion passes . Budget Approved.**

Thanks Cindy!

b. **Whistleblower Policy (revisited)**

University of Idaho (Leah Durnin) moved to take the Whistleblower Issue off the table
New Mexico Tech (Ruth Stoddard) seconded.

All in favor.

Friendly amendment to the original draft by Colorado State University (Shirl Portillos) as follows:

Change “employment” to “membership” in first sentence in “No Retaliation” section.
AND add the following verbiage to the last sentence in the “Reporting Violations” section:
“For suspected fraud, harassment, retaliation, adverse behavior or any action that is contrary to high ethical standards.”

Discussion: University of New Mexico (Patrick Call): “High” ethical standards – this is too high of an expectation.

University of Idaho (Ray Gasser) – We took consistent language from the rest of the document and felt “high” ethical standards was appropriate.

All were in favor of passing the Amendments as written – the “I”s have it.

Main motion as amended:

No further discussion.

Passed unanimously. Motion carries.

a. **Conference Bids for AIMHO 2011 & RAppin’ 2011**

AIMHO 2011: Arizona State University: Cory Shapiro presented a proposal on behalf of ASU.

Theme: Degrees of Change: Forecasting the Future.

Tempe, AZ: Nov 6-9, 2011

Discussion: University of Idaho supports this bid!

Unanimous support! ASU will host in 2011!

RAppin 2011: Julie Franklin spoke on behalf of Brigham Young University. BYU would be happy to host. We are committed to our students and their development and the staff will be happy to host (when Julie tells them).

Unanimous support - BYU will host in 2011!

b. Elections

I. President Elect

Chris Ralphs from Utah State University was nominated by Wendy Davison from Northern Arizona University

Colorado State University (Shirl Portillos) moved to close nominations for President-Elect

Fort Lewis College (Megan Calder) seconded

Chris Ralphs spoke to his reasons for running for office.

Outcome: Chris Ralphs elected President-Elect

II. Treasurer

Barb Remsburg from University of Utah was nominated by Lindy Nielsen from University of Utah

Cindy Anderson from Northern Arizona University was nominated by Gretchen Wesbrock from Northern Arizona University

Lori Lander from University of Colorado –Boulder was nominated by Jeff Bondy from Montana State University-Bozeman

Colorado State University (Shirl Portillos) moved to close nominations

Fort Lewis College (Megan Calder) seconded

Candidates were given the floor to speak to their reasons for running for office. (Lindy Nielsen represented Barb Remsburg who was not able to be present).

Secretary Love moved for a 2 minute caucus before voting.

Southern Utah University (Steve Harrison) Point of Clarification was requested regarding the Treasurer Elect position that was included in the Bylaw changes

President Belatti: Because we could not consider the bylaw changes, we are following current bylaws for a treasurer position and the Treasurer-Elect position is not in play.

Outcome: Cindy Anderson re-elected Treasurer

III. Secretary

Rhonda Uber from Colorado State University –Pueblo was nominated by Shirl Portillos from Colorado State University

Amanda Menge-Tebay from Montana State University-Bozeman was nominated by Wendy Davison from Northern Arizona University

New Mexico Tech (Ruth Stoddard) moved to close nominations

Candidates were given the floor to speak to their reasons for running for office.

Outcome: Rhonda Uber was elected Secretary

IV. Treasurer-Elect, if approved

(This agenda item was skipped because it requires a bylaw change and there were not 2/3 of dues paying member schools present).

V. Member at Large (Entry Level)

Victor Salazar from Arizona State University was nominated by Jeff Rosenberry from Montana State University - Billings

Amanda Menge-Tebay from Montana State University-Bozeman was nominated but declined

Jeff Rosenberry from Montana State University - Billings was nominated, but declined

Casper College (Barb Meryhew) moved to close nominations

The Candidate was given the floor to speak to his reasons for running for office.

Outcome: Victor Salazar was elected Member at Large (Entry Level)

Treasurer-Elect (Pending Bylaw Change)

University of Colorado -Boulder (Adam Beaver) moved to elect a treasurer-elect PENDING a future bylaw change

University of Nevada at Las Vegas (Alli Meyers St. John) seconded

Question from Colorado State University – Pueblo (Rhonda Uber): clarify how this would occur?

President Belatti: 2/3 of dues paying members need to approve bylaw changes – this could happen electronically or at a future business meeting, timeline is currently unknown
Question from Colorado Northwestern Community College (Bailey Borman): Is there an “absentee” ballot method

President Belatti: No. Although if we wanted one, it would need to be amended in the bylaws.

Secretary Love: Point of Clarification: 2/3 of dues paying schools is currently 37 schools. There are 33 schools present with voting rights.

Colorado State University (Shirl Portillos) called the question

Motion passes to elect a Treasurer-Elect: 24 for -9 against – 0 abstained

Nominations for Treasurer -Elect:

Richard Clark from University of Nevada Las Vegas was nominated by Alli Myers-St. John from University of Nevada Las Vegas

Lori Lander from CU Boulder was nominated by Maureen Walsh from Montana State University - Bozeman

Barb Remsburg from University of Utah was nominated by Rhonda Uber from Colorado State University - Pueblo

Chris Mullen from University of Northern Colorado was nominated by Erin Dewese from University of Northern Colorado

Fort Lewis College (Megan Calder) moved to close nominations

Colorado State University (Shirl Portillos) seconded

Candidates were given the floor to speak to their reasons for running for office.

Result after vote #1: run off election needed between **Richard Clark and Lori Lander**

Result after vote #2: Tie at 16 each

University of Arizona (Torry Bruce): moved to have a dance off; University of Idaho (Ray Gasser) seconded. The Chair did not entertain this motion.

University of Arizona (Josh Hill) - moved to do an electronic ballot with these two candidates since it is tied to the bylaw change vote as well.

New Mexico Tech (Ruth Stoddard) seconded.

All were in favor. Motion Passed.

XII. Announcements

- Sue Belatti: Look for the email on bylaws and elections and ad hoc committee on review of governing documents.
- Cindy Anderson: It is Sue Belatti’s Birthday – just kidding. NAU is so proud of her! Everyone joined in “We’re proud of you Sue!” (sung to tune of Happy Birthday).
- CSU Host Committee: vans are waiting to transport you back to the hotel.

XIII. Adjourn

University of Idaho (Ray Gasser) moved to adjourn.

Colorado Northwestern Community College (Bailey Borman) seconded.

All were in favor. Meeting was adjourned at 5:25 PM