



AIMHO Summer Meeting Minutes
Colorado State University, Fort Collin, CO
May 28-30, 2009

Executive Board - Wednesday, May 28, 2009 – 2:30 p.m.

Present: Sue Belatti, Grant Sherwood, Cindy Anderson, Brad Shade, Mary Ellen Sinwell, (telephone, Mike Jolly, Julie Love)

Review of Summer meeting agenda – Sue Belatti

Sue provided an over-view of the AIMHO Summer meeting and items to be discussed

Summer Meeting Update – Mary Ellen Sinwell

- Mary Ellen offered well-wishes for our stay and offered her staff's support during the summer meeting
- The Hilton staff is looking forward to our visit this evening
- Mary Ellen solicited input from the Executive Committee regarding the host hotel and conference space, specifically the proposed exhibit area. She asked that we review the space with a critical eye and to pass along any feedback that might benefit the host committee as they plan for the fall conference.
- Mary Ellen informed the group that the Fall Meeting schedule will be available for review tomorrow and may have a commercial ready to preview.
- Mary Ellen also informed group the Conference Web Site would be available for preview the following day

Executive Committee Update/Committee Liaison Reports – All

- **SHO Institute** – Sue Belatti
 - Steve Harrison and Dave Wilcox will be in attendance at the summer meeting. A goal will be to coordinate with AIMHO College planners to make efficient use of resources and collaborate when possible.
 - A similar goal will be to avoid the accidental competition between AIMHO College and SHO – Sue has appreciated the AC/SHO collaboration.
 - Jess Crombie (our new Exec Member – New) is also on the AIMHO College Committee, which will aid in the planning
- **Diversity and Social Justice** – Jeff Bondy
 - Paul York has recently transitioned into the Chair position held by Laura Bennett.
 - Jeff reported the committee is a bit behind due to transition and will follow up with Paul to make sure he understands his responsibilities and attempt to identify timelines.
- **Corporate Partners** – Cindy Anderson/Brad Shade

- Cindy thanked Brad for sitting in with Trey from Southwest Contract this morning to discuss the current and future of the Corporate Sponsorship....so far we have 17 corporate sponsors....
- Trey from Southwest Contract feels the sentiment is that the weak economy will NOT have much of an impact on corporate support.
- Brad feels group is off to a good start – discussed details regarding pipe/drape, storage, etc...Brad feels CSU is doing a nice job.
- Brad would like to improve the opportunity among first year attendees to utilize and benefit from corporate sponsors.
- The Corporate Sponsors Committee will implement a session this fall that will enhance the interaction between corporate sponsors and new professionals. The session will include information that will help new professionals:
 - Understand the purchasing/procurement/RFP process
 - Identify important product characteristics and the appropriate questions to ask
- Brad, the committee and Trey discussed how best to use the \$600.00 budget allocated to buy the corporate sponsors fits. Trey expressed feedback that the gifts are often not taken home, or appreciated. A new option might be to plant a tree at the Pingree Park Campus in recognition of each corporate sponsor.
- Brad also discussed the want/need to recognize our long-term partners. The question came up “is there a plaque that we could give” that would honor our long-term sponsors. The executive committee will discuss this at an upcoming meeting.
- The group is brainstorming strategies to attract new sponsors. The CSU Host Committee are creating a marketing piece (card) that will provide information on the fall conference and the benefits of partnering with AIMHO. Trey recommended that a niche area might be architectural firms.
- The group discussed arranging “tracks” for vendor’s area that would allow members more consolidated interaction with vendor groups they are most interested in.
- Cindy reminded the Exec group of the Lyle Morris Award. Sue mentioned that we will determine the winner around September.
- **Research and Information/Marketing** - Mike
 - Rich will report on clickers during our larger meeting
- **Awards and Recognition** – Julie
 - Wendy Davison has done a nice job and will have a full report tomorrow
- **Program Committee** – Brad
 - They will be busy at the meeting
 - A large portion of committee was able to attend the meeting
 - Tuck is able to attend the summer meeting, however Becca is not
 - 73 program submissions...each member was to come to the meeting with their ratings.
 - Final call on Diversity Speaker will be made during the summer meeting.
 - Sue requested that Paul York attend the program committee discussion on the Diversity Speaker

- Cindy inquired who the liaison was to the Diversity and Social Justice Committee. Tuck and Becca had made several unsuccessful attempts to communicate with Diversity and Social Justice Committee.
- Brad may ask Paul to sit in on the program selection to insure that the Diversity and Social Justice Committee is represented.
- Sue expressed the need of the programming committee to communicate with presenters prior to the conference to make sure they have institutional support and try to confirm commitment of presenters
- Deb Coffin mentioned that NASPA program presenters had dropped at the last minute due to the dynamic economy..and travel budgets that are being reduced.
- Mary Ellen suggested that we identify a second-tier of programmers (local) in case some of the presenters from a distance drop at the last minute.
- **Host Committee – Mary Ellen**
 - Will provide full report tomorrow

State and Provincial Representative Roles – Sue

- Sue referred to the example of the State/Regional Representative program established by NWACUHO. It is set up like a committee...many new professionals on the committee.
- Sue recognized the benefit of their liaison committee and potential benefit such a committee could have to the AIMHO region.
- We will establish “interim” Representatives to provide direction and feedback over the next six months.
- The Executive Committee reviewed the State and Provincial Representative Job Description
 - Liaisons would be elected to two year terms at the annual conference.
 - Terms would off-set that that half of State/Provincial Liaisons would be elected each year at the annual conference.
- Jeff suggested that we also add “pooled transportation to the conference” to the list items to discuss with member schools.
- Grant expressed the concert that the Exec Committee to choose the correct persons ...perhaps limit the number of liaisons to three and train them well. Grant feels that our plan is a bit aggressive considering the timeline.
- Sue reminded Grant that the initial Interim representatives are experienced professionals in the region and discussed the list of potential Liaisons that are being considered and approached.

Conference Host Manual/Conference Bid Proposal Forms – Sue

- Sue communicated that we would benefit as an organization by being clearer with hosting responsibilities, as well as the steps involved in considering bidding.
- We reviewed the bid proposal sheet together, Cindy asked that we review the proposed worksheet in more detail and provide feedback at a future exec board meeting.

- Jeff suggested we provide an addendum to the host manual that includes (conference registration rate, hotel room rates, conference attendance, and corporate sponsorship support) for a determined amount of time, so that potential hosts have historical data to guide them.
- Brad suggested strengthening language regarding time/format allotted to bid presentations during the annual business meeting.
- State representatives can play a role in soliciting conference bids and referencing/distributing host manual/guidelines.
- Brad wants to continue discussions on our Corporate Spor Chair.

Treasurer Manual – Cindy

- Cindy modeled a treasurer manual and attachments after the UMR-ACUHO-I manual.
- Cindy loaded this on the Wiki-AIMHO page
- Anyone that we compensate for more that \$600.00 we need to require they complete a 1099

Break

Introduction/Arrival of Committee Chairs/Update/Charge to Committee Chairs

- Sue reminded the group that Committee Chair reports are due (presented) Friday at 1:00 pm
- Chairs are invited to participate in remaining meetings with Exec group
- Sue communicated the need to dedicate an amount of time to the state of the association budget and how to compensate for budget shortfall – negative FY balance in current FY

Budget Update – Finance Committee Summary

- Cindy distributed the FY 08 expenditure report summaries from each of the committees
- Cindy informed group that the Finance committee recommended that our reserves should be maintained at 20% of annual receivables – Thus a portion of the current deficit could be drawn from maturing CD.
- We budgeted in 08-09 against an inflated budget (consecutive RAppin years) earned a profit...this is an aberration and cannot be relied upon.
- Cindy communicated that in the am the finance committee discussed the need to implement a mid-year budget rescission ... Do to the anticipated increase in Corporate Partner support, we feel we do not need to implement a rescission, but committees need to manage closely to the mission and goals of their committee and to not be excessive.
- Cindy stated that committees need to have involved and responsible discussion as to whether or not all expenditures are necessary. The expenditures should be purpose driven.
- Cindy also reminded the group that we will be investigating ways to increase revenue in short and long term.
- The CSU Host Committee will actively solicit new corporate partners in the Denver area
- Sue and Jeff will actively recruit new corporate sponsors at ACUHO-I.

- Also need to be mindful of reduced travel budgets and the financial impact as we consider that costs of the annual conference.
- We have already over-spent one line-item budget....the NHTI scholarships...we funded \$1000.00 vs. \$500.00
- Need to do some pre-conference surveying to determine the impact on travel budgets...the state representatives could facilitate this, or Surveymonkey.com is another option
- Dave Wilcox raised the issue of CDA in 2010 and the costs of travel

Miscellaneous Committee Chair Updates – All

- Steve Harrison – mentioned the Wiki license expires June 30th – Steve feels it is well-worth the \$1,000.00 if used appropriately.
- Sue mentioned the ongoing discussion as to whether the tele-conference and or webinars are a good use of our time and money
- Barb feels we need to identify who is going to direct and provide content for tele-conferences and or webinars
- Dave Wilcox – would like the exec, program, and other committees that begin showing up on Friday of AIMHO to be able to participate in the SHO. Committee members that will already be in Fort Collins should consider attending SHO...and schedule accordingly so they can participate. Need to work internally to avoid conflicts.
- Dave Wilcox – raised the issue that many SHO attendees cannot continue on through AIMHO...Sue questioned if/whether the pre-conference programs are in competition with one another. Cindy voiced that all SHO attendees went to AIMHO.
- Mary Ellen mentioned that we need to seek 160 bed nights Sunday through Tuesday
- Rich mentioned the need to discuss AIMHO tracks vs. pre-conference activities
- Cindy referenced associations where there are complete tracks that named and underwritten by corporate sponsors
- Barb mentioned the need for us to pursue electronic resources vs printed materials

Questions/Concerns for ACUHO-I - Sue

- No questions/concern/ideas were generated.

Treasurer Elect Position – Cindy

- Cindy introduced a Treasurer Elect position – The Treasurer would serve one year as the Treasurer Elect and two years as the Treasurer.
- Sue asked questions about the process/procedures involved and reminded all that we would need to discuss at the annual meeting, as well as add language to the by-laws
- Cindy recommended distributing information regarding the position to the Association prior to conference with the intent of voting on at the conference.

The Sage in 5 Years

- Sue addressed the challenge associated with finding a Sage. We are running out of the most-seasoned AIMHO members...which limit the pool of potential Sages
- Discussed the purpose of the Sage:
 - To honor/recognize an Association member for their experience/contributions
 - As well as mentor/guide the President
- Discussed what possibilities exist in the years we cannot identify a Sage.
- The discussion has been tabled for now.

Constitutional Bi-Laws Revisions – Sue

- Cindy recommended creating a sub-committee to conduct an annual review of the AIMHO constitution and the by-laws.
- During the upcoming conference we need to review/approve the proposed Treasurer Elect job-description
- Also need to incorporate language on Presidential appointments for vacant positions
- Evaluate the need to add language regarding the State and Provincial liaisons in the bylaws – however upon further review, realized that just subcommittees are listed.
- Cindy proposed discussing this role with the full-conference membership to gauge reaction.
- In an upcoming exec committee conference call we will extend the discussion on needed constitutional bi-laws
- We may also work with Greg Ziebel to review the constitution prior to Fall meeting.
- Brad questioned whether or not failure to reach quorum has been an issue....it has not been but Cindy feels the key is work with the host committee to identify a time that is apt to be free of conflict.

Whole Group Meeting – 4:00 p.m. Fireside Room - No Minutes Taken

Friday – Large Group Meeting – 8:46 a.m.

Wiki-Aimho - AIMHO.org

- Sue opened the discussion as to the future of Wiki-AIMHO/Website.
- The initial report from Brad Shade was that UNC hosted the Web-Site
- Currently the maintenance/updates to the Web Site are made sporadically
- It is easy for the Web-Page to be out of date
- We need to determine as an association where/how we want to dedicate our resources
- Currently we spend \$1,0000.00 per year on the Wiki
- Sue promoted the benefits of the Web Page. She has directed ACUHO-I colleagues to our web page on various occasions during her presidency.
- Barb Remsberg mentioned that in March she recognized the web-page was not up to date
- Dave Wilcox reinforced the importance of the Web page and mentioned that the web-page is our front door and our first impression
- Several comments supported the notion that the Wiki is useful dependent on the aptitude of the user

- Dave supports a web-master to maintain the page...due to the importance of the website
- Sean Broghammer has volunteered to serve as the AIMHO webmaster.
- Jess Crombie recommended adding web-site responsibilities to one of the executive officer positions
- Jess feels the Wiki is underutilized, and that a cultural shift that is needed for users to become comfortable using the Wiki
- Brad was unsure of whether or not the webpage was hosted by UNC's server
- Rich Clarke mentioned the possibility of Google Docs as a low cost method of hosting documents.
- Barb has used the Wiki – more for information posting vs. anything interactive
- AIMHO College has not used the Wiki much...plans to use it more in the future. At first the committee members were unaware of how to use it, but she sees the benefit for future use
- Sue asked if non-AIMHO members could access the wiki
- Wendy Davison mentioned that many of the users registered for the Wiki at the conference...as well as pointed out the benefit of the large group e-mails and Steve "accepts" them.
- Cindy recommended that find a way to provide additional resources/conditions of use to committee chairs (Wiki)
- ACUHO-I does not partner with regional associations in web-site hosting ...Grante mentioned the potential benefits of consolidated web hosting
- Sue presented the question as to whether or not the Wiki is a good use of resources....as well as the reality that we cycle through committee chairs/officers provides transitional issues..."about the time you learn to use the page" you move out of the position
- Brad stated that Sean will not be upset if he no longer has to update the web-page
- Sue mentioned the benefits of a committee that focuses on the web-site and oversight of maintenance
- Wendy Davison mentioned the value in Barb setting deadlines for submissions (AIMHO Angle) and that logic could be adapted to the Web-page...and information submissions/gatherings
- Brad feels that we could provide/utilize distance learning (either Wiki or Web Page Development).
- Cindy stated that many of the "busy" submission dates could be spread out...if we planned vs. react. Regardless of who updates the web page..we need to be better planned and not all require updates at once
- Sue mentioned that the skill sets of the marketing committee chair person may not be the same skills required of a web manager
- Sue mentioned that there is behind the scenes work that needs to be done...a subcommittee perhaps that investigates web hosting options and what the committees could/would do to maintain the page

Finance Committee Updates – Cindy

- Described the role of the Finance Committee and why it was created/implemented

- Explained the 990 Tax Return form...and how the CPA has helped us complete the 990 more accurately...as they have a better understanding of tax code
- The CPA recommended additional review/over-sight over the association's finances... Cindy followed through and put in motion the creation of the finance committee
- Grant was responsible for coordinating the first meeting...Grant commented that he felt this year was a good start..and pointed out that we learned much from the process.
- Cindy announced that we will no longer allow host schools to manage their own conference accounts...we now have three accounts RAppin, AIMHO, Association. Each will have a check book.
- Cindy reported that as a group we randomly selected transactions from the Quickbooks report to look up on the bank ledger and accounted for the papered receipt.
- Sue and Jeff will submit a document at ACUHO-I that states we have filed a 990.
- Cindy has posted financial documents on the Wiki
- The Finance Committee made recommendations regarding the upcoming budgets...discussion included expanding revenue and controlling expenditures
- It was reported by Cindy that the conference accounts RAppin/AIMHO be moved to a sub-account in the AIMHO budget.
- We discussed host committee liability if they experience a loss. This might prevent/discourage come schools from hosting.
- Sue announced that the Finance Committee discussed the levels of registration costs for both the annual conference and institutional registration and the need to increase..that our registration costs are much lower than most regions...the last time they have been raised was 2001.
- Grant voiced that we really need to review our relationship with ACUHO-I due to the lack of consistency in how accounts are managed across various regions.
- Grant feels we need to always be advanced in our planning of the associations financial future.
- Rich inquired as to how other regions feel about the state of regional budgeting/affiliation agreement with ACUHO-I.
- We researched four insurers and landed on Philadelphia ... they provided retroactive insurance pending we did not have prior knowledge of the pending claim.
- Our coverage with Philadelphia costs \$1,000.00 per year
- Grant feels that ACUHO-I is delegating overhead costs down to regional associations...he recommended that AIMHO take the lead in voicing concern over ACUHO-I's current approach.
- Sue and Jeff will carry forward the concerns to the ACUHO-I conference.

Membership Dues: Sue

- Sue introduced a discussion as to whether we need to adjust our bi-laws and increase our rate-structure
- Cindy feels we have not addressed the rate structure for at least 10 years
- Sue made the analogy to setting housing rates...that we adjust to inflation each year, but as an association we have not kept up.

- Brad mentioned the need to narrow the ranges in school sizes....0-1,000 is too broad.
- Later the group reviewed the institutional range established by ACUHO-I.
- Grant was surprised that you can be a member of AIMHO and not ACUHO-I...and vice versa
- Cindy reviewed the breakdown of AIMHO member schools by size of school
- We also reviewed the ACUHO-I membership dues...Brad was in favor of adopting this scale
- We will continue discussion as to whether or not adapt the ACUHO-I rate increases to be more fair
- The adjustments to the rate structure will provide additional revenue for the association

Treasurer Elect Position – Cindy

- Sue announced that we are pursuing the revision of by-laws to create a Treasurer Elect

Constitutional Bi-law Revisions - Sue

- Sue announced that we will be working with Greg Ziebell to update the bi-laws..some of the potential revisions include
 - Creating a Treasurer Elect Position
 - Mid-year Officer Transition /Appointment
 - State and Provincial Representatives

Member Rates – Sue

- We will propose a rate change at the next AIMHO Conference
- The proposed re-structure we would double our revenue
- When asked, Julie Love at Fort Lewis would have to re-consider if she could support the rate restructuring...Cindy felt Northern Arizona would be less-impacted thus demonstrating a varied impact to regional schools.
- We will need to visit with the state and provincial reps regarding how to communicate information is this is approved.
- We will visit more about this as an exec committee

Conference Registration Dues - Sue

- Sue mentioned that the association covers the costs associated with on-line – ends up costing the association around \$2000.00.
- Conference costs have increased yet conference registration has not.
- Registration at UNC was \$195 yet the cost per attendee was \$388, the deficit is met through the support of corporate partners.
- Cindy raised the question as to whether we need to adjust registration rates for non-dues paying members.
- Sue mentioned the host committee is considering a non-AIMHO rate for non-members who attend the conference.
- Dave voiced his support for finding ways to increase involvement from schools outside of region...Brad expressed concerns about charging them additional fees.

- Sue mentioned that we need to recognize/incentivize the institutional membership
- Cindy proposed that any non-member school that chose to register would have the annual fee added to their conference registration or their pre-con registration
- Barb mentioned that ASCA as an example that it is more affordable to pay membership dues and member registration...vs. paying non-member fees
- Wendy Davison voiced support for Cindy's proposed rate increase
- Mike noted that some individual members (not subsidized) by their institutions...could end up paying the dues for their school...and we need to make the decision with this caution in mind.
- Dave proposed implementing a percentage point above the registration...not necessarily the flat institutional membership amount.
- Based on the 08 Conference, raising the rates for non-member schools would not have much of a financial impact either way on the association budget.
- Mike proposed that NWACUHO member schools not be charged an additional fee, if that fee is approved due to our relationship with them, and the location of the 2009 conference in Coeur de Lane.

Budget Review/Revisit - Cindy

- Cindy led a group through a preview of the 10/11 budget
- With a re-structuring of the annual membership (to follow the ACUHO-I) rate structure...our proposed increase to income would be \$4,000.00
- Cindy voiced concern as to whether the \$500 allocation was sufficient for the ACUHO-I Rep to attend AIMHO 2010 in CDA...Ray does not have the same concern based on the room rates he negotiated with the conference hotel.
- Sue mentioned that there is a clause in the affiliation agreement that if the ACUHO-I Rep is from our region, we do not need to pay the \$500.
- The proposed budget would leave us approximately \$24k in the hole for 10/11
- Cindy introduced a planning/discussion process to identify

Officer/Committee Chair Updates

Program Committee – Gardiner Tucker, Chair

- Displayed the programs selected by committee for the upcoming conference
- The next step is to make presentation room assignments..he will work with Host Committee
- Tuck and the committee feels good about the diverse representation of topics
- There were 73 submissions
- Sue mentioned the need to preserve a spot for the Best of RAppin program
- There is a good representation of small schools and large schools
- There were 22 members on the committee from six states...a few drops due to travel restrictions and life changes
- Program proposals up from 58 the previous year to 73
- Keynote considerations are Bertice Berry and Jamie Washington

- Bertice started at a high price, but Dave Wilcox feels she will come down on price.
- Paul York recommended researching non-profit, civil rights organizations that may be willing to underwrite the diversity keynote speaker
- Sue recommended we also pursue corporate sponsorship for the keynotes
- Identified three case study scenarios the initial drafts are up on the wiki
- Sue reminded Tuck that in the past we have extended ACUHO-I Rep and NWACUHO Rep an invitation to judge the case studies.
- The newsletter (June 4th) will contain program information and promotional information to attend the conference.

Host Committee – Mary Ellen Sinwell, Andrea Antonelli, Andrea Bloomquist

- CSU has created a commercial to promote AIMHO and the CSU conference. We were unable to preview the commercial but the group received positive feedback for taking the initiative.
- The Conference Web Site was previewed for us
- CSU is in the process of updating link to this year's conference registration page
- The group has included information on how to be "green" on the Web Site.
- Bikes will be available for rent, and people will be encouraged to walk to the conference center
- Guests will have the option to purchase a carbon calculator
- The largest shift will be a conference wrap up on Tuesday evening.

Host Committee/Corporate Partner Team - CSU

- As of today we have \$13,250 pledged support
- CSU has created promotional packets and post cards to attract additional corporate sponsors
- The group is working diligently to identify new partners....we have a great opportunity from the Denver Metro area.
- Sue communicated that we would help solicit additional corporate partners at ACUHO-I
- Group is considering planting trees in honor of the corporate sponsors with the \$600.00 allocated vs. purchasing individual gifts.
- Cindy applauded the group for their efforts identifying sponsors

AIMHO College –

- **See Addendum**
- The group has been doing well communicating on a regular basis.
- Liz Zavodsky is stepping out of Chair role later this summer
- The group is excited about adding learning outcomes to the curriculum
- The committee would also like to provide focus and resources on supervision
- The group would like to provide resources on privilege
- AIMHO College will be pairing with SHO on the budgeting piece
- Will benefit from the networking opportunities with SHO participants
- The committee would like to have faculty finalized soon...by the end of the summer

- Marketing subcommittee has been effective
- Budget is still not complete
- Really happy with the productivity of the team
- Sue reminded the College to be mindful of different attendance scenarios...contingencies and multiple budget scenarios
- The committee anticipates an increase in scholarship apps
- The committee would like to keep the \$55 fee
- Many people that attend pay for out of their own pocket

Awards and Recognition – Wendy Davison, Chair

The Awards and Recognition Committee has been productive since our last annual meeting, preparing for the awards banquet at the upcoming conference, updating the committee's Wiki site, and providing regional colleagues with tools to recognize those they work with on a daily basis. The committee consists of 8 members, representing 6 institutions within the region. Elizabeth Kather, Arizona State University, is the acting Co-Chair. We have not lost any committee members since November; they have been a productive and engaged group. Thus far the committee has had two conference calls where duties were delegated, goals and deadlines were set, and additional tasks were discussed.

Awards Preparation:

The Committee has reviewed all of the award criteria, as well as the application process. Little change will be made to the existing awards/criteria/process since there was a major overhaul of the nomination procedure last year. However, the committee would like to establish criteria for the "Commitment to Diversity" Award—an award that has existed in the past, but has had no recipient for several years. A vendor has been selected for the plaques after several quotes were gathered, we will be getting a significant discount for ordering in bulk. Greg Ziebell has graciously agreed to assist with the President's Plaque and Sage Award again this year.

A call for nominations will be sent to region on September 15, 2009, nominations will be due October 16, 2009. After nominations have been collected a share point site will be created for members of the committee to view and vote on the recipients. The committee will once again be putting together an awards booklet for the luncheon which outlines scholarship recipients, award criteria, award nominees, and nominators.

Programming/Recognition Tools:

Directly following the conference, the committee put together and distributed a sample press kit outlining ways our colleagues could recognize regional nominees or award winners on their home campuses. Since the conference, the committee has contributed to the March AIMHO Angle (and has submitted an article for the June edition); distributed recognition tools for Administrative Professional's Day and Student Staff Appreciation Day; updated their Wiki site to include recognition ideas and thoughts; submitted a program proposal on recognizing employees in the midst of a budget crisis; and began work on marketing the committee at the regional conference. We will also be putting together e-mails with recognition ideas/tips for Boss's Day as well as working on the Sage memory book. The committee will once again be facilitating a Hot Topics program session, putting out the call for presentation topics to the region by October 1, 2009, choosing/notifying presenters by October 15, 2009.

Budget:

\$1800 has been allocated to the Awards and Recognition committee for the 2009 conference. \$1300 has been budgeted for awards (see a complete list of awards the committee is responsible for below), \$350 for the awards booklet, \$100 for marketing, and \$50 for the Sage Memory Book.

Awards:

- Outstanding New Professional
- Outstanding Undergraduate
- Outstanding Mid-Level Professional
- AIMHO Outstanding Service
- Commitment to Diversity
- Distinguished Service Award (1 per institution)
- Hot Topics Winner
- Outgoing President's Plaque (Greg Ziebell)
- Traveling President's Plaque (engrave name plate)
- President Elect (traveling plaque, engrave name plate)
- Sage Plaque (Greg Ziebell)
- Lyle Morse Outstanding Corporate Partner of the Year
- Past President (gift certificate)
- Outgoing Executive Board Officers
- SHO Chairs
- AIMHO College Chair
- Program Committee Chair
- Diversity and Social Justice Committee Chair
- Awards and Recognition Committee Chair
- Research and Information Committee Chair
- Marketing Committee Chair
- RAppin' Host Committee (one plaque for the institution)
- AIMHO Host Committee (one plaque for the institution)

Secretary's Notes:

- The group has had two successful conference calls thus far
- Wendy on behalf of the committee is recommending Barnes and Noble gift certificates and certificates vs. plaques which could save approximately \$900.00
- Wendy is proposing a slide show vs. booklets that will save both money and paper
- Wendy inquired about who would select our corporate sponsor award winner
- Wendy and group has submitted resources to the newsletter and are working on ways to continually provide time
- Wendy inquired with Brad regarding the status and needs of the history display. Brad mentioned that he has things taken care of.
- Brad expressed his appreciation for the committees ongoing reminders for recognition opportunities

- There was a recommendation that the nominators receive a certificate for submitting nomination forms

Senior Housing Officer (SHO) Institute – Dave Wilcox, Chair

- **See Addendum A (SHO Institute 2008 Summary)**
- What is currently happening with the SHO-Dave Wilcox and Whitney are committee chairs for SHO. Due to budget cuts, Whitney is no longer able to attend AIMHO or SHO this year.
- Our committee has gone from 5 to 2 (Dave and Steve Harrison), however, Whitney is still going to participate as much as she can without being present. Although it is Steve and I, we feel confident we can make this work as so much of foundation is already set from the two prior years.
- We will likely still have financial commitments from same sponsors as the last two years.
- Steve has secured a speaker for SHO - Dealing with Budget cuts on college campus' and has also secured this speaker for the programming committee as Keynote for Monday morning.
- SHO and AIMHO COLLEGE are working together to share food costs, sharing this speaker (Kent) on Sunday morning, as this is a great topic for both groups.
- SHO is looking to have 1 presentation on Friday night, 2 or 3 on Saturday and 1 on Sunday.
- Suggested topics include:
 - Social Justice weaved into all sessions
 - Sustainability weaved into all sessions
 - Strategic Planning
 - Assessment
 - Budget for construction/renovation
 - Parental Communication
 - Summer Conferences
- Planning on 15-20 participants, 5 faculty, 2 committee members.
- Possible speakers:
 - Mark Denke, Mark Benn, Deb Coffin, Jim Dolak, Dave Mac, Kent Chabotar (Already confirmed), Katrina Rodriguez
- Tasks for Summer Meeting:
 - Complete schedule.
 - Arrange meeting locations + Meal.
 - Make formal requests to speakers with topics we would like covered.
 - Figure out cost to attend SHO
 - Marketing to SHO participants.

Secretary's Notes:

- Dave passed along that the feedback from participants has been very positive

- Whitney will assist via the telephone, but USU travel budget has been hit pretty hard
- One speaker has been selected, Kent Shabatar, Steve Harrison negotiated a fair price for Kent
- The committee chose to reduce from six sessions to five sessions
- Aiming for 15-20 participants...5 faculty and 2 committee members
- Dave recommended that people from the exec committee attend the SHO

Diversity and Social Justice – Paul York, Chair

This summer the committee will be putting together two questionnaires that will be sent out over the listserv with the help of Research & Information. The first will ask members to identify topics that they would like to learn more about or that would assist their departments in supporting students. The second will look at Safe Zone programs on our campuses and identify 'best practices'. Those will be shared once the committee has had an opportunity to compose a publication that would best relate the information.

We are hoping to work with the Research & Information Committee to send out the Safe Zone survey by the middle of June and members will have until the end of July to submit responses. The survey will most likely be constructed using Survey Monkey. At the end of July, the Diversity & Social Justice Committee will compile the results and disseminate the results by the middle of August. Ideally, this would have been started in January so that institutions have a better ability to develop a program or possibly make changes to their existing programs.

We will also spend the summer reviewing the criteria for the Diversity Award. We will be working with the Awards & Recognition Committee to put together a clear statement of what the committee will be looking for in awarding the award.

Myself and several other committee members will also use the summer to identify where we feel the Diversity & Social Justice Committee should go from here. We will be putting forth an updated mission and set of goals that will assist in guiding the future of the committee. I believe that this is important because in my conversations with past members of this committee, it is clear that there has been little consistency within the committee.

I would like to see this committee become a greater asset to the region. I believe that this can be done through fulfilling our goal of educating our region on topics of Diversity & Social Justice and through connecting with one another through the sharing of "our stories". This will be accomplished by writing regular articles on important topics and including those in the AIMHO Angle and through a partnership with the Marking & Outreach Committee.

We also plan on making great use of the wiki by including the articles and stories. I will work with the webmaster to update the web and with Steve Harrison to make some currently necessary updates to the wiki. I look forward to communicating with Steve Harrison to make the necessary updates.

We will also include a recommended reading list.

Secretary's Notes:

- The D/SJ committee started with 15 committee members down to 4
- Developing 2 surveys to distribute over the summer – results to be distributed in August
- Gathering resources on Safe Zone programs
- Will dedicate time this summer to provide criteria for the Diversity and Social Justice Award
- Will work on updating the mission for committee
- Feels their needs to be more consistency from year to year
- Wants to work on pronouns and provide resources on inclusive communication
- Will develop a recommended reading list
- Cindy would like group to consider surveying how schools respond to acts of bias

Marketing and Newsletter – Barb Remsberg

Newsletters

Starting right after the AIMHO conference, the committee gathered on a conference call to plan out the assignments for the December 2008 newsletter. The goal in leaving the conference was to re-establish the newsletter as a useful tool to the region. Timelines were established and the December newsletter hit the stands. It was delivered via email to the AIMHO listserv and was placed on wikiAIMHO.

The March 2009 newsletter was issued on May 15, 2009 and it too was sent out via the AIMHO listserv and the wikiAIMHO. The special feature to the newsletter was to seek effects of the economic impact across our region. This newsletter also contained position announcements within the region.

The June 2009 newsletter is being planned and will be issued on June 15 with a June 4 deadline for submissions.

The September 2009 newsletter will be issued on September 15 with a September 2 deadline for submissions.

OTHER PROJECTS

State Liaison Information Sheet

The intent of this document is to showcase AIMHO as a professional organization to schools who a) are not affiliated (yet) and b) to enforce the decision to schools who are affiliated but may not be taken full advantage of everything AIMHO has to offer. This item is attached in draft format ready for comment.

Pat Newman, pat_newman@byu.edu is the contact on this project.

Newcomers Handbook

In coordination with Member-at-Large, the Marketing Committee will be assisting in the creation of a Newcomers Handbook to be sent out prior to the annual conference as well as provided in print at the conference. This handbook will provide background information, pictures of executive board members, and tidbits about the region.

Christina Winings will be assisting in the coordination of this project.

Benchmarking Other Regions Marketing Efforts

The intent of this project is to assess successful marketing efforts utilized by other regions and to evaluate and make recommendations to the Marketing committee.

If you are aware of efforts going on in other regions, please feel welcome to forward those thoughts to: Tim Smith, thesenator@asu.edu or to Cory Shapiro, cory.shapiro@asu.edu.

October Committee Report Special Edition

The intent of this project is to compile all committee reports into a printed document that will be handed out during check-in at the annual AIMHO conference. This compilation of committee reports will allow all attendees to understand the scope of the committee as they consider which committee to become involved in as well as provide the time for review of committee reports prior to the business meeting so that the business meeting time could be used on current business versus reporting.

This will mean that committees will be asked to have their report compiled in time for this special edition. Amanda Menge-Tebay will be coordinating this effort, amandamenge@montana.edu.

AIMHO Website

Each committee liaison will be asking the committee to forward updates to the AIMHO website.

Committee Members 2008-09				
Last	First	Institution	Phone	Email
Bluck	Christina	Univ of Northern Colorado	970-351-1372	christina.bluck@unco.edu
Newman	Pat	BYU	801-422-6947	pat_newman@byu.edu
Deines	Tina	University of Idaho	208-885-7883	tdeines@uidaho.edu
Menge-Tebay	Amanda	Montana State	406-994-3672	amandamenge@montana.edu
Minick	Katie	Rocky Mountain College	406-657-1051	minick@rocky.edu
Remsburg *chair	Barb	University of Utah	801-587-0851	bremsburg@housing.utah.edu
Shapiro	Cory	Arizona State	480-727-9531	cory.shapiro@asu.edu
Smith	Tim	Arizona State	480-965-4109	thesenator@asu.edu
Winnings	Christina	CU- Boulder	303-492-3334	christina.winings@colorado.edu

Liaison or Focus	Connection Point	Responsible Committee Member
AIMHO College	Marianne Price	Christina Bluck
Diversity & Social Justice	Laura Bennett	Pat Newman (previously Brann)
Awards & Recognition	Wendy Davison	Amanda Menge-Tebay
Small School Emphasis		Katie Minick
Exec Board & Corporate Partners	Mike Jolly	Barb Remsburg
SHO Institute	Whitney Milligan, Dave Wilcox	Cory Shapiro
Program	Rebecca Flintoff, Gardiner "Tuck" Tucker	Tim Smith
Research & Info	Meredith Larrabee	Christina Winings
IACURH Connection	Ben Hess, IACURH Regional Advisor	Cory Shapiro

Research and Information- Richard Clarke

Completed Projects:

- Completed Teleconference ("Communicating with Parents) on Friday February 18, 2009. Meredith and Lisa provided the leadership on this program.

Ongoing Projects:

- Lisa and Rich are reviewing and preparing for the administration of the 2009 Regional Survey between July 6 and August 1, 2009. Lisa and Rich have been discussing the need to use multiple choice and range type questions in place of fill in the blanks. Data is hard to use and surveys are not being completed as asked. For example, responders are using percentages when asked for dollars or numbers.
- Researching cost and possible application of GoToWebinar.com at November 2009 AIMHO Conference. Lisa also compared cost and features of GoToWebinar.com to Spider and Telspan.
- Chris is researching cost and possible expansion of Clickers at November 2009 AIMHO Conference. The main idea is to use them for real time voting, possibly in place of paper and pencil program evaluations, and polling throughout conference.
- July teleconference focusing on budget cuts and how are schools and programs dealing with such cuts. Meredith and Rich are working on this program.

Discussion:

- Regional Survey Recommendations:
 - Continue with same questions with minor modifications. See above.
 - If questions are added, only add 1 to 2 questions per year. Are there questions that the Executive Board would like to ask?
- GoToWebinar.com use at AIMHO Conference:
 - **OPTION 1**
 - If used, recommended that GoToWebinar Corporate account is established and that AIMHO President take this to ACUHO-I in July for discussion.
 - Corporate account details:
 - 10 pack, meaning enough for each region
 - \$560.00 per month or \$6,720.00 annually
 - \$560.00 activation fee
 - Provides recording storage and tracks who is viewing
 - **OPTION 2**
 - Without ACUHO-I, the fee could be a monthly fee for 1000 users at a cost of \$99.00 per month and no contract. There is no record and archive option if we do not use the corporate account.
- Clickers:
 - **OPTION 1**
 - Purchase: \$42.00 retail, discounted to \$35.00
 - Example: 100 clickers = \$3,500.00
 - RF Receiver (1 per 1,000 clickers)
 - \$199.00 retail, discounted to \$99.00
 - No licence fee

- **OPTION 2**
 - Rental: \$5.00 1st day; \$4.00 2nd day; \$3.00 3RD day; and \$2.00 for each day after 4th day.
- **OPTION 3**
 - Foster a partnership with a trade. Clickers are rent free with support at the conference in return for a vendor booth.

Secretary's Notes:

- Rich mentioned he is unsure if the teleconferences /webinars should fall under this committee, however he and Merideth have been happy providing these
- Researching costs of Gotowebinar.com
- Sue reminded all committee members to coordinate surveys through the R and I committee
- State Representatives will need to identify the most appropriate point of contact for the annual survey....State Representatives should identify the appropriate person
- Rich feels the annual survey should be delivered to the Deans/Directors and let them delegate – Sue and Brad would like the State Representatives to identify the appropriate survey respondent ...not necessarily the CHO
- The team has research on-line webinar options to stream conference information from a distance. Gotowebinar is a good option
- Regional survey – group will adjust some of the descriptions and groupings to be more specific and/or less confusing.
- Sue recommended the exec committee review the survey prior to its wider distribution.
- Clickers – reviewed costs and options inclusive of purchase, rental, or in-kind trade
- Richard mentioned that he and Chris can begin pursuing a solution within the next two weeks.

President's Report – Sue Belatti

Since assuming my duties as president at the November 2008 conference, I have worked on the following items with support from Executive Committee members, and our Host and Subcommittees:

- Assignment of EXECUTIVE COMMITTEE members to be LIAISONS to subcommittees with charge to touch base on a monthly basis.
- Cultivating the CHAIR and CO-CHAIR role with clearer EXPECTATIONS for work assigned and preparation of Co-Chair to move into role.
- MONTHLY EXECUTIVE COMMITTEE PHONE CALLS to discuss the business of AIMHO and receive ongoing updates from Host and Subcommittees.
- ACUHO-I REGIONAL AFFILIATION AGREEMENT – monthly phone conference calls with presidents and president-elects from all regions to discuss needs/changes/issues with AA in preparation for signing the document at the end of June at the ACUHO-I Conference.
- Attendance at the NWACUHO REGIONAL CONFERENCE in Anchorage, AK as part of presidential exchange with our region and theirs.
- STATE & PROVINCIAL REPRESENTATIVE positions created and members selected on a 6 month interim basis as pilot team.

- BUDGETARY ISSUES IMPACTING OUR REGION affecting travel to and from summer business meeting and AIMHO Conference.
- AIMHO BID PROPOSAL creation for future host schools' use.
- AIMHO HOST COMMITTEE MANUAL (in progress) for current Host Schools use
- AIMHO College & SHO Institute FACULTY SELECTION – shared resources and expanding the potential candidates to not impact each of these pre-conference workshops.
- Committee and AIMHO BUDGET DISCUSSIONS with Treasurer and Executive Committee members.
- AIMHO 2009 proposed SCHEDULE review.
- WikiAIMHO creation and support by subcommittees with monthly updates by EC members.
- Selection of INTERIM New Member-At-Large

Secretary's Notes:

- One of the highlights is that at NWACUHO the host committee was told “you need to do what AIMHO does”
- Sue announced that she created an AIMHO Bid Proposal File/Format...that will provide prospective bidders information to make good decision as to whether or not they could host.
- Sue has also developed a host “how to” manual
- Dave feels that we need to promote the conference lasting late Tuesday night.
-

Past President – Mike Jolly (not present)

President Elect – Jeff Bondy

At the time I became interested in the AIMHO Presidency I did fully recognize how fortunate I was to follow Sue Belatti's Presidency. Much of what I have learned since the meeting in November is to pay attention to how Sue operates with the rest of the executive committee, sets priorities, and coordinates business of our association. I admire her ability to lead with energy without ego, and a unique ability to solicit the perspectives of the leaders. As I prepare for the president's position I have learned the importance of asking questions.....listening, and following through. I strongly support the changes/improvements to the annual meeting. Additionally I will benefit greatly from the work of Cindy Anderson and the understanding she has given us regarding the state of the association's budget. Without her attentiveness and diligence being the AIMHO President another fiscal year into this sluggish economy would be a miserable experience.

Liaison Role with Diversity and Social Justice Committee

- I have been assigned liaison responsibilities to this committee and have been in contact with the outgoing conference chair, and recently with the incoming chair. I feel confident with Paul York's ability and willingness to jump start this committee and make up for some of the challenges associated with the transition in the Chair position.

ACUHO-I Planning

- Revised affiliation agreement – really supported Sue's comments

- Will work with Sue to identify/solicit potential corporate partners at the ACUHO-I annual meeting.
- Network with regional Presidents/Elects to share resources and discuss issues

Selection of 2009 Sage

- Identifying a Sage for the fall meeting, and at the same time evaluating the current role and purpose of the Sage award. It is difficult process identifying experienced professionals that have not been recognized, and or that meet the role of Mentor.

Bi-Monthly Meetings with Sue

- Communicated with Sue regarding the Summer Meeting Schedule
- Evaluating the format/schedule of the annual fall conference
- Meetings are a great
- The web site will be live in two weeks
- Sue mentioned the importance of allowing schools to register this FY..so reminded CSU of the importance of going live before June 30th.
- Dave asked the host committee to provide separate links to the SHO and AIMHO College

Senior Executive Member at Large – Brad Shade

Summer Scholarships:

- A. AIMHO Region New Professional Scholarship to attend ACUHO-I Conference in Baltimore, Maryland June 26-30, 2009. AIMHO previously awarded scholarships up to \$1000. This is now funded via ACUHO-I. Sent out scholarship applications and there were no submissions for this scholarship.
- B. NHTI Scholarships - \$500 (total) set aside for AIMHO members to attend James C. Grimm National Housing Training Institute in Maryland from June 9-13th. This application process will not be repeated in future years as AIMHO does not select these individuals. We are notified of who has applied and been accepted, thus this is no longer based on a regional application process. There were 4 applicants for this award and the region has decided to fund all four at a level of \$250 per applicant, which exceeds our budgeted award. The additional \$500 funding was agreed to be found from other budget lines within this fiscal year.
- C. Both the ACUHO-I New Professional and NHTI Scholarships were sent out via the AIMHO website with the assistance of Sean Broghammer. Both scholarship applications were updated and posted to the site mid-April with a mid-May deadline. The ACUHO-I deadline is April 30, so this task will be moved forward in future years.
- D. Notification of scholarships solicited through AIMHO listserv
- E. Recipients of scholarships:

ACUHO-I New Professional's Scholarship:

1. No submissions this year

NHTI (All awarded \$250):

1. Torry Brouillard-Bruce, University of Arizona
2. Brian Hamm, Arizona State University
3. Njeri Pringle, Arizona State University
4. Aramis Watson, University of Utah

Fall Conference Scholarships:

A focus on conference scholarships will be critical with the current economic conditions. Will be updating these documents and with the assistance of our webmaster, Sean Broghammer, we will place scholarship information on the AIMHO website allowing member schools to have access to the application and submit it on-line. Will be reviewing and updating the timing for these applications to go-live and ensure that ample time is given for application and multiple reminders will be sent.

State and Provincial Representatives (SPR's)

- A. After researching the prospect of representatives, inspired by NWACUHO, AIMHO will be piloting our version of the SPR for the time period from June through the annual conference.
- B. The SPR's will act as liaisons with members in their respective state or province, representing the concerns and voice of the association membership.
- C. SPR's will work directly with the Senior Member at Large through on-going reports and conference calls.
- D. SPR's, after this initial group, will serve 2 year alternating terms. Elections for even years will be Arizona, Colorado, Montana & New Mexico. Elections in odd years will be Idaho, Nevada, Utah, Wyoming & Saskatchewan.
- E. Duties of the SPR's
 - a. Introduce self to contacts with AIMHO Member Schools
 - b. Update directory information, who to contact for dues payments, directory updates and who is the voting member of record.
 - c. Discuss format for communication of issues and needs.
 - d. Prepares reports on May 1 and Oct 1
 - i. Customer Service Check-up – How are we (AIMHO) doing?
 - ii. Discuss trends, issues or concerns they are facing.
 - iii. Attendance plans for AIMHO College, SHO and annual conference. Transportation pooling.
 - iv. How the SPR can be more helpful.
 - v. Inspiring stories for the Newsletter.
 - e. Seek out contacts at non-member schools and encourage their membership and conference attendance.

My thanks to the AIMHO membership and Executive Committee for the opportunity to serve in this capacity. Respectfully Submitted, Brad

Secretary's Notes –

- Brad described the SPR's and the plan and the beneficial information we can gather through them such as travel to upcoming conferences.
- Dave asked about whether or not we should solicit privatized housing employees as
- Wendy nodded in support.....47 times

- Brad mentioned that he is very open to feedback regarding the Representatives concept and to inviting privates to our association.
- Dave strongly encouraged the association to look into recruiting members from privatized housing businesses

New Member At Large – Jess Crombie

- **Welcome aboard (No Report..just started position)**

Treasurer – Cindy Anderson

Tasks Accomplished Since the Fall 2008 Conference:

1. **(Nov-April) Monthly Financial Statements for the Association** including:
 - a. Reports reconciled to actual bank cash balance for:
 - i. AIMHO Association Account (Wells Fargo Account)
 - ii. AIMHO Conference Account (Wells Fargo Account)
 - iii. RAppin’ Conference Account (Wells Fargo Account)
 - iv. AIMHO Time Accounts (Wells Fargo Accounts)
 - b. Recording of all expenditures and income of the Association for all 5 Wells Fargo Accounts transactions and on-campus conference accounts into QuickBooks Pro by Association “Class” (Committees) and IRS reporting categories.
 - c. Updated Committee Budgets following months where there was expenditures by one or more committees

2. **(Dec 2008) Creation and mailing of IRS 1099 Forms** for individuals receiving more than \$600 from the Association during the previous calendar year. For 2008, 1099’s were generated for the following:

3.

Dr. Florence Guido-DiBrito	AIMHO Conference Keynote Speaker	\$	2,500.00
Dr. Nancy Tribbensee	AIMHO Conference Keynote Speaker	\$	1,600.00
Sharman E. Cawood	CPA Payment for IRS 990 Completion	\$	2,310.00

4. **Creation of a Treasurer’s Manual for the Association**
 - a. Draft copies shared with select members of the Executive Council for review and comment in March, 2009
 - b. Treasurer’s Manual and Attachment for the Manual posted to the Executive Committee page of the AIMHO Wiki for access and comment by members of the Executive Committee
 - i. Attachments include various IRS and Incorporation-related documents and a detailed QuickBooks Quick Use Guide to facilitate the regular functions
5. (March 2009) Signed **Letter of Engagement** for Sharman E. Cawood to complete IRS Form 990 for FY 2008-09 for the Association

6. (Jan – May) Collaborated with the AIMHO President to establish processes for a **Review of the Financial Records, Accounts and Processes of the Association**
 - a. Organized meeting of the Finance Committee following Fiscal Year close
 - b. Sent Association financial records in a digital format prior to the meeting
 - c. Created guidelines for conducting the Financial Review
 - d. Finance Committee will sign affidavits confirming:
 - i. Completion of Financial Review
 - ii. Inspection of documents required as part of our ACUHO-I Affiliation Agreement
 - e. Finance Committee will also be consulted regarding several questions of the Association and the current AIMHO Budget

Secretary's Notes:

- Updated the group about some of the changes with reporting money paid for services over \$600.00.
- Cindy has created a Treasurer's Manual for Dummies....that will make the position more enjoyable and will allow for smoother more efficient transition.
- Cindy distributed the Check Request forms to all at the meeting...reminded all that she does not want people to wait for checks.

Closing Meeting, Saturday, May 30, 2009 – Large Group

Introduction – Sue

- Thanked group for working on the budget last night...erased a \$23,000.00 deficit
- The Budget was reviewed line by line to eliminate possible expenditures
- Large cuts made by the programming committee - Diversity and Social Justice Committee budget gained as they are picking up the selection of our diversity keynote speaker.
- Increased revenue expectations on behalf of the Host Committee...\$5,000.00 additional will be returned to the Association's budget.
- Introduced that we need to review our current budget (09/10), as we are operating in deficit unless we raise excess revenue or utilize money currently in CD's
- We will also discuss some new openings on the exec board, as well as RAppin 2010/2011

RAppin 2010 – Sue

- Sue mentioned that we will be soliciting bids for RAppin 2010 at the Fall conference
- Sue pointed out the importance of rotating the conferences to Northern and Southern locations
- Tucker mentioned the need/benefit of placing historical RAppin information on the Wiki
- Sue asked the members to solicit hosts for RAppin
- UNLV is interested in hosting RAppin – waiting for authorization from University.

FY 09/10 Budget Review – Sue

- The short version is that we face a \$24,000.00 budget deficit in FY 09-10
- Sue also acknowledged that we have a cash reserve fund of \$30,000.00

- Finance Committee recommended that we maintain 20% of our annual revenue as a floor...in this year we would need to leave about \$25,000.00 in reserves if we pulled \$5,000.00 out
- Cindy recommended that all committees with association funding control costs
- Sue reminded the group to solicit or invite current corporate partners they are working with...refer them to the CSU group and let them know of our conference.
- Cindy mentioned that we learned valuable information as an association regarding the cash balance
- The UNC meeting as an example, was not a frivolous conference, there were not many unnecessary expenditures

Review of the Conference Schedule – CSU

- Mary Ellen inquired to the AIMHO College/SHO Committees as to whether she needs to plan on early arrivals Thursday night some are anticipated, but if/as identified will be communicated to the Host Committee.
- Mary Ellen thanked Tuck for limiting the programming needs to six spaces
- The Exec Committee and Host Committee will be meeting on Saturday prior to the conference
- Dave would like the Exec Committee to participate in the SHO and will coordinate accordingly
- Make sure we communicate any foreseeable early arrival needs to CSU
- Tuck is going to include round tables into the programming schedule, but not state round-tables
- Sue asked for a pinky pact that we invite four buddies to the keynote
- Shirl P. promoted the concept of door prizes at conference sessions where attendance is critical
- Sue also mentioned the importance of inviting four buddies to the Business Meeting
- Tuck recommended that we have a time keeper at the business meeting
- Sue mentioned that we are going to work very diligently at keeping things on task at the Business Meeting.
- Sue discussed the changes to the program schedule – shortened sessions...wrap up Tuesday.
- Sue proposed the question...should we provide vans to the down town locations...many of the group seemed to support this...and CSU should be able to provide this.
- CSU is looking into organizing a fun-run for Monday morning...Sue guided them that there is no need to provide a large prize...give us a trail and a map.
- Expressed the need for all at the summer meeting to actively promote the benefits of attending the annual conference.
- Sue proposed calling the business meeting the “community” meeting.....need to promote this as more of “required” meeting.
- Tuck feels the community meeting is a great way to blend the interests/tasks of the association in this business meeting.
- Sue directed the host committee to highlight some of the important conference events
- Breakfast on your own on final day....the host committee might need to find a way to promote this
- Grant was very happy with the productivity and the focus of this group

The meeting was complete by 10:20 a.m. and CSU provided box lunches for the trip home.