

**AIMHO Summer Meeting Minutes:
Thursday, June 6, 2013 – 9:00am
AIMHO Finance Committee Meeting:**

Attendance: Rich Payne, Julie Franklin, Shirl Portillos, Cindy Anderson, Rich Clark, and Liz Greenfield (note taker)

Financial Review:

Signing of two documents:

1. Verifying the financial records – we agree what we send to the accountant is valid and true.
2. ACUHO-I Affiliation statement we have filed the following information: We have directors and officers insurance, 990 has been filed out and we have inspected documents verifying our current incorporation status, including reports.

Point of Clarification:

- 990 Information: Reviewed the 990 the Association filed last fall (2012) – ended on April 30, 2012. We had 110 days to file – One automatic extension was needed- Filed on December 14, 2012.
- Insurance: Philadelphia Insurance Companies – Common Policy Declarations – Premium \$1,188.00. – Looked at increasing insurance to \$2 million worth of coverage – Riders on original policy – this would take us to \$2 million during conference. Many hotels require \$2 million – doesn't cover the conference itself if it doesn't take place because of a natural disaster. Cost almost doubles on premium – if we had to cancel a conference we would have to pay double premium. Further discussion to come.
- We have three checking accounts and two savings accounts through Quickbooks
- We do not have to file in the state of Utah
- For audit during conference season: Will be getting some support from UNLV business office – assigning one of the business accountants to Rich

Audit Information: Randomly picking eight different line items to review.

Ledgers – Line count:

- 1- 190 = Transactions for AIMHO Association Account
- 200 -391 = Conference
- 392 -406 = High Yield Savings:
- 407-521 = Rappin Conference
- 532 – 775 = Conference Registration
- 778 – 804 = Corporate Sponsorship
- 811 - 832 = Short term CD
- 835 – 899 = Savings

Audit Association Account, Rappin Account, Conference Account, 2 savings accounts

Audit Info:.7%

Numbers picked at random by committee: 73, 197, 254, 312, 425, 575, 602, 777, 813, 960, 1022, 1122, 1204, 1369

73 – \$227.88 Deposit – 10/30/2012

197 – April 12th - \$30.00 Payment

254 - \$227.88 – Deposit – 10/01/2012

312 - \$229.53 - Deposit Engel – 1016/2012

425 – Rappin BYU – Conference Registration \$776.50 =10/02/2012

575- 10/1/2013 – Johnson Conf Reg, \$235.00

602 - Rappin Conference 453.00 – 10/2/2012 \$439.56

777 - \$11/05/12 – Deposit - \$229.53

813 – Corporate Sponsorship - \$1221.00 -12/21/12

960 - 914 Payroll =

1102 - Membership Dues amount \$1.75 -

1122 – 10/4/12 - \$26.95 Withdrawal – Monthly Fee -

1204 – Rappin Conference Account 10/23/2012 - \$36.64 – Registration . Deposit
Casper College

1369 –Travel/Hotel – Rappin \$31,712. – 10/26/2012 –

To your satisfaction – Does the committee feel a faithful job has been done – Yes

Motion – Move we accept financial review – approve financial review – Julie Franklin

Shirl Portillos – Second -

Aye – 5

Nah – 0

Conference Rates and Revenue Carried Forward: Julie

Do we want to keep conference rates – what is the purpose of our having reserves vs. having investments – What are our recommendations:

Cindy:

Many other Associations charge more. CP (Corporate Partners) do not underwrite the conference in other Associations. Not sure that covers key notes. During the Billings Conference, 35% CP's covered 40% of cost \$391 – \$235 is what we pay for.

What goes in to that figure:

Registration materials, Ecommerce, banquet/meals, AV access, Misc. Items– (Summer meeting, t-shirts). Meals -75%

Rich Payne: Revolve around where do we set our registration fee at and what does it support? Should we ask the conference host to create a residual? Right now, the conference host is not asked to do this. Past year (2012) \$13,000 came back to Association –

Questions to consider: Does the conference stand on its own in terms of total revenue and total expense, or does it create a profit, gross revenues over gross expenses?

Moving CP revenue for expenses to conference -

By the time you put together scholarships and other misc. items – there is less than \$1000 that is retained. \$5000 institutional dues plus \$1000 runs all of the association expenses.

Point of Clarification: Why would you take revenue and move it? Philosophy – partnership with association – we fund the program and conference itself.

We have to look at the fall budget –and create it

Expectation that host committee returns \$13,000 out of CP at the end of the conference However, we can propose a certain amount back or all of it goes toward the conference instead of giving money back.

Equation for conference: Balanced Budget: $\$22,349 - \$13,000 = \$9,349$

What we do with the \$9,000? -

Give keynotes \$3,000, and bring Programming Committee budget back to \$10,000

And give a portion to scholarships for this year and in to next year.

Considering investments: With the foundation - you're in for \$25,000 – they pay out the average of three year's worth of increase annually – there is no administration fee, that has to be and taken out of interest – Not sure if this is where the Association should put money.

Investments:

Brief meeting on Tuesday with Keith Shashma – Rich Clark's personal finance advisor. Establish a reserve that is not our investment income, but interested in establishing a foundation that would spin of money and use for scholarships

COD – 3%

Bonds making 6%

Stocks 7% - feel okay to take a risk

CPI is 3% = we're losing it all to inflation

US Bonds – safest place to put money

Further discussion needed about investments.

Thursday, June 6th 11:00am

Corporate Partner Committee Meeting Recap:

Attendance: Attendance: Rich Payne, Julie Franklin, Shirl Portillos, Cindy Anderson, Rich Clark, Tem Sedgwick, Sue Belatti, Liz Greenfield (note taker)

Corporate Partner Goal by AIMHO Summer Meeting: 15 – Currently, 14 have committed. 3 Platinum/2 Gold

Conference is capped at 40 Corporate Partners – the record was 32

We have enough table space for 50, however, with the possibility of double booths we will likely only have potential space to get to 40

Conversation on Corporate Partners Representative: Attendance: Sue Belatti, Tem Sedgwick, and William, Folio Representative:

Create a process that is transparent and objective

Thoughts on criteria:

- Have a silver or above \$2,500 package
- Have made it to 3 out of 5 conferences in the past
- Having a rotation of 2 or 3 year commitment – rotation – would allow for 2 Corporate Partners –
- Creating a minimum or preferred qualification
- 2 year commitment, attend summer meetings, and go to the conference

More conversations on this topic to come.

Thursday, June 6th 1:00pm-3:00pm

Group Meeting, Icebreaker, Schedule Overview:

Attendance: Julie Franklin, Cindy Anderson, Sue Bellati, Barb Remsburg, Megan Chibanga, Troy Campbell, Rich Clark, Rich Workman, Nicole Stella, Sundi Musnicki, Mari Strombom, Laura Giles, Victor Salazar, Nikki Wee-Moretto, Mike Billar, Corey Tickner, Dan Kellish, Josh Hill, Shirl Portillos, Liz Greenfield,

Julie Franklin welcomed the group and thanked Rich Clark for UNLV hospitality. Shirl Portillos led teambuilder. Julie Franklin and Rich Clark reviewed schedule and UNLV staff provided meal options for later in the evening.

Committee Reports:

Committee Chairs or co-chair reviewed the written reports that were provided in advance. Each report will have a recap of any discussion followed by the submitted written report.

ACUHO-I Representative

Submitted by: Andrew Campbell

AIMHO Representative to the ACUHO-I Foundation

Committee membership (name and institution) with notation as to the chair and co-chair

Andrew Campbell, University of Arizona, AIMHO Representative to the ACUHO-I Foundation

Summary of Committee Work

As the AIMHO Representative, my responsibilities include:

- Serving as an liaison for the ACUHO-I Foundation at the AIMHO annual conference and engaging in educational and fundraising efforts to support the ACUHO-I Foundation
- Working at the regional level in an attempt to raise at least \$1000 at their regional conference.
- Participating in quarterly conference calls with other ACUHO-I Foundation regional cabinet members to discuss upcoming conferences, best practices in regional outreach and discuss unification of efforts.
- Attending two board meetings per year: one in late January at a site to be determined and one meeting before the start of the annual ACUHO-I Annual Conference & Exposition (ACE).
- Contributing at least \$100 annual while serving on the Regional Cabinet
- Participating in the ACUHO-I Foundation Silent Auction at ACE through scheduled work hours, personal donations and solicitation of gifts.

Goals

- To build a stronger working relationship with the AIMHO Regional Board in order to better represent AIMHO to the ACUHO-I Foundation.
- To present one program at the AIMHO Annual Conference in Las Vegas in November 2013 educating participants about the ACUHO-I Foundation.
- To raise at least \$2000 at the AIMHO Annual Conference in Las Vegas in November 2013.
- To solicit two AIMHO members to take part of the \$25 for 25 Campaign as part of the 25th Anniversary of the ACUHO-I Foundation.
- To continue advocating to the ACUHO-I Trustees on behalf of AIMHO.

- To create a small committee to assist me with regional efforts to support the ACUHO-I Foundation.

Future plans

- All the ACUHO-I Foundation Regional cabinet members have been talking about how to be better stewards to our respective regions. We have been talking about having the money that we raise at our regional conferences go back directly to the region (minus any overhead that we need to give to the greater Foundation) as well as having the Foundation support the regions in other ways. Hopefully by the time of our next conference call, we can revisit this and put a plan into action.
- Recruit members from AIMHO to volunteer with the ACUHO-I Foundation.

AIMHO College

Submitted by: Troy Campbell

Verbal Report: Faculty Selection – Had a great nomination process and solicited names throughout the region. Sub-Committee’s have been working on marketing and recruitment. Also, working on registration and selection.

Faculty:

Dr. Mariah Humphrey: Academic Initiatives and Living/Learning Communities

Co-Presenters: Christ Anderson and Whitney Newman – Supervision, Selection, and Hiring

Cathy Sissinarius – Conflict Resolution

Richard Payne: Budget and Public/Private Partnerships

Shane Windmeyer: Diversity & Social Justice

Had lively discussion on the committee on who to pull in. Committee went with staff that hasn’t presented before.

Committee Membership:

Troy Campbell, Chair

Northern Arizona University

Laura Giles, Co-Chair

CSU Fort Collins

Allison Hayes

Weber State

Chelsae Currie

Northern Arizona University

Amy Moreno

CU Boulder

Andy Aslaksen

University of Arizona

Caitlin Clark

University of Nevada Las Vegas (UNLV)

Candice Morgan

Adams State University

Michelle Holland

Colorado Northwestern Community College

Shaydean Saye

MSU Bozeman

Tara Schoenherr

University of Utah

Summary of Committee Work:

Faculty Selection Subcommittee: Andy Aslaksen and Candice Morgan

- *Solicited Nominee recommendations from Executive Board*
- *Contacted Executive Board recommendations informing them of recommendation and inviting them to apply to be faculty prior to general request*
- *Sent request for nominations to AIMHO List-serve, followed up with reminder*
- *Distributed nominations and facilitated discussion on nominations and selection of faculty with AIMHO College Committee*
- *E-mailed selected nominees and asking to confirm by Friday, June 14th*

Marketing/Recruitment Subcommittee: Chelsae Currie and Michelle Holland

- *Brainstormed some marketing ideas*
- *Writing an article in the AIMHO newsletter to announce AC Faculty and provide bios*

Registration and Selection: Allison Hayes and Tara Schoenherr

- *Working to create application by looking at previous years*
- *Looking to create a rubric of scoring to rate the candidates in a quantitative manner*
- *We will attempt to select the candidates that are in the 1-3 year range*

Host Committee Liaison: Caitlin Clark

- *Confirmed room set-up and AV needs with host committee*
 - *U-shaped set-up facing presenter's table and projection screen*
- *Provided consistent communication to Host committee on AIMHO College progress and needs*
- *Priced meal options and room logistics*
 - *AIMHO College is not responsible for paying for rooms, but will be responsible for paying for AV set-up and daily projection screen rental (\$35 per day) – I am still confirming what the total AV cost will be because we have our own projectors but still have to pay the Riviera to oversee set-up*
 - *Meals are on the expensive side, recommends getting a corporate sponsorship if possible*
- *Confirmed AIMHO College will have a page on the conference website*
 - *Page will initially say "information coming soon" and can eventually include an active registration link*

Curriculum Development: Amy Moreno

- We recruited Faculty from all 7 topical areas in hopes of getting a lot of nominees. We only are having faculty present on 5 different areas.
 - Advising/ART Training/Recruitment & Retention
 - Conflict Resolution/How to Train Others/Restorative Justice
 - Research/Assessment/Ethics
 - Supervision/Selection & Hiring
 - Budget
 - Personal Life/Work Balance
 - Social Justice

Special Events: Shaydean Saye

- Working on securing time and space to hold a social during AIMHO College for participants
- Hoping to have social with AIMHO College Alumni at conference

Assessment: Michelle Holland

- Evaluated AIMHO College 2012 participant feedback to improve AIMHO College 2013
- Creating Faculty, Participant, and Committee Evaluation for after the complete of AIMHO College 2013

AIMHO College History: vacant

- Working to better connect with AIMHO College History

Goals:

Faculty Selection Subcommittee: Andy Aslaksen and Candice Morgan

- Contact those who nominated other to say "Thank You"

Marketing/Recruitment Subcommittee: Chelsae Currie and Michelle Holland

- Send paper mailer to member institutions of the AIMHO region recruiting new professionals if budget allows

Registration and Selection: Allison Hayes and Tara Schoenherr

- Select 25 participants from a wide variety of AIMHO member schools
- Create a rubric of scoring to rate the candidates in a quantitative manner

Host Committee Liaison: Caitlin Clark

- Confirm room, AV, and catering needs at Summer Business Meeting
- Post AIMHO College 2013 recruitment information for Conference website

Curriculum Development: Amy Moreno

- Finished developing curriculum
- Help on Committee whenever needed

Special Events: Shaydean Saye

- *Working to develop fun social activity outside the College*

Assessment: Michelle Holland

- *Create Assessment tools for Faculty, Participant, and Committee Evaluations*

AIMHO College History: vacant

- *Learn more about the AIMHO College history*

Future Plans:

- *Reviewing the AIMHO Values, Goals and Mission to align AIMHO College with the future direction of AIMHO*
- *Finalize budget*
- *Market AIMHO College, receive applications, review applications, select participants and notify participants of acceptance*
- *Confirm meals for AIMHO College*
- *Plan and confirm socials, send out information on socials*
- *Confirm faculty participation, to include: arrival dates/times, College expectations, presentation expectations, etc*
- *Plan and organize graduation ceremony (book selection, slideshow, thank you's*
- *Prepare participant folders, flash-drives, handouts*
-

Awards and Recognition

Submitted by: Ebonie Carter

Committee membership (name and institution) with chair designation

- Ebonie Carter (Santa Fe University of Art and Design) **Chair**
- Victor Salazar (Northern Arizona University) **Co-Chair**
- Catherine LaRoche (Arizona State University)
- Danielle Flaumenhaft (University of Utah)
- Jennifer Ruman (Northern Arizona University)
- John Schaefer (Northern Arizona University)
- Renee Skau (University of Arizona)
- Sam Harbison (Northern Arizona University)
- Shirl Portillos (Colorado State University)
- Tiffany Pendleton (University of Northern Colorado)
- Torry Bruce (University of the Pacific)

Summary of Committee Work

1. Project Task List

- Develop/advertise award nomination process and timeline
 - Advertised to the Association by September 2, 2013
 - Awards submitted by October 14, 2013
- Create and Print Awards & PowerPoint
- Collection of nominee/scholarship recipient bio information by October 28, 2013
 - Ready for viewing by AIMHO Conference
- Organize and facilitate “Hot Topics” Programming Session
 - We are working to continue the tradition of the Hot Topics presentation at the annual conference. This program allows schools to share something great they are doing in an 8-10 minute presentation for the audience. Program attendees then vote on the topic they feel is most pertinent, well developed and “Hot.” The winner of the program is honored at the awards and recognition banquet.
 - Call for “Hot Topics” by October 1, 2013
 - We are working to see if our committee needs to submit a program proposal for this, or if we are already on the schedule with the Program Committee
- Advertise A&R Committee at conference to increase awareness:
 - Some of the possible recruitment options at the annual conference we are looking at, budget allowing, include
 - Committee Buttons
 - Table Tents
 - T-Shirts
 - Creating Recognition ribbons for conference
 - Nametags
- Creating a 3 Dimensional Recognition tree that will be utilized throughout the conference
- Twitter incorporation
 - We will be using some creative marketing throughout the conference to get out our new hash tag **#youvebeenrecognized**
 - We plan on using this hash tag to help attendees recognize one another for the great things they are doing at the conference such as presentations, lending a helping hand, mentoring, etc.
- Update A&R Committee website.
 - We are still working on implementing some new things for our website so that it is a little more user friendly.
- Continuing the Monthly Recognition Committee emails to region
 - The monthly emails reviewed and updated for the year
- Submit AIMHO Programming Proposal (on behalf of the Committee):
- Create and submit a program proposal regarding recognition
 - Call for Programs Due June 16th
 - Follow Program Committee guidelines for Call for Programs
 - Reserve time slot with Program Committee by submitting program proposal.

2. Goals

- The A&R Committee aims to align the committee goals to the AIMHO goals.
- Passing the Torch: Create Manual for future Chairs and Co-Chairs to follow e- guide for committee which includes timeline and task list, budget, and spending tracking sheet.

3. Budget Plans/Changes

- Budget: The Awards and Recognition budget is set at \$900. As of right now, we plan to keep budget the same as previous years. However, based on a proposed budget from our previous chairs Jeff Rosenberry and Chris Mullen, we suggest an increase of \$160 to our budget using the proposed numbers:
- 12-13 Awards and Recognition Committee Budget Revisions (**All Estimated Costs until final receipts come in**)
 - Plaques and Certificates: \$700
 - Increased recognition of outgoing chairs and officers through plaques
 - The committee values this, but it takes up a large portion of the budget and we think a small increase would provide the opportunity to continue to do great work, while not stopping the integrity of recognition with the plaques.
 - Sage and President's Plaques: \$175
 - A&R committee involvement information: \$50
 - A&R passive programming at the annual conference: \$100
 - Sage Memory Book: \$30
 - This will remain in the budget should we have a sage
 - **Total Budget Request: \$1,060**

Corporate Partner Committee

Submitted by: Rich Clark

Verbal Report: Tem Sedgwick and Sue Belatti

Cultivate more (CP)Corporate Partners: UNLV Conference has already secured 14 CP at this time. Some CP's are considering donating at a higher level than before.

Space is going to be wonderful – Conference space can accommodate 50 vendors if needed
Talked a lot about logistics – SHO reception with Exec Board members and CP's – made sure this was to occur during November conference.

Formalize a CP representative – Talked with Exec Committee and created ideas. Helpful to provide information about other regions as well as what we can do within the AIMHO region. Further discussion on this will occur.

Committee membership (name and institution) with notation as to the chair and co-chair

- Richard Clark, University of Nevada Las Vegas – Co-Chair
- Tem Sedgwick, University of Nevada Las Vegas - Co-Chair
- Jennifer Hiatt, University of Arizona
- Patrick Call (PC), University of Wyoming
- Sue Belatti, Northern Arizona University

Summary of Committee Work

- The CP committee met monthly from January to April 2013. Committee work consisted of the following:
 - Review of CP Information Packet for the 2013 AIMHO Annual Conference.
 - Review/discussion of marketing to CP's for 2013 Annual Conference.
 - Discussion of CP participation at the Summer Business Meeting.
 - Discussion of CP sponsorship of dinner at Summer Business Meeting.
 - Discussion of CP recruitment by SHO/AIMHO College.

Goals/Future Plans

- Continue to review future CP communications and marketing for annual conference. This includes sharing the AIMHO 2013 Annual Conference post cards at the summer business meeting. Members attending the ACUHO-I conference will be asked to distribute the post cards at the ACUHO-I CP Fair.
- It was discussed and shared with the Executive Board a plan to open up summer business meeting participation to all CP's in the future. The basis premise of this new plan is that AIMHO does not want to exclude potential CP's from participating and opening up more CP participation. Details will be discussed at the summer business meeting. The initial idea is to open up CP participation on a two year basis with overlapping years so that one CP can learn from the other what is done and expected at a participant in the CP Committee and summer business meeting. Recruitment of a CP will be done at the 2013 Annual Conference. Jenn Hiatt discussed plan with Trey from SW Contract and he was supportive of the new initiative. There is concern that we may not be able to find a CP that can commit to new plan.
- Tem shared UNLV plan for recruiting CP's for 2013 Annual Conference. Plan called for emails sent to CP's in April/May and follow up calls to all CP's in May/June. Once a CP commits, an invoice would be sent. Post cards were also printed and will be distributed at the summer business meeting to AIMHO members attending ACUHO-I.

Diversity & Social Justice

Submitted by Nicole Stella

Verbal Report:

Future plans – continue contribution to the AIMHO Angle and Social Media tools. Looking at Hot Topics/SD Talk with people to see if there is interest and focusing on finalizing survey.

Committee Membership

| Last Name | First Name | Institution |
|------------|-------------------|---------------------------------|
| Arthur | Lynn | New Mexico Tech |
| Biehl | Heilit | University of Colorado- Boulder |
| Campbell | Andrew | The University of Arizona |
| Hiatt | Jennifer (Chair) | University of Arizona |
| Maroni | Lisa | Northern Arizona University |
| O'Brien | Jen | Arizona State University |
| Overstreet | Sharon | University of Arizona |
| Rico Uhrig | Janet | The University of Arizona |
| Stella | Nicole (Co-Chair) | University of Northern Colorado |
| Venezia | Tabitha | Arizona State University |
| Wachal | John | Northern Arizona University |
| Wilkinson | Jenna | Colorado Christian University |

Summary of Committee Work

Subcommittees:

- *Webinar:*
 - Andrew Campbell, Sharon Overstreet and Janet Rico Uhrig worked together to put on a webinar on microaggressions for the committee.
 - At this time, Sharon is working on materials for a webinar on bringing Safe Zone training to your campus. Due to the variety of possibilities with this training, this webinar may not be ready for this year but will remain as a possibility for after the annual conference.

- *Survey:*
 - Heilit Biehl, Lynn Anderson and Nicole Stella worked on creating and distributing a survey to the senior/chief housing officers at AIMHO member institutions.
 - We have had a very low response rate, possibly due to the length/in depth questions included on the survey. Jenn Hiatt redistributed the survey to senior housing officers. We have discussed the need to rework the survey in order to receive additional responses.
- *AIMHO Angle & Social Media:*
 - The committee submitted three articles to the AIMHO Angle early this spring. We also submitted an announcement to the Angle regarding the above survey.
 - Lynn Anderson & Lisa Maroni will be submitting an article and interview with Kathy Obear (last year's keynote speaker) to the next edition of the Angle.
 - The @AIMHODSJ twitter account was created and used for the first time during the 2012 annual conference. We have kept that account open and will continue its usage before and during the 2013 annual conference.
- Additionally, Jenn Hiatt collected a variety of suggestions for the annual conference keynote speaker and shared those with the Program Committee.

Goals

This year, our goals are:

- To contribute at least one webinar to the AIMHO Webinar series.
- To contribute articles and announcements to the AIMHO Angle.
- To increase our social media usage via the @AIMHODSJ Twitter account.
- To investigate adding a Hot Topics: Social Justice program to the annual conference.
- To give recommendations for the annual conference keynote speaker
- To carry out a survey of AIMHO member schools regarding student positions and training involving social justice, multiculturalism and diversity.

Future plans

For the remainder of the year, we plan to focus on the following goals:

- To contribute articles and announcements to the AIMHO Angle.

- We are already continuing work in this area and will be asking all committee members who have not yet submitted an article to collaborate on articles prior to the annual conference.
- To increase our social media usage via the @AIMHODSJ Twitter account.
 - As we prepare for the annual conference, we will be sharing information and current issues via social media in order to keep followers mindful of social justice prior to the conference.
- To investigate adding a Hot Topics: Social Justice program to the annual conference.
 - Our co-chair, Nicole Stella, will be submitting a program proposal shortly and will speak with the Program Committee regarding this possibility.
- To carry out a survey of AIMHO member schools regarding student positions and training involving social justice, multiculturalism and diversity.
 - The subcommittee will be revising the survey to a more user-friendly format and then asking targeted AIMHO members at institutions to fill out the survey.
 - Jenn Hiatt & staff will analyze and compile data.

Finance Committee

Submitted by: Rich Clark

Verbal Report: Considerable conversation about investments – Information came back that it is still less expensive to use UNC vs. Paypal.

Investment piece – In order for us to go with ACUHO-I, we would have to give them a sum of money. Not sure we want to go this route. Further discussion is needed

Insurance: Created a higher amount for liability insurance for conferences: \$2 million.

A few outstanding bills that were paid out of the spring – finalizing by Dec/Jan

Committee membership (name and institution) with notation as to the chair and co-chair

- Richard Clark, University of Nevada Las Vegas – Chair
- Julie Franklin, Brigham Young University
- Cindy Anderson, Northern Arizona University
- Richard Payne, Northern Arizona University
- Shirley Portillos, University of Northern Colorado

Summary of Committee Work

- Committee work consisted of the following:
 - Possible investment by AIMHO with ACUHO-I. See Appendix A with minutes from March 9, 2013 meeting with Sheila Meyer from ACUHO-I.
- Discussed 2013 Annual Conference Budget. Richard Clark will contact AIMHO Insurance Co. to request additional coverage for just the dates of the conference. Previous discussions regarding additional insurance coverage from \$1 to \$2 Million were approved and more cost effective if only done for the conference and not year round.
- Julie brought forward the idea of spinning off carry forward from the budget on research, grants, scholarships or investment with AIMHO. In previous years, surplus was to cover catastrophic event (conference failing to meet or over budget). Further discussion and potential impact on Association is ongoing.
- RAppin Fall 2012 budget was discussed in regards to late catering bill not being paid until April 2013 for \$3,243.60 and impact on the final RAppin budget.
- Fall 2012 Annual Conference budget was discussed regarding outstanding bills as of March 2013. All bills have been paid in full.
- Committee approved a request by Sharman Cawood, AIMHO Accountant, for an increase from \$120 p/hr. to \$130 p/hr. This is the first increase in fees since 2008.

Goals/Future Plans

- Rich will secure debit cards for RAppin and Annual Conference for 2013.
- Rich will discuss use of conference debit cards with host committees as well as process for check request, deposits and billing.
- The committee will continue discussions regarding carry forward/surplus, uses of those funds and AIMHO membership involvement in those decisions.
- Conference host will be asked to add liability insurance in the amount of \$2M beginning 2013. Rich will assist with this request for RAppin and annual conference.
- Finance committee will review year end documents and sign off before Sharman Cawood prepares tax documents.

Marketing Committee

Submitted by: Sundi Musnicki

Verbal Report: Positive feedback on the Angle. Trying to go toward a magazine type- focusing more on social media tools

Committee membership (name and institution) with notation as to the chair and co-chair

Justin Lukasewicz – University of Arizona
Jamie Lloyd – University of Northern Colorado
Lindsay Rossmiller – Rocky Mountain College
Jeremy Homolka – University of Utah
Kate Kloepper – Southern Utah University
Kristi Preston – University of Utah
Nikki Wee-Moretto (Co-Chair) – University of New Mexico
Sundi Musnicki (Chair) – Boise State University

Summary of Committee Work

- Publish AIMHO Angle
- Work on regional social media initiatives including facebook and twitter to engage members in discussion and information-sharing
- Worked with website committee to assess AIMHO website

Goals

- Publish 6 editions of the AIMHO Angle, one every 1-2 months
- Increase participation by membership in social media i.e. postings, polls, etc.
- Streamline Angle structure to create consistent look and feel, including switch to web-based Angle format
- Create master plan for revision of information and services provided

Future plans

- Continue work on social media initiatives, including weekly opportunities for participation by members

Incorporate committee feedback and assessment into master plan for revision of AIMHO website to be presented to Exec Committee

Program Committee

Submitted by: Barb Remsburg

Verbal Report: Signed contract for keynote: Shane Windmeyer- Will provide the keynote address, follow-up session, session with AIMHO College/SHO, and general program session.

Tom Ellett – ACUHO-I President will be our featured speaker. Speaking on AUCHO-I Body of Knowledge and providing an entry-level presentation.

Webinar Count: 9 webinars (4 AIMHO, 5 ART Sessions) – Worked with Chris Mullen and Cori Shapiro – AIMHO Sessions – 26 participants/ ART Sessions: 8 participants:

Clarification- we would be curious to know actual # of participants vs. those who signed

up as individuals.

Engaged our SHO as presenters for entry track and mid-level track – those offers are out and many have confirmed

Asked by their SPR's to ask their CHO's who they would like to be on the list serve
Poster Session is new this year – Asking people to share their expertise – Poster session is going to be added attraction to the CP Fair - asking folks to judge at second session CP Fair on the best poster. This will be a good opportunity to engage some graduate students and present some of their work. Showcase pieces they have been researching - Compiled list of programs to the region – will do another outreach and ask people to target list of programs. Call for programs: 4 were submitted

ART and Master Art Update:

In the past: Art Training: 8 training sessions and 2 years of advising were required.

Master Art – 5 additional trainings, writing a peer reviewed article, and 3 years AFTER finishing ART training were required.

Differences between regions – Last year NACURH decided to take ownership of the ART Task Force. They have outlined how it will change. It will take effect after NACURH 2014 and go to a Level 1, Level 2, and Level 3 system

Level 1 – Campus/Hall Level – Advisors who oversee hall councils – Not RHA, NRHH, etc. This can be taught at individual campus. Anyone who is ART certified will go through a ½ day training and then they can train.

Level 2 – Campus Level – Advisors who oversee RHA, NRHH-This training will only be offered at regional, and NACURH Conferences. Much like what ART training is now (8 training sessions and 2 years of advising were required.)

Level 3 – Much like Master ART but additional pieces required – This will only be offered at NACURH Conferences.

If you have not completed 51% of your training by the time NACURH 2014 occurs – you will have to start your training from the beginning

Programming Committee will commit to getting AIMHO Region specific ART Training in the next year.

Committee membership (name and institution) with notation as to the chair and co-chair

| LAST | FIRST | INSTITUTION |
|----------|-----------------------|-----------------------|
| Remsburg | Barb, CHAIR | Univ of Utah |
| Billar | Mike, CO-CHAIR | Fort Lewis College |
| Anderson | Bethany | University of Arizona |
| Dugger | Chris | Northwest College |

| | | |
|-----------|-----------|---|
| Evans | Jasimine | Northern Arizona University (7/2013) |
| Forthofer | Scott | Montana Tech of the University of Montana |
| Grice | Ashley | Colorado State University |
| Hanson | Stephanie | Boise State University |
| Hernandez | Adam | Colorado State University |
| Hess | Ben | Brigham Young University |
| Hoffman | Angela | University of Utah, CSU (June 2013) |
| Johnson | Brittany | Northern Arizona University |
| Miller | Nicola | Westminster College |
| Ochoa | Maria | Carroll College |
| Rubenzler | Laurel | Fort Lewis College |
| Siegfried | Jessica | Snow College |
| Shapiro | Cory | Arizona State University |
| Wallace | Collin | Northern Wyoming Community College District |
| Zimmerman | Alissa | University of Arizona |

Summary of Committee Work

In making decisions about the committee work for this year, it was instrumental to have had Program items on the Host Committee evaluation. It is strongly recommended that this continue for the future.

Case Study: The committee has narrowed down their case study topic to a primary and back up scenario. One focuses on a blood drive on campus where fliers are promoting everyone to give blood and “save lives”, however, due to the blood drive not accepting MSM (men who have sex with other men), multiple groups are protesting the blood drive and planning public demonstrations on campus. The case study group is called to advise the Housing Department on how to proceed.

The second scenario focuses on sexual harassment through the form of male students heckling (whistling, “cat calling,” etc.) female students as they pass by on opening day. The Hall Director has been notified by father of one of the females who is clearly upset. When confronting the students the Hall Director already experiences “push back.”

Both scenarios are targeted toward entry level professionals coming from the Hall Director role with multiple facets and levels for appropriate solution. Judges are currently being outreached to and will be used to help refine the final draft.

Newcomers Orientation and AIMHO Connections: Both these committees are working hard to build on new initiatives from last year while simplifying the experience. The Star (lapel pin) will be continued with some minor refinement to be more inclusive. Connections is looking to maintain interactions between SHOs/Veteran attendees and

our newcomers while maintaining a relaxed (stress free) environment. Table discussions will continue like last year, however, movement will be limited with the SHOs/Veterans moving to new tables. The Newcomers Orientation committee is looking to create a foundation for an introductory video participants could view before attending the conference. This would amplify the efforts in both the Newcomers Guide created by the Entry Level Member-At-Large as well as the October webinar focused on the similar subject of introducing new members to the AIMHO region. The video is also seen as a way to improve the Newcomers Orientation where Executive Board members would not have to spend as much time being introduced (as they will have been introduced in the video).

Liaison: The Liaison group will engage in July after the selection of programs for the conference.

Keynotes: After using the feedback from the 2012 survey of last year's conference as well as looking to better align the core goals through being better stewards of the Association's funding, we have come to a verbal agreement with our only Keynote Speaker, Shane Windmeyer. As the founder and executive director of Campus Pride, Shane oversees the only national organization for student leaders and campus organizations working to create a safer college environment for LGBT students. Shane does a great deal of consulting with college housing and student affairs departments in helping to reach out to all students on campus. He is an accomplished author as well as highly recommended by many institutions as someone with a great deal of knowledge on Social Justice and Diversity as well as an engaging speaker who commands a room. At this time we are finalizing a formal contract for Shane's services. Shane will have multiple contractual contacts with conference participants in addition to the keynote speech. This includes presenting to AIMHO College, follow-up session to his keynote, a presentation to SHOs and his role as a consultant, and an additional general presentation during an assigned programming session.

In addition, we will also be using Tom Ellett (ACUHO-I rep) as a featured speaker during the 90 minute extended session block. Tom will be presenting on the ACUHO-I Body of Knowledge/Core Competencies while relating them to stories of his own experiences.

Call for Programs: The Mid-Level and Entry-Level tracks are being continued from the 2012 AIMHO conference. We continue to reach out to Senior Housing Officers to target them as presenters in the tracks, to be part of the SHO forum, and to plan to attend the conference.

The Call for Programs template also went out to the region in April with an emphasis on the "Open" program tracks that member schools were requesting. The deadline for program submissions is 6/16/13.

Evaluations: To further our “green” initiative from last year’s conference, we plan to completely phase out paper evaluations this year. To compensate for any participants who do not have a laptop, tablet or smart phone we will have iPads set up at the registration table cued to allow for evaluating presentations. The iPads are being provided by the host committee. We are again working with Josh Hill to maximize the Google Doc interface and using URLs and QR codes to mainstream the data for a quick and simple evaluation process. We already fixed a couple bugs this year and feel confident in the full implementation of this online process. We do have extra paper copies from last year and will keep those on hand in case of a technology emergency.

Awards & Recognition: The subcommittee reviewed feedback from the program survey and determined that presenters were again happy to receive certificates of recognition electronically. The subcommittee is designing a certificate mirroring the conference theme and will plan for electronic thank you’s and certificates going out to program presenters and their supervisors shortly after the conference.

Webinars: A Call for Webinar topics was distributed to the Region in January. Individuals submitted a webinar topic or nominated other individuals to conduct a webinar.

Monthly AIMHO webinars have been offered to the region falling the last Wednesday of the month at Noon. Topics presented so far include Mental Health Issues, Microaggressions and Our Communities, Onboarding the Staff You Just Hired, and a Facility Topics “Show & Tell” Around the Region.

Upcoming webinars include:

June 2013: Crisis Response Planning

July 2013: The Adolescent Brain Goes to College

September 2013: Wearing Multiple Hats- Workload Management at a Small School

October 2013: Newcomers Welcome and AIMHO Conference Overview

November 2013: Assignments and Social Media

January 2014: Mental Health Issues

The webinars have averaged approximately 26 members from within the region.

In addition, in support of IACURH efforts to provide Advisor Recognition Training (ART) certification to regional advisors, we worked in collaboration with Chris Mullen (past IACURH Regional Advisor) and now Cory Shapiro, current IACURH Regional Advisor, to provide ART webinar topics.

ART Webinar Sessions have included: Student Development Theory, Recruitment & Retention, Advising and NRHH, Legal Issues in Advising, How Diversity Affects the RHA. The average ART webinar attendance has been 8 attendees.

Goals

For the 2013 conference, goals that are being worked on by the Program Committee include:

1. Integrating a Poster Session into the annual conference.
2. Continuing the SHO Open Forum
3. Continuing to be sustainable in Going Green with program evaluations being completed and submitted electronically.
4. Supporting the Host Committee's desire to be sustainable by limiting the information in the conference program booklet and replacing it with on-line information easily accessible by conference attendees.

Future plans

1. Investigate and gather feedback in regards to the Keynote/Featured Speaker combination vs two keynotes.
2. Explore with the Executive Committee the creation of a new committee that would be responsible for year-long professional development which would engage the current Program Committee to focus on the November annual conference.

Request for Committee Budget Revision? (Please list requested amount, rationale and plan if allocation increase request is not approved.)

Currently we are at budget with one national keynote speaker, \$7,325. If the Association would like to engage a regional individual for a Featured Speaker (for 2013 we have asked Tom Ellet to serve in that function), a small honorarium would be beneficial. This could be \$2,000 to cover their registration, travel, hotel and a \$1,000 honorarium

Rappin Report:

Submitted by Megan Chibanga

Superheroes in Disguise

Hosted By: University of Utah

October 11 – 13, 2013

Committee Members

Jeremy Homolka, Chair & Conference Advisor

Katie Deak, Advisor

Todd Justesen, Advisor

Tara Schoenherr, Advisor
11 Students

Summary of Committee Work

Below is a breakdown of work completed and conference information at the point. It is categorized by areas of the conference.

Registration

Registration for RAppin 2013 is planned to open on July 1 and close on September 18. We recognize that closing registration on the 18 of September can be early for some schools, so we are hoping to allow a full two and a half months for registration to occur. Closing on September 18 also allows our group the time that it needs to do follow-up with any schools and finalize room placements, nametags, number-specific orders, etc.

Registration is being coordinated in conjunction with the University of Northern Colorado Conference Services. Our group has already reached out to UNC and they have asked us to re-contact them in mid-June to setup the registration. In the meantime, we are creating the list of information that we will need to collect from delegates and advisor (ie. Name, shirt size, housing option, dietary needs, etc.).

Once registration is live, the website will be placed on the RAppin 2013 website and it will be emailed out to the AIMHO listserv. We plan to include on the registration site all of the information that will be needed to register, as to help individuals register most efficiently.

A registration cost for RAppin 2013 is currently not finalized, but will be by the time registration goes live. We are currently sitting at the prices below, knowing that we have a few last minute budget items that we are waiting on costs for. These costs will go up some by the time they are finalized.

- \$155.00 – Delegate
- \$201.00 – Advisor Double
- \$293.00 – Advisor Single

Lodging

We are using the University Guest House located on the U campus and only a few minutes' walk from all of the conference locations. This means that there will be no driving while on campus during the conference!

We have been in communication with the Guest House for over a year now and we have 100 double queens rooms reserved for housing. These rooms will house delegates and advisors. We are offering four-to-a-room for delegates, while advisors have the option of sharing a double or buying out their own room double room. All rooms will be separated based on male/female; however, we will offer gender neutral housing to individuals who opt into on their registration.

In addition to housing, we are utilizing the Guest House as the location for the Opening and Closing banquets, as well as some of the programming rooms. We have all of the room reserved and just need to work with the Guest House staff to finalize details and specifics of setups and requests.

Programming

It is planned to have six total programming rotations for delegates. Topics for program presentations will be encouraged to focus on things including leadership, duty response, community building, diversity & social justice, etc. Programming will occur in both the University Guest House and the Peterson Heritage Center, which are only a few minutes' walk from each other. One of the six programming rotations will be a "Top 6" session, where the Top 6 programs of the conference will be asked to present a second time. Paper evaluations are being created and will be provided at each session to determine the top programs and provide the presenters with feedback. We will distribute the feedback before the end of the conference.

There will be an Advisor track at the conference as well. This will allow the Advisors to present to each other and connect on a professional level. Additionally, it will allow Advisors to discuss topics of interest to their positions and level, which may not be suitable for students. Topics for the Advisor sessions will include things such as conference hosting, ART sessions, advising, hot topics in housing, student leadership, etc. We will reach out to the IACURH Regional Advisor as well to seek help in soliciting Advisor program presenters.

Program presentation submissions are planned to open in early August and close at the same time as registration. Our committee will review submissions as they are submitted, so that immediately following the close date we can notify presenters of the status of their submission.

Program submissions will be submitted through an online process – most likely through a system like Google Docs. It's a free and easy option!

We have also selected a Keynote Speaker for the opening banquet. His name is Max Green, and he is the Advocacy Coordinator with Equality Utah. He has done some work with our Social Justice Advocates through our department and we are super excited to have him on board for RAppin. Some info about him can be found here: <http://www.equalityutah.org/eu/about-us/staff>

Entertainment

Entertainment for RAppin 2013 will all occur in the Peterson Heritage Center. This will allow for delegates to mingle and connect with each other in one place.

On Friday night, we are planning to host a Carnival, which will include inflatables, carnival food (popcorn, cotton candy, etc.), henna tattoos, caricature artists, and more! We also will be providing a tie-dye station for delegates to tie-dye and write on their

conference shirt...so they can wear it the next night at the dance! We will also offer the option of playing pool and board games in the PHC lobby through our Front Desk.

On Saturday, we will have a glow/black-light dance, where delegates are encouraged to wear their conference shirt that they designed on the night before. We are using a DJ with lights for the dance. Additionally on Saturday, we are offering an Advisor social for the Advisors to attend and make final connections with other professionals before departing the following morning.

For the welcome gift for all conference attendees, they will receive a bag of candy/snacks, their conference notebook, a RAppin 2013 pen, a RAppin 2013 button, and a pair of RAppin 2013 sunglasses. We tried to find a balance between items that are both useful and not too "overly-swaggy", as we know that was some feedback from previous years and other student conferences. We recognize that some delegations fly and do not have room to take back a large amount of items from the conference.

All attendees will receive a conference t-shirt, which is planned to be a white shirt with the conference logo on it. We are encouraging delegates to decorate their t-shirt during Friday night entertainment, so that they can wear the shirt the next night at the dance.

Food & Hospitality

As part of RAppin 2013, attendees will receive dinner on Friday, and breakfast, lunch, and dinner on Saturday. The Friday and Saturday dinners will be a part of the opening and closing banquets. For both of these dinners, we are utilizing our campus Dining Services, Chartwells, as catering. Our group has been in communication with Dining Services and we have selected meals for the dinners, both with a range of choices and ability to accommodate many dietary needs. Breakfast on Saturday will be a continental breakfast through the University Guest House. The Guest House is going to set up a separate room with breakfast just for our group, so as to not have 250+ people try to eat breakfast at one time alongside other Guest House guests. Lastly, the lunch on Saturday will be held in our Peterson Heritage Center Dining Center and is being donated by Dining Services. It will consist of a normal lunch-style menu for our campus (deli option, pizza, grill, etc.). Conference attendees will be able to choose what they want to eat!

As for hospitality, we will have a hospitality location in the Guest House on Friday evening and in both the Guest House and Peterson Heritage Center on Saturday night. This will allow for multiple options of locations for delegates to enjoy the hospitality. We are hoping to get donations from location Salt Lake restaurants, but are also planning to have a hospitality fee per delegate and utilize that money towards easy grab and go type foods and drinks.

Transportation

The RAppin 2013 will be able to accommodate schools that choose to fly into Salt Lake International Airport and schools that choose to drive.

For schools that fly into SLC International Airport (SLC), we will provide transportation from and to the airport. We plan to utilize motor pool vehicles from the U and will utilize our Housing Grad and Professional staff as van drivers. Schools that require transportation from and to the airport will be asked to mark this on their registration.

Schools that choose to drive and just go directly to the University Guest House upon their arrival and park there. We will be obtaining parking passes from the Guest House that will allow schools to remain parked there all weekend. We will have signage on leading up to the Guest House for schools as they get close to the Guest House, to ensure that schools are able to find it – although Google Maps does a great job!

Communications

A few months ago, we sent out an email and survey to the AIMHO region requesting some information from schools. We asked things such as if schools planned to attend, how many delegates/advisors they planned to bring, if they planned to present, and how they would get to campus. We had approximately 25 responses from schools. This helped us to narrow (somewhat) about how many schools we should plan on driving vs. flying and how many advisors we should expect. We recognize that this is only an estimate for many schools, so we are taking that into account and not using it as an exact answer.

We have both a Facebook and Twitter account created. They have not been used much up to this point; however, we plan to begin to utilize them much more frequently in the coming weeks. We will use them to excite people about attending the conference, post pictures of their campus student staff trainings, disseminate information about the conference, and more!

Lastly, we have begun to work on the conference notebook that all attendees will receive. Our group has decided to not provide a pad folio this year, but instead, to utilize extra “notes” pages at the back of the conference notebook. This way, information that anyone writes down during their programming sessions can be in their conference notebook and not be separate.

Budget & Finances

Our budget is in its final steps of being completed. We have had a few changes in costs and some items that we have not yet been able to get a final price on. This is one of the main focuses of our group at this time, as we recognize that by the time registration goes live we will need to have a cost to put out to schools. Additionally, we would like to have the cost out before registration goes live, so that schools can have more time to plan the number of people they can bring.

We worked with the AIMHO Treasurer to complete the appropriate steps and paperwork to receive the RAppin debit cards for the account; however, we have not yet received the cards. We are not yet purchasing items, but as the summer goes on we begin to do so.

Goals

The goals of the RAppin 2013 conference are as follows:

- Host a successful RAppin conference
- Provide a quality conference experience for all conference attendees
- Be fiscally-minded and do our best to obtain a reasonable conference cost that will allow all AIMHO member schools to attend
- Provide a fun and memorable weekend for conference attendees
- Have fun as a Conference Host Team through the planning and implementation of RAppin 2013

Future Plans

From here until the conference weekend, our biggest plan is to finalize, finalize, finalize! Some of the things that are currently on our radar are:

- Finalize conference budget
- Publish website for schools to view
- Finalize conference registration with UNC
- Provide room setups to Peterson Heritage Center and University Guest House staffs
- Order conference items (ie. sunglasses, supplies, notebooks, signage, etc.)
- Utilize Facebook & Twitter more
- Confirm (again) all contracts/agreements that we have (Dining Services, Keynote Speaker, Hotel, etc.)
- Create programming submission form

Research and Information Committee

Submitted by Richard Workman

Verbal Report: Focusing on website and updating it.

Committee membership (name and institution) with notation as to the chair and co-chair

Chair – Richard Workman, Utah State University

Co-Chair – Corey Tickner, Northern Arizona University

Brett Klingmann, University of Colorado, Boulder

Chris Wilkins, Montana State University – Billings

Mike Simpson, University of Idaho

Nathan Raugutt, Colorado College

Pat Newman, Brigham Young University

Tem Sedgwick, University of Nevada – Las Vegas

Summary of Committee Work

- Working on collecting information from member institutions to update the Research and Information Committee pages of the website.

Goals

- Complete the Other Information page by the next AIMHO Conference.
- Gather, analyze, and report on any information any AIMHO Committee or member requests of us.

Future plans

- Create an easy method for Members to request information gathering or sharing through the Research and Information Committee

SHO Institute Committee

Submitted by Patrick Call

Verbal Report: Mari Strombom: Committee serve as faculty – between faculty and staff – last year almost half the participants were faculty – this method will serve us better.

Patrick “PC” Call: Chair

Executive Director, Residence Life, Dining Services & the Wyoming Union

University of Wyoming

pcall@uwyo.edu

Mari Strombom: Co-Chair

Associate Executive Director, Housing & Dining Services

Colorado State University

Mari.Strombom@ColoState.edu

Julie Love

Director, Student Housing & Conference Services

Fort Lewis College

Love_J@fortlewis.edu

Brad Shade

Director, Housing & Residential Education

University of Northern Colorado

brad.shade@unco.edu

Chris Ralphs

Director, University Housing and Residential Education

Southern Utah University

christopherralphs@suu.edu

Summary of Committee Work

Institute Topics/Presenters

- Personnel Management: PC Call
- Crisis Management: Chris Ralphs
- Topical Conversation; Julie Love
- Diversity/Social Justice: Mari Strombom
- Budget Management: Brad Shade

Goals

- Participants feel it is a very valuable use of time to engage in active dialogue
- Infuse cross section of topics that are relevant and timely into our Topical Conversation Session
- Participants leaving with effective and usable materials
- Develop excellent marketing and communication that is timely and strong with both presenters and participants
- Produce a solid schedule that is reasonable and effective that includes more time for small group conversation
- Coordinate with host and AIMHO College on effective use of committee time and learning outcomes
- Fun for all

Budget

| Revenue | | | | Budget | Actual |
|---|----------------|---------|----------|---------------------|--------|
| Registration Fees (10 participants X \$125) | | | | \$1,250 | |
| Southwest Contract Sponsorship | | | | \$5,000 | |
| Rollover SHO | | | | \$4,667.86 | |
| Total | | | | \$ 10,917.86 | |
| Expenses | | | | Budget | Actual |
| Faculty & Committee Registration fees | | | | \$0 | |
| Faculty Transportation | | | | \$0 | |
| Faculty Housing | | | | \$0 | |
| Meals 10 participants 5 faculty/committee | | | | | |
| | 11/8 Dinner | \$40 PP | Off-site | \$600.00 | |
| | 11/9 Breakfast | Removed | | \$0 | |
| | 11/9 Lunch | \$33 pp | plated | \$495.00 | |

| | | | | | |
|--|-------------------------------------|------------|------------|------------------------|-----------|
| | 11/9 Dinner | \$30 PP | Off-site | \$450 | |
| | 11/10 Breakfast SHO/AIMHO: 60 | | | | |
| | \$24.85 pp | plated | \$1,491 | \$1,491 | preferred |
| | \$33.56 pp | buffet | \$2,012.60 | | |
| | Coffee/Tea Service | \$10pp | \$300 | \$300 | |
| | Meal package is \$tbd for all meals | | | | |
| Swag | | | | \$0 | |
| Supplies | | | | \$ 50.00 | |
| Misc. | | | | \$ 150.00 | |
| | | | | | |
| Total | | | | \$3,536.00 | |
| Roll forward to 2014 SHO Institute* | | | | \$7,381.86 est. | |

*Goal of the rollover is to ensure the SHO Institute can be self-sufficient if we lose the corporate sponsorship.

Tentative Schedule

Friday

1:30pm-2:00pm Registration
2:00pm – 2:30pm Welcome and Introductions
2:30pm-5:30pm Session 1: HR/Personal
5:30pm-6:00pm Break
6:00pm Dinner (off-site)

Saturday

9:00am – Noon Session 2: Crisis Management
Noon – 1:00pm Lunch (on-site)
1:00pm – 3:30pm Topical Conversation
3:30pm – 3:45pm Break
3:45pm – 6:45pm Session 3: Diversity/Social Justice
6:45pm – 7:00pm Wrap- day
7:00pm – 7:30pm Break
7:30pm Dinner (off-site)

Sunday

8:00am – 9:00am SHO/College Plated Breakfast with Intentional Conversations

(on-site)

9:15am – 12:15pm Session 4: Budget

12:15pm – 1:00pm Wrap-up

Future Plans

We have designed the current SHO Institute to be a two year track with different subjects in Fall of 2013(Personnel Management, Crisis Management, Diversity/Social Justice, Budget Management & a Topical Issue) and Fall of 2014 (Facilities, Legal Issues, Assessment, Marketing/Social Media & a Topical Issue). To keep cost down, we have decided to utilize the committee as presenters. We would need to continue to recruit current SHOs who are willing to serve on the committee and present topics designated for the SHO Institute.

Website Committee

Submitted by: Josh Hill

Verbal Report: Has been updating throughout the year with content people send. Took website off line to do back-ups. Looking at where we are to go with regards to revamping the website. Further discussion tomorrow.

- Josh Hill – Chair
Dan Kellish – Co-Chair

Summary of Committee Work

- Updated website – added content as requested and modified the system for chairs to add their own content.
- Troubleshooting – login issues, issues with data not appearing
- Collaborated with Programming Committee – created an online evaluation system (note: this has been updated for this year – each program will have its own URL!)
- Updated the backend of the website (this keeps it up to date)

Goals

- Determine future of website committee – based on summer meeting, determine if website will be it's own committee or a member on the marketing committee
- Change navigation – remove redundant pages and clean up menus (note: this is underway with collaboration of the marketing committee)
- Update look / theme of website – make it brighter and “less blue”
- Train Dan to take over chair position 😊

Future plans

- Utilize feedback from summer meeting to drive changes on the site
- Work with marketing committee to create the master website plan
- Setup the new evaluation system for programming committee
- Advertise the AIMHO listserv in July to have departments sign-up new hires
- Move the website payment to an AIMHO credit card

Executive Committee Reports:

President

Submitted by: Julie Franklin

Summary of Committee Work:

- Conducted monthly teleconference meetings
- Attended NWACUHO on behalf of AIMHO Region
- Conference calls or face-to-face meetings with IACURH Director
- Delegated RAppin Host manual and Executive Committee Officer Position Manual
- Assigned Marketing Committee and Web Committee to look at website updates/enhancements
- AIMHO Angle articles
- ACUHO-I Foundation Rep for Regional Cabinet appointed (Andrew Campbell)
- Regular meetings with Regional Presidents and ACUHO-I Regional Affiliations Director
- Coordinate for Regional Reception at ACE

Goals

- Create specific, measurable short and long range goals for Association to further work on Strategic Plan
- Create clear practices/protocols regarding a financial strategic plan to guide future budget creation, savings, and investments to maximize financial stability into the future, allow for flexibility when needed and advance financial transparency
- Support any changes to the Corporate Partner Committee make up that will benefit the association and honor the existing long term relationship with all corporate partners.
- Facilitate a RAppin Host manual

Future plans

- ACE
- Regional Affiliates Meeting
- Regional Reception
- Be available to committees for input and support
- Honor the legacy of the stewardship

Past President

Submitted by: Cindy Anderson

Committee membership (name and institution) with notation as to the chair and co-chair

- Executive Committee Member
- Executive Committee Liaison to Research and Information Committee
- Executive Liaison to Finance and Corporate Partner Committees
- Executive Liaison to Diversity and Social Justice Committee (although I thought I was the Liaison to the SHO Institute – so that tells you how effective I was with this role :01)

Summary of Committee Work

- Participated in monthly AIMHO Executive and Leadership Teleconferences
- Provided association historical, operational and financial background information and insights to support current programs and planning
- Contacted all regional affiliates for Officers Handbook examples. Created proposed content outline for AIMHO Officers Handbook
- Summarized current Strategic Planning Process and created presentation on progress to date for 2013 Summer Meeting

Goals

- Adoption of AIMHO Strategic/Long Range Plan, including financial/multi-year support for plan
- Draft of AIMHO Officers Handbook for review at Annual Conference Meeting of AIMHO Leadership
- Active participation in 2013 Finance Committee and evolution of investment strategies for AIMHO's long-term financial well-being.

Future plans

- Anticipatory recruitment of Candidates for Office; AIMHO and RAppin' Conference Host Institutional Hosts and 2013-14 AIMHO Committee Members and Chairs
- Active support of 2013 Host Committee; particularly Corporate Partner Committee and appointed responsibilities as Past President. Active support of ACUHO-I Foundation Representative from AIMHO and ACUHO-I Representative.

President Elect

Submitted by: Shirl Portillos

Committee membership (name and institution) with notation as to the chair and co-chair

Executive Board

Summary of Committee Work

Serve as liaison to Program Committee

- Barb Remsburg- Chair
- Mike Billar -Co-Chair

Working on AIMHO keynote speaker(s)

Webinars-added ART (Advisor Recognition Track) this year

Creating Poster Board session for AIMHO conference

Created SHO listserv at University of Utah

Serve as liaison to Awards and Recognition

- Ebonie Carter-Chair

Brainstorming Social Media options

Created 3D recognition tree

Contributing to the Angle

Creating to do list for future award and recognition chair and co-chair

Continuing website work

Goals

Working with Liz and Jeff on Strategic Plan overview

Future plans

Continue to serve as the liaison for the Programming Committee

Continue to serve as the liaison for the Awards and Recognition Committee

Continue to work on the Strategic Plan (including implementation of goals)

Treasurer

Submitted by: Rich Clark

Treasurer Updates:

1. **Monthly Financial Statements for the Association** including:
 - a. **NOTE:** May 1, 2012 – January 2013, monthly reconciliations were done by Lori Lander, former Treasurer. February to present all monthly reconciliations were completed by Richard Clark, current Treasurer.
 - b. Reports reconciles 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)
 - c. Recording of all expenditures and income of the Association for all Wells Fargo Accounts transactions into QuickBooks Pro by Association "Class" (committees) and IRS reporting categories.
 - d. Scanned all receipts and transaction to create a paperless system.
 - e. Monthly reconciliation of all bank accounts to QuickBooks.
 - f. Monitored two time accounts for association. 1 savings account and 1 CD. Both with Wells Fargo. CD is set to mature September 23, 2013.

2. Total **Institutional Paid Membership** for 2012-13 was 63*.

FY 2012-13 (NEW FEE STRUCTURE)

| On Campus | # Schools Paid | Amount/School | Total Dues |
|------------------|-----------------------|----------------------|-------------------|
| 0-500 | 15 | 50 | \$750.00 |
| 501-750 | 12 | 75 | \$900.00 |
| 751-1000 | 7 | 100 | \$700.00 |
| 1001-1500 | 4 | 125 | \$500.00 |
| 1501-2000 | 7 | 150 | \$1,050.00 |
| 2001-3000 | 4 | 175 | \$700.00 |
| 3001-4000 | 5 | 200 | \$1,000.00 |
| 4001-6000 | 2 | 225 | \$450.00 |
| Over 6000 | 5 | 250 | \$1,250.00 |
| | | | |
| Other | 1 | 60 | \$60.00 |
| Other | 1 | 80 | \$80.00 |
| | | | |
| Total | 63 | | \$7,440.00 |

FY 2011-12 (OLD FEE STRUCTURE)

| On Campus | # Schools Paid | Amount/School | Total Dues |
|-------------|----------------|---------------|------------|
| 0-1,000 | 30 | 60.00 | 1,800.00 |
| 1,001-2,000 | 14 | 80.00 | 1,120.00 |
| 2,001-3,000 | 8 | 100.00 | 800.00 |
| 4,001+ | 10 | 120.00 | 1,200.00 |
| | 62 | | \$4,920.00 |

The final paid membership for the FY 12-13 increased from 62 to 63 (*64 with U of U paying in May 2013 after some banking issues and refunds) from FY 2011-12 which decreased from 65 to 62. Membership in 2009-10 was 61. Schools with 1,000 beds or less continue to constitute the largest segment of AIMHO membership.

3. **Creation and mailing of IRS 1099 Forms** for individuals receiving more than \$600 from the Association during FY 2012-13 are as follows:

| Name | Purpose | Amount Paid | Account |
|------------------|--------------------|-------------|-------------|
| Dr. Kathy Obear | Speaker Honorarium | \$4,657.49 | Association |
| Dr. Eileen Hulme | Speaker Honorarium | \$2,800 | Association |
| Sharman Cawood | Accountant | \$1,530.00 | Association |

NOTE: Sharman Cawood fee consisted of \$1,320.00 for preparation of 990 forms and \$210.00 for the preparation and mailing of 1099 forms.

NOTE: Drew Worsham: Keynote RAppin for \$1,000.00. Following up to verify if 1099 Form was sent and completed.

4. **FY End-Reviews - AIMHO and RAppin Conference Accounts**
- a. AIMHO Conference hosted by Montana State University - Billings
 - i. \$3,000.00 seed money remains in the Conference Account for November 2013
 - ii. Back to the Association for a total of \$22,329.00
 - b. RAppin Conference hosted by University of Idaho
 - i. \$3,000.00 seed money remains in the RAppin Account for October 2013
 - ii. Budget deficit of (\$1,709.68).

5. **Analysis of E-Commerce Charges:**

| | E-Commerce Totals | Notes |
|-----------------------|-------------------|-------|
| PayPal Registration % | \$2,881.09 | |
| PayPal Account | \$360.00 | |

| | | |
|------------------------------------|------------|---|
| Monthly Fee | | |
| QuickBooks Fees | \$211.84 | |
| UNC Account Fees | \$2,410.00 | NOTE: AIMHO Reg (178): \$890.00 RAppin Reg (252): \$1,260.00 Membership (52): \$260.00 |
| Wells Fargo Maintenance Fee | \$28.50 | Written petition submitted to 4/1/13 to remove fees |
| Grand Total | \$5,891.43 | NOTE: Fees in previous FY were \$5,628.16 |

NOTE: Other PayPay Fees:

- \$10.02: Conf. Reg. Refunded in total – paid the PayPay fee for refund from Vinnie Gore
 - \$2.48: PayPal transaction transferred without fee – correction to Tammy Laird College Reg. for Lisa Maroni
 - \$20.00: PayPal fee for disputed transaction from UU
6. Compiled records, contacted Finance Committee members and shared materials at the Summer Finance Committee Meeting for the **Annual Review of the Financial Records, Accounts, Accounts and Processes of the Association**
 - a. Organized meeting of the Finance Committee following FY close
 - b. Shared Association financial records as prepared by Treasurer
 - c. Followed the 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
 7. Signed **Letter of Engagement** for Sharman E. Cawood to complete IRS Form 990 for FY Year End April 2012 for the Association. Paid Sharman E. Cawood \$1,200.00 for services.
 - a. Signed new letter engagement with Sharman E. Cawood for 2013-2014 in the amount of \$1,300.00 or \$130.00 per hour. This is the first increase in Sharman's fees since 2008.
 8. **Announcements at Summer Planning Meeting:**
 - a. Committee chairs - please collect itemized receipts for all reimbursements and promptly submit to Treasurer along with the Request for Funds forms.
 - b. Treasurer completed AIMHO and RAppin Host Committee debit accounts with Wells Fargo request in February. Debit Cards sent to U. of Oregon and new cards ordered. Temp. Cards for U of U will be given out at Summer Business Meeting and conference call set up to explain the UNC/PayPal process. All revenues and expenditures **MUST** process through the AIMHO accounts (continuous failure by the Association could jeopardize our status with the Federal Government).

- c. Membership renewal notices will be coming out around July 1st.
9. Philadelphia Insurance Co. Premium Payment: \$1,180.00 paid through December 2013 on December 5, 2012.
10. Future Discussion/Recommendations:
- a. PayPal active year around for collection of membership.
 - b. There is a need to discuss mid-year membership. Should schools that join mid-year get a prorated membership fee?
 - c. The association should consider having the Treasurer continue through April following their final term to ensure continuity of fiscal year reporting. Current structure has new Treasurer assuming responsibility for 6 months of previous treasurer.
 - i. Possible alternative is to strengthen Treasurer-Elect training to ensure smooth transition of association financial records. New Treasurer-Elect will work on monthly reconciliations as part of monthly conference calls effective January 1, 2014.
 - d. Draft budget in June and adoption in November. With approximately 4 months between draft and adoption is this an issue for discussion?
 - e. Implement Sharman Cawood recommendation to make greater use of Quickbooks for monthly financial updates/reports rather than transfer to excel spreadsheet. This would eliminate potential for error and additional work on Treasurer.
11. See (CP Longitudinal 6-13) Spreadsheet for Corporate Partner data from 2001-2002 to Present

Senior Entry Level Member At Large/ State & Provincial Representatives

Submitted by: Jeff Rosenberry

Committee membership:

| | | | |
|-------------------|-------------|-------------------------------------|---|
| Belatti | Sue | SPR-Arizona | Northern Arizona University |
| Cornell | Rebecca | SPR-NV & Out of Region | South Dakota School of Mines & Technology |
| Engel | Korrin | SPR-Montana | Montana State University-Bozeman |
| Hayes | Allison | SPR-Utah | Weber State University |
| Klingemann | Brent | SPR Colorado | University of Colorado Boulder |
| Meryhew | Barb | SPR-Wyoming | Casper College |
| Rosenberry | Jeff | Senior Member At Large/Chair | Montana State University Billings |

| | | | |
|-----------|----------|----------------|--------------------------|
| Schmalzel | Katie | SPR Colorado | Colorado School of Mines |
| Simpson | Michael | SPR-Idaho | University of Idaho |
| Tappen | Mitchell | SPR-New Mexico | New Mexico Tech |

Summary of Committee Work

The SPR group has received updated affiliation information and are making direct contact with member institutions in their state. As with the history of the role, some SPRs are receiving great feedback from schools and some are not. In any case all SPR positions are currently full and I am happy to report that contact is being made.

The webpage has been updated with SPR contact information and bio sheets for each SPR, thus providing a face with the name and role for member schools. Additionally, state tabs have been created on the webpage under the “News” link to allow SPRs to provide quick glance information about their state for those perusing the site. To date only the Arizona SPR (Sue Belatti) has created updated content on the state page. The posting of material is a high priority and goal moving forward with the SPR group.

After transitioning to the position it became clear that group phone meetings were not an effective use of the SPR’s time. Many were unable to make calls in the past and with the annual transition of SPRs each person seems to be in their own place as far as their development in the role. Therefore, the communication with SPRs has now taken on a more one on one approach. Each month the SMAL conducts a one on one with each SPR prior to the executive board meeting. This allows a more individualized conversation of state issues, communication concerns, and support of needs for the SPRs in their role. Two to three “All Calls” will be established throughout the year for large content dissemination (after the summer meeting) and opportunities for the group to come together and share thoughts regarding their role and experiences. To date the one on one approach seems to be more effective for the SPRs and provides the ability for more personalized support by the SMAL.

As per the SPRs roles and responsibilities the following work has been completed to date by the SPRs (Green indicates Complete, Red indicates Incomplete, Blue indicates In Progress):

1. Introduce self to main contact at assigned university/college for each AIMHO member (dues paying) school within the state and explain your plan for ongoing communication with them throughout the year.

2. Gather updated directory information from each school representative of housing staff on an ongoing basis and share directory information with AIMHO webmaster for updates to the membership listserv.
 1. This now includes the gathering of information of Senior Housing Officers for the SHO Listserv created recently by the Program Committee.
3. Establish a format for soliciting information from each school representative on issues and/or needs impacting that school to be shared with the AIMHO membership.
4. Prepare 2 reports annually (May 1st and October 1st) are sent to the Past President and Senior Member-At-Large and shared with the Executive Committee, covering the following information:
 - Trends or concerns their housing programs are facing in the state/province
 - Any issues they would like AIMHO to address
 - Their planned attendance at the annual conference in November.
 - How the SPR can be helpful to the school representative
 - Inspiring stories from the school representatives to be shared in editions of the AIMHO Angle newsletter.
 - Anything the SPR want to brag about.The first Biannual Report for the year is attached in the addendum to this report for consideration by the Executive Committee.
5. Seek out contacts at schools within the state/province who may not be current members of AIMHO and encourage them to join the organization.

Goals:

Moving forward the SPR group will look to continue their work in corresponding with their affiliated schools. Some SPRs are not receiving adequate feedback from their institutional contacts and this will be a primary focus of support for the SMAL in the future. ***One major goal moving forward will be to have SPR contact made to member schools at least once a month and twice a month during the months of October, September and November.***

The SPRs will continue to support the development of the AIMHO Strategic Plan and the further development of objectives and goals that directly relate to the group.

The SPRs will continue their assigned positional duties and will look for new and creative ways to communicate with their affiliated schools.

The SPRs will work to increase membership throughout the region by 10% of the current membership prior to the 2013 Annual Conference.

Future plans

The SPRs will look at regional feedback and explore more opportunities to expand mentorship for their affiliated members beyond the annual conference.

The SPR group will aid in the updating of AIMHO Scholarship information and the selection of scholarships for the annual conference.

Addendum: SPR Specific Reports

| | |
|---|---|
| <p>Name of SPR Mitchell Tappen</p> <p>State/Province Representing New Mexico</p> | <p>Due Date of Report _____ October 1st _____ <u>X</u> _____ May 31st</p> |
| <p>Note: This Report will be shared with the Executive & Marketing Committees</p> | |
| <p>Are there any problems/concerns impacting your state/province?</p> <ul style="list-style-type: none"> Tuition rates are increasing by all public schools in the state. UNM has the largest increase of 6.6 percent for students taking 15-18 credit hours, and 13.2 percent for those taking fewer than 15. The other schools tuition increase is approximately 5%. There are many concerns regarding “Therapy Animals”. The email Barb Mayhew sent was helpful but housing professionals are anxious about what are the ramifications of the new guidelines by the U.S. Department of Housing and Urban Development. | |
| <p>Are there any successes/accomplishments impacting your state/province?</p> <ul style="list-style-type: none"> Membership is stable. Though we didn’t gain any new members, we have not lost any since last conference. My goal is to get St. John’s College to rejoin before the AIMHO Conference. | |
| <p>What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter?</p> <ul style="list-style-type: none"> I’m not sure if NMSU Housing wants me to brag about them but I was proud of their NPR | |

story on helping accommodating veterans. <http://www.npr.org/2013/02/19/172373137/new-university-housing-model-could-help-veterans>

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region?

- No new names since my last submission.

Are representatives from schools within your state/province planning on attending the AIMHO Conference?

- So far I am expecting at least one member from every AIMHO school in New Mexico to attend the conference in the fall. Las Vegas is a destination people can get excited about.

Any other updates you would like to share?

- Our next New Mexico CHO meeting will be held June 28th. New Mexico Tech will be hosting the event.

Name of SPR: Becky Cornell

Due Date of Report

State/Province Representing: Nevada and Out of Region

May 31st

Note: This Report will be shared with the Executive & Marketing Committees

Are there any problems/concerns impacting your state/province?

UNLV Housing and Residential Life is still trying to manage a new partnership with a private vendor doing the Housing assignments, marketing, and collections while UNLV staff continue to provide the Residential Life programming. Even with this new partnership, occupancy is a major concern.

SDSMT is leasing an apartment building from a private developer in order to house all of the students that are required to live with us on campus next year. With this we're navigating how to work with our private partner and how to best serve the sophomore students that will be living in this building (which lacks any common area space). The lack of programming in regards to realistic sex education. We also don't really have a way to teach or develop healthy male identity development as it pertains to the high level of misogynistic behavior and general negative attitude toward females on our campus.

Are there any successes/accomplishments impacting your state/province?

Dan Erosa (RHA Incoming President) was elected to PACURH Executive Board

SDSMT is in the early planning stages of building new residence halls on the east side of

campus.

SDSMT also hired our first female president, and she has quite the resume.

What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter?

We had a trash can fire that activated our sprinkler system in Dayton Complex forcing the evacuation and relocation of 200 students for a three day period earlier this month. Very proud of the staff response and ability to move 200 residents into temporary housing in just 2.5 hours (11:30 to 2:00 a.m.). Other than that, pretty quiet spring.

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region?

NA

Are representatives from schools within your state/province planning on attending the AIMHO Conference?

Yes, UNLV is hosting this year and plan on having 7 - 10 attendees (professional and graduate staff) along with 5-8 RA's.

Hopefully. We'll have to see if our Director is interested in renewing our membership with AIMHO.

Name of SPR Barb Meryhew

May 31st

State/Province Representing Wyoming

Note: This Report will be shared with the Executive & Marketing Committees

Are there any problems/concerns impacting your state/province? The university of Wyoming is experiencing static enrollment. Central Wyoming College in Riverton reports under-staffing, ongoing budget cuts as problems and/or concerns impacting their operation.

Are there any successes/accomplishments impacting your state/province? Western Wyoming in Rock Springs and Casper College both report slightly increased housing numbers even though the enrollment at both schools is not increasing. This is mainly due to the lack of affordable housing within the community, at least for Casper. Central Wyoming views their ability to stay ahead of the curve in their utilization of software and data to manage resident placements and student accounts as a success. In addition, Central is making significant progress in the design and implementation of Living-

Learning Communities.

What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter? November 2012 Casper College witnessed a horrific act on their campus when a young man came into a classroom, killed his father, an instructor and then himself. Additionally, the young man had killed the father's girlfriend, also an instructor at the college, off campus earlier that same morning. As horrific as this act was the inspiring thing that came about was how the Casper College Community rallied together and got through the rest of the semester. It was amazing watching the RAs, who are sophomores, be there for their residents while many of them (RAs) had been students of the two instructors. We all do extensive RA trainings, which some of the content never actually comes to life , but to witness these young individuals applying the material in such an intense moment was gratifying to watch, while realizing we do make a difference.

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region?

Central Wyoming College has a new Resident Life Coordinator, Jonathan Rasbach. Jonathan is from Michigan where he taught high school history/government.

The University of Wyoming has the following new professional staff members joining them:

Lillian Zamecnik, Assistant Property Manager with the UW Apartments

Diana Wilson, Hanah Diebold, and Brad Young, Residence Coordinators

Deb Meryhew, Associate Director, Facilities Operations promoted from Manager position

Casper College

Nick Whipps, Student Activities Coordinator

Are representatives from schools within your state/province planning on attending the AIMHO Conference? Yes, at this time Dustin Conover and possibly his wife Samantha

from Western Wyoming, PC Call from the University of Wyoming, and Barb Meryhew, Nick Whipps, and Alexis Banta from Casper College.

Any other updates you would like to share? The University of Wyoming will be hiring one more Residence Coordinator during the summer. Casper College is in the process of hiring a new Housing Area Coordinator.

Out of the 7 community colleges, 1 tech school and 1 university, the state of Wyoming has representation from 7 institutions within the AIMHO organization. I will continue to work on the 2 schools who have not joined the organization.

| | |
|--|---|
| <p>Name of SPR</p> <p>Katie Schmalzel</p> <p>State/Province Representing</p> <p>Colorado</p> | <p>Due Date of Report</p> <p>___X___ May 31st</p> |
|--|---|

Note: This Report will be shared with the Executive & Marketing Committees

Are there any problems/concerns impacting your state/province?

The passing of Amendment 64 and the legalization of marijuana continues to impact Colorado institutions. Campus leaders have worked with legal counsel to determine what steps forward. At the drive in conference hosted by University of Northern Colorado, I attended a round table where we discussed the impact on our respective campuses. A few allowed students to break their housing contracts if they had a medical marijuana card. Others did not. Drug free campuses are not allowing students to smoke on campus.

Are there any successes/accomplishments impacting your state/province?

Many of our Colorado institutions are building/renovating residence halls and developing new programs. Colorado State University, Colorado School of Mines, Western State College, Trinidad State Juniper College, and Northeastern Junior College have all either just finished building or are in the process of building/renovating space.

Many institutions are also starting or are in the early stages of Living Learning Programs, including Western State

College and Colorado School of Mines.

What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter?

Many Colorado institutions wrapped up the academic year strong with end of the year programming for students.

Western State College opened a new apartment complex (320 beds) this past fall (2012), and instituted a Living Learning Community program by splitting residents into living areas by interests/major areas. Both have been quite successful.

Trinidad State Junior College is in the process of construction on their new Student Center.

Colorado School of Mines is going through an exciting transition of adding Apartment Housing (Upperclass, Graduate, and Family Housing) along with Greek Life operations to our Department starting this summer, 2013.

Colorado State University – “We are nearing completion on our renovation project: adding a fourth floor to one of our residence halls. We are also nearing completion on the renovation of one of our Dining Centers and student community spaces. We broke ground for our new 600 student bed facility to open in Fall 2014.”

Northeastern Junior College ended the year with a huge block party with inflatables, mechanical bulls, luaus, and huge dance party. They also opened a new Traditional Style residence hall (128 beds) in the Fall of 2011.

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region?

Colorado School of Mines:

Brice Bleem, Residence Life Coordinator

Erik Buol, Residence Life Coordinator

University of Denver (2013-2014 new staff)

Chris Devlin, Resident Director chris.devlin@du.edu

Kyle Kline, Graduate Resident Director kyle.kline@du.edu

Hannah Mixdorf, Graduate Resident Director

JM Alatis, Graduate Resident Director

Mikalia Harris, Graduate Resident Director

Brittany Miller, Graduate Resident Director

Katie Chew, Graduate Resident Director

Northeastern Junior College

Vince Galdi, Hall Director, started Fall 2012

Ben Reichert, Hall Director, started Fall 2012

Colorado State University

Angela Hoffman; Residence Director ; recently graduated with her Masters degree from University of Utah

Michael DeJager; Assignments and Operations Coordinator; from progressive housing roles at St. Peter's University in New Jersey, including a stint as their interim director

Are representatives from schools within your state/province planning on attending the AIMHO Conference?

The following institutions are planning to attend the annual conference in Las Vegas:

Western State College

Colorado School of Mines

Colorado State University

Colorado Mesa University

Northeastern Junior College

The following institutions have not provided an answer on whether or not they will be attending the annual conference in Las Vegas:

Trinidad State Junior College

Fort Lewis College

University of Denver

Colorado Northwestern Community College

Any other updates you would like to share?

It would be great to add more dimensions to the AIMHO Region such as business operations, facilities and technology. Currently, it is very Residence Life focused. – From Colorado State University

Thank you to the Housing and Residence Life crew at University of Northern Colorado for hosting a fantastic

drive-in conference! – Many institutions provided praise ☺!

| | |
|---|---|
| <p>Name of SPR: Sue Belatti</p> <p>State/Province Representing: Arizona</p> | <p>Due Date of Report</p> <p>_____ May 31st</p> |
| <p>Note: This Report will be shared with the Executive & Marketing Committees</p> | |
| <p>Are there any problems/concerns impacting your state/province?</p> <ul style="list-style-type: none">○ Staffing Issues – wearing many hats and dealing with openings on staff that can be hard/take time to fill (Small School)○ Keeping up with volume of student needs with limited staff size (Small School)○ Issues of Part-time versus Full-time benefits eligible employees and impact of Obama Care on the budget (Small School)○ Student Employment in the summer – moving from ability to hire students full-time to being limited to | |

part-time hours only; impacting budget and how to make money go farther and provide services (Small School)

- Code of Conduct enforcement issues – needing to increase information on terms and conditions for on-campus housing (Small School)
- Off-Campus Apartment Growth – impacting enrollment in on-campus housing due to the lowering of rent for off-campus space that hasn't been filled; strong competition. (Small School)
- Housing Staff Role – working 50% for housing and 50% in other capacity at the school (typically coaching position); can impact where the staff members' priorities are. (Small School)
- Student Drug Use/Activity – seen a steady increase around campus and coming onto the campus which is impacting the student population (Small School)
- Decrease in State Funding – impacting budgets that may be dealing with increased enrollment and other demands to do more with less (Large and Small Schools)
- Retention – increasing demands by regents to retain more students impacting funding (Large School)
- Faculty Retention – losing faculty to other positions and having a hard time filling those positions and/or getting approval to fill them (Large School)
- Deferred Maintenance – no money coming from the state so many projects having to be put on hold at the university (Large School)
- Diminishing Federal Research Funds – cutbacks in these funds impacting the research institutions in the state (Large School)
- Growing Pains – satellite campuses causing a lot of staffing issues as roles are reassigned and redefined. (Large School)

Are there any successes/accomplishments impacting your state/province?

- Growth of Housing Program – a number of schools are seeing increases in enrollment of their on-campus populations (Large and Small Schools)
- Growth of Student Population – a number of schools are seeing increased attendance at their institutions (Large and Small Schools)
- Private On-Campus Housing – a strong partnership taking shape on one campus with private housing company helping to run upper division housing. (Large School)
- Renovation – Halls across the state are getting face lifts (where the budget will support it) to upgrade/update amenities and infrastructure of on-campus offering. (Large and Small Schools)
- Housing Assignment Processes – many institutions across the state are rolling our (or recently did) new housing assignment software; making the work more efficient and offering more control to on-campus student population. (Large and Small Schools)
- Personnel – welcoming in excellent new and returning staff within many institutions from hall staff, to mid managers, to the President of the university. (Large and Small Schools)
- Assessment – institutional assessment as reviewed by the Higher Learning Commission received good ratings for having solid assessment practices in place. (Small School)
- Academic Achievement by On-Campus Students – all time record for the percentage of students living in the halls with a 3.0 GPA or better that their institution (Large School)
- Residential College Model – the expansion of this program to multiple campuses within the same institution is occurring in the upcoming months to roll out next fall. (Large School)
- College Anniversaries – two schools mentioned celebrating their 50th and 125th anniversaries as colleges within the Arizona system. (Small Schools)
- Technology – in addition to new housing software, the use of social medial (Facebook) for student contact, and an all-campus alert system recently put in place were mentioned. (Small Schools)

- Check-Out Process – new procedures put into place for a smoother check-out of on-campus students including a higher level of accountability for the cleanliness of their rooms upon departure. (Small School)
- IACURH - Three representatives from the state are on this year and next years' Executive Board for IACURH and one has been named as the new IACURH advisor.

What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter?

Arizona State University shared that it's ASU-West campus co-hosted (with the ASU-Tempe campus) the 4th annual ARLC – Arizona Residential Leadership Conference –on April 5-7; this was the first time ever that the students hosted it solely by themselves at the ASU-West campus;

Grand Canyon University reported that their housing team is growing very quickly to meet growing enrollment demands for on-campus housing.

The University of Arizona reported a number of things including a new Eco –Power website in which students go on line and see how much energy and water they are using in the residence halls, a number of LEED Certified buildings on campus, a new 12 month housing program starting this summer that will offer housing for students over the breaks, and the rolling out of a Social Justice Series for Residential Education staff.

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region?

University of Arizona: Full-Time Community Directors:

Mikaela Falwell will serve in Apache Santa Cruz Hall and comes to us from the U of Tennessee where she soon will complete a Masters in College Student Personnel mfalwell@utk.edu

Zach Santos has been a grad CD for us this year and becomes the full-time CD in Villa del Puente. His Masters is Higher Ed Admin. Santos@life.arizona.edu

University of Arizona: Graduate Community Directors:

Mandy Cheromiah becomes a CD in Pueblo de la Cienega and will work on a Masters in Higher Ed. She is a former UA RA and the past four years served the UA as the Coordinator of Early Academic Outreach. acheromi@email.arizona.edu

Lysette Davis enters the Higher Ed Masters program and will serve in the Honors community of Arbol de la Vida. She has Peace Corps experience is currently a Business Development Associate for the Laborers International Union of North America. Lysette.davis09@gmail.com

Devon Moule is a U of A undergrad and has served four years as an RA here. He, too will be in the Higher Ed Masters program and is assigned to work in the Hopi-Graham-Greenlee complex. Devon1@email.arizona.edu moule@life.arizona.edu

Michael Schilling is completing a Bachelor's degree from William and Mary and will enroll in the Higher Ed Masters program. His hall assignment is to Pima House, the home of the Blue Chip Leadership community.

Arizona Western College: PT Residence Hall Director

Paige Piontkowsky is joining the staff as a Part Time Residence Hall Director – the first fully dedicated RHD position at the college not sharing their duties with another department. Paige started as an RA at AWC and then transferred to Azusa Pacific to finish her bachelor's degree.

Northern Arizona University: Full-Time Central Staff

Jon Merchant comes to NAU with 11 years of comprehensive, post-Masters Residence Life work including his most recent role as Associate Director at the University of Portland. He will be working as the Associate Director of Housing and Residence Life at NAU.

Ed Price will begin his role as a Research Analyst, Associate to assist NAU's Housing and Residence Life department with departmental assessment. He brings over 17 years of post-masters research and program evaluation experience to the role through positions with the American Cancer Society and the Flagstaff Medical Center.

Northern Arizona University: Full-Time Residence Hall Directors:

Meghan Kilfeather received her Master of Education (Higher Education Administration) from the State University of New York – the University of Buffalo and worked for two years as an Assistant Hall Director (post masters) at the same institution. She will be the new RHD in McConnell Hall.

Rena Gore received her Masters of Education degree (College Student Affairs) from Rutgers University and worked for two years (post masters) as a Hall Director at the same institution. She will be the new RHD in Allen Hall.

Ashley Baggot received her Master of Science degree (Educational Leadership) from the University of North Dakota. She worked for two years (post masters) as a Residence Hall Director in Grand Forks, ND. She will be the new RHD in Wilson Hall.

Kathryn Pierce received her Master of Education (Counseling and Student Affairs) from Northern Arizona University as served as a Graduate Assistant Residence Hall Director at NAU for two years. She will be the new RHD in Tinsley Hall

Jay Stokes graduated from Northern Arizona University with a Master of Education (Counseling and Student Affairs) degree. He worked for two years as a Graduate Assistant Residence Hall Director at the same institution. He will be the new Central RHD.

Northern Arizona University: Graduate Assistant Residence Hall Directors:

James Psalidas graduated from Oklahoma State University (BS in Sociology) and will join the NAU staff as the new GRHD in McConnell Hall.

Melissa Hettman graduated from the University of Wisconsin-Eau Claire (BA in Mass Communication-Public Relations) and will join the NAU staff as the new GRHD in Morton/Campbell Halls.

Lawrence Hammer graduated from St. Ambrose University (BA in Marketing and Psychology) and will join the NAU staff as the new GRHD in Gabaldon Hall.

Laurie Meidl graduated from the University of Wisconsin-Oshkosh (BS in Biology) and will join the NAU staff as the new GRHD in Sechrist Hall.

Heather Ramsden graduated from Northern Arizona University (BS in Psychology) and will join the NAU staff as the new GRHD in the Courtyards Community.

Mason DeWitt graduated from Northern Arizona University (BS in Hotel Restaurant Management) and joined the NAU staff as the RHD in Taylor Hall during the spring of 2013.

Northern Arizona University: Specialty Graduate Assistants:

Jasimine Evans graduated from the University of Arizona (BS in Psychology) and just completed one year as a hall director apprentice at the University of Colorado-Boulder. She will join the NAU staff as the new GA for Learning Communities.

Teri Sisulak graduated from the University of Wisconsin-Eau Claire and served as a housing specialist at that institution in addition to the housing director at the Art Institute in Phoenix. She will join the NAU staff as the new Academic Outreach GA.

Brianna Gomez graduated from Northern Arizona University (BS in Exercise Science) and will join the NAU staff as the new GA for Community and Staff Development.

Erica Keller graduated from Arizona State University (Bachelors of Interdisciplinary Science) and was a residential manager for two years at the same institution. She will join the NAU staff as the new GA for Greek Life.

(All other school contacts will send me updated staff lists as they complete their hiring process.)

Are representatives from schools within your state/province planning on attending the AIMHO Conference?

Schools Attending:

Arizona State University (All Campuses)

Northern Arizona University

University of Arizona

Grand Canyon University

Schools Wanting to Attend – But Unsure at this time:

Central Arizona College

Thunderbird School of Global Management

Arizona Western College

Eastern Arizona College

School Contacts Unavailable for Comment (Who I Will Continue to Follow Up With!!)

Prescott College

Yavapai College

Any other updates you would like to share?

One comment came up about the desire to have some kind of a directory produced for contacts from around the region. For the past couple of years, no directory of AIMHO conference attendees has been provided participants and this colleague mentioned really missing not having some kind of directory to refer to when wanting to outreach throughout the region. Perhaps we can look into the creation of an on-line directory (maybe the current List Serve could be converted to print off a list) that AIMHO members could access.

| | |
|--|--|
| <p>Name of SPR: Korrin Engel</p> <p>State/Province Representing: Montana</p> | <p>Due Date of Report</p> <p>_____ October 1st</p> <p><input checked="" type="checkbox"/> _____ May 31st</p> |
| <p>Note: This Report will be shared with the Executive & Marketing Committees</p> | |

Are there any problems/concerns impacting your state/province? It seems that across the state, we are facing ever rising enrollment numbers. This is one of the better problems to have, however, it can put a lot of stress and create some unique challenges for Housing. With the Board of Regents' mandate for every first year student

to live on campus, many of our state schools are facing issues of overcrowding and temporary housing. It can be a struggle to continue to deliver the same level of service to even more students with the same amount of resources.

Are there any successes/accomplishments impacting your state/province? Along with some challenges with additional students, schools have some big, positive changes happening as well. There are new building projects across the state, new student services, and organizational changes.

What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter? Unfortunately, we don't have any new happenings or interesting stories to share with the region. Everyone has been so swamped with closing and preparing for the next year, that we've hardly had time to catch our breath.

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region? Most schools are only just now finalizing all of their new professional and graduate level staff. There will be plenty to welcome (at least from Montana State-Bozeman) later on in the summer.

Are representatives from schools within your state/province planning on attending the AIMHO Conference? Yes! From the emails I have gotten requesting details and information about the conference, it seems that Montana will be well-represented again.

Any other updates you would like to share? That's all from Montana!

| | |
|---|--|
| <p>Name of SPR: Brent Klingemann</p> <p>State/Province Representing: Colorado</p> <p>Colorado Christian University, Colorado Mountain College, Regis University, University of Northern Colorado, Adams State University, Colorado College, University of Colorado Boulder, University of Colorado – Colorado Springs, Colorado State University – Pueblo, Naropa University, Lamar Community College, Campus Village (Denver)</p> | <p>Due Date of Report</p> <p>_____ October 1st</p> <p>___X___ May 31st</p> |
|---|--|

Note: This Report will be shared with the Executive & Marketing Committees

Are there any problems/concerns impacting your state/province?

From our section of the May AIMHO Angle: *With the passing of [Amendment 64](#) this past November, many campuses in Colorado prepared to deal with “4/20” related activities. CU Boulder closed campus the day of 4/20 and reported no marijuana-related arrests. Thousands of people congregated at the State Capital in Denver and otherwise had relatively little impact on our campuses. Laws and regulation surrounding the legal sale of marijuana are being created and scheduled to be in place by January 1, 2014. Many universities in Colorado plan to leave their marijuana and other drug policies unchanged.*

Many universities in Colorado are struggling due to limited funding from both state and federal sources. Tuition and housing increases are expected and the impacts to our residential housing operations are yet to be seen. To learn more about higher education funding in the state of Colorado – [The Rocky Mountain Collegian](#) offers an insightful article on what this may mean for the future of higher education in Colorado. [Link](#).

Are there any successes/accomplishments impacting your state/province?

No additional information to add beyond what was already mentioned in Katie’s report. Many schools recently wrapped up closing and are in the process of beginning new construction projects.

What inspiring/interesting stories would you like to share from your school contacts in the AIMHO Angle newsletter?

Colorado Christian College: Joe Brooks is the new acting Director of Residence Life at CCU. The campus is starting construction on a new academic building. Plans for building a new residence hall (the first since the college opened) are in the works as well.

Colorado College: Renovating 1 of the apartment style buildings on campus. Counter-tops, bathroom, lighting, carpet, tile, furniture. A couple of language houses that are being renovated. Cottage houses will be created and seniors will be able to rent them like an apartment – but still being kept track of through Residential Life. Still follow same student conduct code. Bring their own furnishings and supplies. Sports Center at the college is being renovated as well, completion expected August 2013. ADA upgrades all over campus including sidewalks and

access to the new sports complex.

Colorado State University-Pueblo: Bruce Gifford is retiring from his position as Dean of Student Services and Enrollment Management – Jack Krider will be assuming the role of interim Director in the meantime. No new staff have joined the team recently. Major campus news includes plans for a new academic building and a remodel of the student union. The Dean of Student Services and Enrollment Management position will become the Vice President of Enrollment Management with supervision of the Dean of Student Life. A search process for the VP of Enrollment Management has already begun with plans to begin the Dean of Student Life search process soon.

University of Colorado – Boulder: Is in the process of several hiring and recruitment processes for new positions within Residence Life. A new Assistant Director for International Students, Coordinator for Alcohol and other Drug Education and Prevention, and several full-time Assistant Hall Directors will be hired soon. Many buildings across campus will be undergoing some level of renovation beginning in May 2013. Baker Hall will be fully renovated and we expect it to reopen by Fall 2014. CU will be opening a brand new residence hall in Fall of 2013 – Kittredge Central will house the Global Engineering and Leadership Residential Academic Programs.

University of Colorado – Colorado Springs: Construction has been completed on a new residence hall and the staff is excited to transition to Summer operations.

Who are the new graduate & professional hall staff members at your contact schools we should welcome to the region?

Joe Brooks – Director of Residence Life at CCU

Patrick Dugan – Hall Director at the University of Colorado Boulder

Samantha Villarreal – Program Coordinator at University of Colorado - Colorado Springs

Are representatives from schools within your state/province planning on attending the AIMHO Conference?

Adams State University will attend.

Colorado Christian College will “probably” attend.

Colorado College will likely attend.

University of Northern Colorado will likely attend.

University of Colorado Boulder will attend.

Entry Level Member At Large

Submitted by: Megan Chibanga

Summary of Committee Work

1. Serve as a member of Executive Board, and in such role I have:
 - a. Updated of the New Member Handbook
2. Newcomer Orientation w/ Programming Committee
 - a. I have not been as successful in this area of my position, but will work to establish a better connection with the sub-committee chairs.
3. Attends Annual and Summer Conference
 - a. I intend to submit at least two programs for review for the annual conference.
4. Service as Liaison to AIMHO College Committee
 - a. I have participated in a couple conference calls for the committee and have held some one-on-one calls with Chari, Troy Campbell regarding this year’s College.
5. Serves on the Rappin’ Program Committee and as Liaison to RAppin Host Committee
 - a. I have maintained contact with Jeremy Homolka at the University of Utah regarding RAppin.
6. New Professional Content in AIMHO Angle
 - a. I have submitted one article on job searching and one on relaxation.
7. Other Duties as Assigned
 - a. IACURH Relationship—I was able to make a short presentation at IACURH 2012 regarding AIMHO. I would like to work more with the current Regional Advisor, Cory Shapiro in this regard.

Goals

These goals are continued from last year:

1. Work with Programming Committee to Establish Entry Level Member round-tables
 - a. Similar to the offerings of ACUHO-I, I would like to establish a monthly web-based round table on the topic being presented as a webinar. It may mean bringing in additional “presenters” on the topic, but I would like to give new professionals the opportunity to get to ask those questions. I would like to explore the option of using Google Hangout to do this versus a traditional webinar format.
2. Establish a Transferrable Communication Plan for future ELMALs
 - a. Part of the hardest portion of this position is that we sort of start from scratch. I would like to create a plan that could be transferred to new ELMALs in order to have continuous communication from the Executive Committee to entry level members within the Association

Future plans

1. Continue work on New Member Handbook
2. Continue to work with Rappin Hosts
3. Continue to work with AIMHO College
4. Prepare a set of easy to navigate transition materials for the incoming ELMAL

Secretary:

Submitted by: Liz Greenfield

Summary of Committee Work:

- Minute taker for the December, January, February, March, April and May teleconference calls.
- Assisted with developing goal strategies for summer meeting to discuss strategic plan for 2013-2014 – Jeff Rosenberry and Shirl Portillos
- Liaison with Marketing Committee – Sundi Musnicki

Goals

- Continue to take minutes.
- Continue to help Marketing Committee
- Continue helping to create goals for the future

Future plans

- Collate all of the year minutes and communication.

- Put together goal sets for strategic plan for the future
- Continue helping Marketing Committee

Thursday, June 6th - 3:00pm Breakout meetings for Chair/Co-Chairs

3:00pm – Executive Board Committee Meeting

Attendance: Julie Franklin, Shirl Portillos, Cindy Anderson, Megan Chibanga, Rich Clark, and Liz Greenfield

Approval of May 2012 Meeting Minutes:

Cindy – Edits on abbreviated areas – Liz will revise

Megan Motion to approve

Seconded: Shirl

Unanimous Approved Minutes for May

Julie:

Finance meeting – Conversation with Sue Belatti and Tem Sedgwick and their proposal

Move to have a rotating Corporate Partner representative.

Side Note: In the past we have had formally informal corporate partner representative on our CP Committee. Southwest Contracts has been graciously involved with us from the beginning

They have discussed the pros of having someone other than SW Contract.

Suggested having as criteria:

3 out of the last 5 conferences :

Designate a level of participation – Patron/Silver – Discussion that we should not put a stipulation in the level of designation and use it as a filter

2 year commitment

Sensitivity that we rotate between furniture and non-furniture.

Attend summer meeting, fall conference and participate in CP committee conference calls.

Points to Ponder: Trey had the opposite view of what William (from Folio) thought.

Trey felt there might be an issue having two in the same field.

Conversation he has had has given Tem the general impression vendors could care less if it was two furniture vendors, or two laundry vendors. They (vendors) understand they have to work together and respect the business.

What we need to be clear about is that it isn't about them, it's about helping us understand what is out there globally – not just from their company but what trends they are seeing in other conferences and what are they hearing from other colleagues.

Rolling this out in November

Agreement we will move forward with that.

Side Note: Solicit Lyle Morris Award – Brad Shade had a nomination in mind- Someone in Transformations

*** Ask Committee Chairs to bring up any nominations for that award***

Updates for Association during conference:

- Last year we had a session during program that Rich Workman presented information from regional survey – included was information about the strategic plan and gap analysis. Do we need to hold a spot for that?
Northwest ACUHO – they had a town hall meeting before – this was the opportunity to present findings from different task forces. – This led them in to the business meeting – Fairly little discussion was held because of Town hall meeting.
- Would we like to have a spot to have this
- We would have more of the strategic plan to showcase - showcase it as a poster session – Not sure if we will have time for this. Future plans
- Core Value conversation – Should that be part of the Host Committee to use as a marketing piece?
- Yes to having a session for the Exec Committee to go over strategic plan.

Budget for next year: Remainder of this year and looking in to next year

Building the budget for the fall – what does that process look like here? Are we going to start here and build throughout the summer? Last year, Lori had a skeleton prepared and we used that to build off of.

What is our wish list for the budget:

Add allowable spending carry forward: revenue - identify where money is coming from and that becomes the mystery number that gets plugged in.

\$40,000

\$15,000 reserves = \$25,000 - \$13000 = \$

Side Conversation Committees and Swag:

- Julie – use carryover from Billings in this budget to spend on reinstating scholarships for this year– money could go to bringing small school scholarships.
- Scholarship form – Small school information. We could use it as overt selection criteria - use scholarships for how they respond to the questions and underrepresented schools. Give senior member- at- large create criteria that

clearly give preference to schools or individuals who might otherwise be unable to attend the conference

Proposed Scholarships

Dick Daines Memorial Scholarship – this is a \$250.00 Scholarship awarded to a new professional in Apartment/Family Housing who has not previously attended an AIMHO conference. (A “new professional” is defined as anyone who has worked in a housing position for THREE years or less.) The recipient of this scholarship could opt to use these funds for the ACUHO-I apartments conference if desired. They would be asked to submit an article to the AIMHO newsletter about that experience.

Dallan Sanders Memorial Scholarship – this is a \$250.00 scholarship awarded to a new professional in Housing who has not previously attended an AIMHO conference. (A “new professional” is defined as anyone who has worked in a housing position for THREE years or less.)

Small School Registration Scholarship – This scholarship is a waiver of one registration fee and one night’s lodging at the AIMHO conference. The AIMHO organization has defined a “small school” as being one whose housing program accommodates 1 – 1000 students on the campus of the applicant.

New Member/Non-Attending Member Scholarship – This is a \$300 scholarship awarded to a new member school who has joined AIMHO in the two previous years, or to a school that has been a member but had been unable to attend the annual conference for the past three years.

AIMHO – College Scholarship – Limited funds are available to assist in offsetting the cost of attendance at the AIMHO College. Only those individuals who are selected to attend the AIMHO College and who submit a scholarship application will be considered for these scholarship funds.

SHO Institute Scholarship – This scholarship will be awarded to an attendee(s) within the AIMHO region. Only those individuals who are selected to attend the Senior Housing Officer Institute AND who submit a scholarship application will be considered for these scholarship funds. – This comes out of the SHO budget

Commitment to Diversity & Social Justice Scholarship – This scholarship covers the registration cost to the AIMHO Conference and is open to all AIMHO members attending the annual conference. It will be awarded to an individual who has demonstrated a commitment to diversity and social justice on their home campus. Applicants should address how their commitment to diversity and social justice is related to the three questions asked of all scholarship applicants.

Budget Clarification:

\$9329 - \$3000 = Scholarships for this year

\$6329

\$3000 = Programming Committee?

\$3329 = this would be put in to: Creating a line item for investments: perhaps a certain percentage 35%

65% up to 65% not to exceed this.

Keeping an eye on CPI – This point forward – we adopt a balanced budget – what comes in, is spent. If additional income comes in at a conference portion of it will be made available for spending the following fiscal year.. One detail that is yet to be determined still if any limits should be placed on the amount that can be made available for spending and if there should be guidelines in place to encourage saving towards having investment money. For example would it be appropriate to limit spendable carry over to 35%, 50% or 65% of the carry forward with the intent the remainder is placed in savings for future association use or investment.

Membership Recruitment Campaign

What we need to do for this?

Membership dues – First week in July – Set to the list serve and ask Jeff for his assistance for the SPR's and ask them to send it around to non-affiliated groups. What would the plan be for that outreach?

Taxes: 1099 Forms – Rich can do that in house

Paula Bland – Rappin Host Handbook. She has questions for the committee and has questions for the Exec Committee.

Officers Manual Update: To come – Further information on Saturday morning via Cindy.

Recruitment for elected positions:

Soliciting President Elect, Entry Member- at- large, Secretary, Treasurer Elect – Cindy will be handling this task. Marketing helping the treasurer to zip up the look to register. Asking marketing committee to help us out and recruit for Exectuive Board. All

committee chairs and co-chairs will be asked for nominations of who to shoulder tap for exec committee members

Corporate Partner Fair: Helping to maintain interest of all participants

Different types of corporate partners – incentive cards for the second part of the fair – Cindy

End – All travel to Riviera to meet with hotel management

AIMHO Summer Meeting

Friday, June 7th 9:00am -12pm

Attendance: Julie Franklin, Cindy Anderson, Barb Remsburg, Megan Chibanga, Troy Campbell, Rich Clark, Rich Workman, Nicole Stella, Sundi Musnicki, Mari Strombom, Laura Giles, Victor Salazar, Nikki Wee-Moretto, Mike Billar, Corey Tickner, Dan Kellish, Josh Hill, Shirl Portillos, Liz Greenfield,

AIMHO 2013 Conference Update – Rich Clark:

AIMHO Schedule: Still in the working phases:

Budget: Registration starting June 15th – Working with Roxy at UNC to set site up.

SHO and AIMHO College registration will be included with the conference site.

How will people be selected – Nominations and selections

AIMHO College – application process – When will registration need to be done? Troy will get back to us with this answer.

Marketing Pieces: Continue to use AIMHO Angle and start sending things out to the list serve. Tem is the lead for Corporate Partner

Orlando White: Liaison: Entertainment- Karaoke but not comedian

Cailtyn, Liaison AIMHO College

Allie Meyers: Liaison: Catering

Allie Lindamen: Liaison: Working with registration piece.

Wireless available in all areas in the hotel – There is a fee involved with that (In budget)

All meals will be plated – It is cheaper that way. Participants do have meal tickets

We would like to do nicer things for the conference, but will wait until we get Corporate Partners to see how much money we have.

Keynote address:

Check in for Town Meeting will be at the central hallway

Looking at moving around times for day 2 (Tuesday)

October 8th – hotel needs exact times/schedule for the conference by this date.

Corporate Partner tear down: Nov 5th - Tuesday, at 4:30pm – They need to be out by that time – Pipe and Drape time needs to be done.

Night on the Town:

Three different excursion options – 4-5 price point options

Registration for Conference:

\$235 Member Fee

\$310 Non Member Fee

Register before Oct 4th – After this date a \$50 fee will be added to member and non member prices:

\$285 Member Fee

\$360 Non Member Fee

Prior to Oct 4th = Cancellation Fee - If a person who has registered needs to cancel for an extreme circumstance UNLV will review cases individually.

Meals:

Sunday night: Grilled salmon steak, or chicken Italiano

Monday Lunch: Thai chicken wrap, turkey breast sandwich

Tues Lunch: chicken salad sandwich

Budget, \$250.00

Total Expenses: \$390 per person and with corporate partners we charge:

Meals: most expensive: Guest meal rate: \$200

5% discount , 21% service charge:

AIMHO Summer Meeting

Friday, June 7th -

RAppin Conference Report:

RAppin Report: Jeremy Homolka and Katherine Deak - University of Utah

- October 11th – 13th – Schools should all know – First weekend of Utah's fall break. Less students around.
- Registration =- Working with UNC to get that going. Get going mid-June – Terra Shanner is working on this. Go LIVE on July 1st.
- Final cost is not set yet. Sitting currently in report – comfortable with numbers and excited about that. Anticipate the numbers might go up. \$155.00 student \$201 advisor
- Will have gender neutral housing –
- Advisor social is in the guest house
- Programming – Having 6 sessions –

Entertainment:

Friday: Present a carnival type experience – Host in Peterson Center. Facility has great large room space. Outdoor experience -

Saturday: Tye Dying Experience with black light glow dance.

Social is Saturday night – Wind down = Advisors are looking for a little bit more.

Providing a venue for them. Not removing from campus, but finishing conversations and getting networking provided

Food/Hospitality – Food set – Menus done – Finalizing details – Dining services has been great to work with. Doing both banquets and having options for dietary needs – will reach out to students if they need foods that are diet friendly -

Breakfast- Saturday – Continental breakfast = will be in a separate room for other guests and we will use our own timing.

Lunch in dining hall – This meal has been donated by U of U

Hospitality – Locations set up for students to snack on

Transportation – Two ways to get here. Drive in or fly in. U of U will provide transportation to and from the airport. Drive straight to the guest house.

Facebook and Twitter – Follow them on the internet – Not main source of communication but it will be a part of communication.

Email was sent out with a survey – 25 schools responded. Wanted to see how many students would fly, etc. If school wants to experience Trax (transportation system to and from the airport).

Notebook created for conference – not providing a portfolio – Add extra pages at the end of the program booklet

Budget – Pretty much set – set before registration.

Money: Need to pay in advance if you're paying with a check

There will be a no alcohol agreement – cut and pasted from IACURH

Questions: None – Huge thanks to Jeremy and Katherine for Skyping in to give the report

AIMHO Summer Meeting
Friday, June 7th 1:00pm
Strategic Plan Revisited:
Report to come: Liz

AIMHO Summer Meeting
Saturday, June 8th 8:00am
Budget Meeting:

Morning Session: Budget Information. Rich not able to attend (medical) Cindy and Julie helped to interpret budget.

Present:

History: In the past, the anticipated revenue did not cover our expenditures. Lori Lander went through and redid the budget so it reflected a balanced budget. The balanced budget was approved in the November business meeting by the association.

Some items we removed last year that had been in the previous budget:

- Key Note Speaker Fund: Went from \$10,000 to \$7325
- Scholarships: Removed all funds except NHTI – We give two \$250 scholarships to members – This is an agreement through ACUHO-I
- Travel – Association supported travel was removed – with the exception of a few items.

Point of clarification: Additional money that was made in Billings was not been factored into the anticipated revenue. Every year we anticipate the annual conference will spin off \$13,000 by the Corporate Partners – that is the goal. Last year, the Billings

conference received the required \$13,000 and additionally gave back \$9,000. For the purposes of the discussion the \$9000 was designated “carry forward.”

\$9,000:

Talked about spending a portion of the \$9,000 this year. Carry forward from one year is to be reflected in the budget as -revenue, however it will be reflected in a separate line as this amount will vary from year to year and may not be available at all. We will present this to the Association at the annual meeting so that we’re transparent and have the Association make the decision on where we spend the carry forward.

This year we will restore the \$3,000 in scholarship money. Senior Member At Large (Jeff Rosenberry) will work to make sure we are reaching out to people who might not otherwise be able to attend the conference.

Clarification: In the budget for next year, we will show the carry forward (\$6,000 – Not \$9,000 because we restored the scholarship money) of \$6000 from Billings that would be reflected in the budget as usable money for next year’s budget. Any money that is made during the Las Vegas (2013) conference would be reflected as usable in the budget that will be presented to the association at the Utah State conference (2014).

Building the skeletal model for next year: Looking at this year’s budget: We spent \$500 for NHTI scholarship (2 scholarships, each at \$250) and \$750 for the reception at ACUHO-I.

Any proposals/suggestions from each Committee:

- **Programming:** Barb Remsburg Moving from 2 keynotes to 1 keynote/featured speaker – If leadership wanted to bring in a featured speaker from our region – providing an honorarium of \$1000-\$2000. Proposed that we give that for this year. (I don’t remember that request but I will follow up with Barb and make sure I didn’t miss something.)

Budget for programming was: \$7325 and we actually spent \$7077 - \$1500 would cover a pocket honorarium – hotel, registration, and travel – Keynote line item would be in one single pot and not spread over two committees

AIMHO College: Troy Campbell and Laura Giles: Current budget – is \$1000 short. Question for the Exec Committee: Should we raise participation fee? It is currently \$75/participant, or coming to the Exec Committee and requesting a budget adjustment. The shortage of funds is based on the food and services charges.

Points of Clarification: Anticipating 25 participants, lodging for faculty is provided in the AIMHO Budget, Recruiting heavily to smaller schools.

Proposal to raise the amount to \$100/participant, but even raising the rates will not

account for the \$100 deficit. The Exec Committee supports raising the rates. Seeking a Corporate Partner for AIMHO College – Using Rich C. and Tem S. to help search for a CP. The CP needs to be associated with AIMHO first. This would be a one term item. Coaching on the who and the what

SHO: Mari: Budget is good – Increased fee in the attempt to have savings in case SW Contract was not able to help with funding

Research and Development Committee: Rich Good

Website Committee: Josh H. Good

Award and Recognition Committee: Victor S.: What did each committee actually spend last year? This information will be sent out at a later date. Passive programming at the annual conference – haven't looked at what that would be like, but would like to explore this – not sure that we could justify this because of not knowing what budget looks like yet.

Corporate Partner Nominations:

Brad Shade – Corporate Partner Person – Stu Reynolds – Transformations

Cindy Anderson - David Meale – Star Rez

Victor Salazar – Steve Pickett – Collegiate Concepts

Megan Chibanga – Jean Gendeck – OCM

Next teleconference -

Call together a narrative for each person

2014 RAppin and AIMHO – Looking ahead

USU AIMHO – Continuing to work with hotel. Took tour for hotel. CP might be a little tight. Still getting same quotes - \$240/person Registration Fee. 80-90 for hotel.

Structure for committee's – Whitney has been talking with Ray Gasser – Car via airport.

Fly to SLC and drive to Logan – 1.5 hours. Dates for conference November 9th -12th 2014

RAppin Dates:

Two weekends October 17th or Oct 24th – What until IACURH sets their dates. Leaning toward the middle of October – Not sure about transportation

Strategic Soliciting of AIMHO Host for 2015

Received notification from PC – putting in a bid for a cluster in Wyoming. Jeff's SPR's = how are they thinking about the situation in AZ? Getting info for next exec meetings.

RAppin – Hosts?

Recruitment of Exec Board Positions:

Applications for Chair/Co-Chair positions – Please get Cindy Anderson nominations and she will get a letter out to all nominated people.

We will be electing: Treasurer Elect, President Elect, Entry Level Member At Large, Secretary