



SOUTHEASTERN ASSOCIATION OF HOUSING OFFICERS

TREASURER'S REPORT
FEBRUARY 1, 1993 TO JANUARY 31, 1994

I. RESERVE FUND		
BEGINNING BALANCE		\$ 59,901.83
INCOME:		
Interest:		
MAX F.C.U. (Share)	\$ 89.11	
MAX F.C.U. (Private Reserve)	1,050.20	
MAX F.C.U. (Maxi-Check)	38.50	
MAX F.C.U. (C.D.)	1,840.07	
Return SEAHO '93 Advance	2,000.00	
SEAHO '93	8,304.92	
TOTAL INCOME		13,322.80
EXPENDITURES:		
SEAHO '95 Advance	2,000.00	
Grad Student & Faculty Forum Grant	500.00	
Fidelity Bond	100.00	
Tax Return Preparation	290.00	
Transfer to Administrative Fund	6,564.61	
Transfer to SEAHO Report Fund	1,500.00	
SEAHO '94 Scholarships	850.00	
SEAHO Film Library	208.00	
TOTAL EXPENDITURES		12,012.61
BALANCE		\$ 61,212.02
II. ADMINISTRATIVE FUND		
BEGINNING BALANCE		\$ 2,182.58
INCOME:		
Transfer from Reserve Fund	\$ 6,564.61	
TOTAL INCOME		6,564.61
EXPENDITURES:		
Postage	40.75	
Recognition	433.92	
Printing	486.84	
Mid-Year Meeting	645.84	
Program Comm	854.64	
Membership	462.05	
Awards	467.03	
TOTAL EXPENDITURES		3,391.07
BALANCE		\$ 5,356.12

III. SEAHO REPORT FUND		
BEGINNING BALANCE		\$3,161.31
INCOME:		
Advertising Sales	\$ 3,500.00	
Trans. Annual Funding/Reserve Fund	1,500.00	
TOTAL INCOME		5,000.00
EXPENDITURES:		
Fall '92 Issue	1,598.13	
Winter '93 Issue	1,222.68	
Summer '93 Issue	1,431.28	
Fall '93 Issue	1,440.89	
TOTAL EXPENDITURES		5,692.98
BALANCE		\$ 2,468.33
IV. TOTAL ASSOCIATIONAL FUNDS		
RESERVE FUND	\$ 61,212.02	
ADMINISTRATIVE FUND	5,356.12	
SEAHO REPORT FUND	2,468.33	
TOTAL FUNDS AVAILABLE		\$ 69,036.47

**ASSOCIATIONAL FUNDS ON DEPOSIT
MAX FEDERAL CREDIT UNION
AS OF JANUARY 31, 1994**

SHARE	\$2,909.40	
PRIVATE RESERVE	37,695.74	
MAXI-CHECK	(60.73)	
C.D. (30 month, APR 6-64% matured 2-16-94)	28,492.06	
TOTAL FUNDS AVAILABLE		\$69,036.47



SOUTHEASTERN ASSOCIATION OF HOUSING OFFICERS

Recommendations of the Fiscal Affairs Task Force

The charge given to the Fiscal Affairs Task Force was "to evaluate the current organizational structure and authority for managing the fiscal affairs of the Association and to make recommendations to the Governing Council and Reserve Fund Committee on future directions to consider." The following SEAHO members serve on the Fiscal Affairs Task Force: Tony Cawthon, Paula Hulick, Dick Merritt (Chair), and Rita Mozer. Gene Luna has been serving as a resource person to the Task Force.

SEAHO has, from the beginning, almost 30 years ago, been a conservative organization fiscally, largely due to not having membership dues that would create and maintain a sound fiscal base. Careful management of its reserves that resulted from returns to the Reserve Fund from the annual conference has been the standard by which the association has operated.

In the past ten years, the association has grown in fiscal soundness with generous returns from the annual conferences ranging from a low of \$1,200 to a record high of \$21,000 with only one conference posting a loss.

Several years ago we learned of a potential tax penalty liability that could have amounted to nearly \$20,000 but that liability has passed without any payment necessary. The feeling of many of the membership, officers, and Reserve Fund Committee is that a portion of the monies in the Reserve Fund should be made more readily available to benefit the association and its members.

As the result of many recommendations of the Evaluation Task Force a few years ago, the association has taken several steps to move SEAHO into the 21st Century administratively. The following recommendations from the Fiscal Affairs Task Force will hopefully move the association into the new century fiscally while protecting and preserving the financial integrity and stability of SEAHO without calling for a guaranteed source of income such as membership fees.

The recommendations fall into five areas:

- I. Disposition of the Reserve Fund
- II. Makeup and Operation of the Reserve Fund Committee
- III. Operation of the Administrative Fund
- IV. Operation of the Annual Operating Budget
- V. Duties and Responsibilities of the Treasurer

The SEAHO Fiscal Affairs Task Force has affirmed the fiscal strength of the association and the management of its resources. Just as the association has evolved over the past 29 years, the Task Force agrees that we must be responsive to the membership in its desire to change the fiscal policies of the association so as to meet new challenges and needs of its members. These recommendations are made with the belief that their enactment will empower our association to move into the next century with expanded services and professional enrichment.

I. Disposition of the Reserve Fund

Recommendation 1. As of October 31, 1993, the Reserve Fund had a balance of \$61,882.99. There should be some additional interest income accruing to that account through the end of SEAHO's fiscal year ending January 31, 1994, with some additional expenditures. After February 1, 1994, any amount over \$30,000 should be moved to the Administrative Fund account with the remaining \$30,000 being the Reserve Fund for the association.

- 1.) Any expenditures from the Reserve Fund must be approved by the Reserve Fund Committee.
- 2.) All interest accruing in the Reserve Fund account will remain in that account.
- 3.) The Reserve Fund will provide advance seed monies for upcoming annual conferences and be reimbursed after the conference.
- 4.) Any surplus from the annual conference will be split 50-50 with the Reserve Fund and the Administrative Fund.
- 5.) Any losses by the annual conference will be covered 50-50 by the Reserve Fund and the Administrative Fund.

NOTE: The Task Force recommends that all annual conference hosts be required to purchase conference insurance.

II. Makeup and Operation of the Reserve Fund Committee

Recommendation 2. Membership of the Reserve Fund Committee consist of the three most recent host chairs and the three most recent association presidents.

- 1.) The Reserve Fund Committee will elect a chairperson from among its members.
- 2.) The Reserve Fund Committee will control the operation of, and expenditures from, the Reserve Fund and shall exercise control, in a manner which will insure the preservation of the fund.
- 3.) Any action of the Reserve Fund Committee must be by a two-thirds majority vote of the total membership of the committee.
- 4.) The SEAHO Treasurer will serve as an ex-officio member of the Reserve Fund Committee.
- 5.) Each member will serve their full term unless he or she leaves the housing field or moves out of the region. That position will then revert back to the most recent retiree from the committee either as host or president, respectively.

III. Operation of the Administrative Fund

Recommendation 3. The Administrative Fund shall be placed under the control of the Governing Council consisting of the association officers, one representative from each of the ten member states, the Newsletter Editor, and the host chairpersons from the immediate past, current, and next annual conferences.

- 1.) The Administrative Fund will be used to fund the annual operating budget and all other activities of the association including but not limited to:
 - a.) support of the SEAHO Report Newsletter;
 - b.) operational expenses incurred by the Treasurer, i.e. Fidelity Bond, tax preparation, bank charges, etc.;
 - c.) Any activities, services, and/or research which will aid SEAHO members and provide a means of exchanging and distributing professional information and ideas relating to the various aspects of student residence halls and apartments, developmental programming, administration, and related operations.
- 2.) Income to the Administrative Fund will be its split of the surplus from the annual conference, surplus from any annual operating budget, net income from other services provided, dues from member institutions as recommended by the Governing Council and approved by the membership at the annual business meeting, and interest income from all association monies in interest-bearing accounts except from the Reserve Fund account.
- 3.) The incoming president will prepare a request for funding the annual operating budget each year to be presented to the current Governing Council at the annual conference.
- 4.) Any member of the Governing Council may propose an expenditure of funds from the Administrative Fund.
- 5.) All expenditures of monies from the Administrative Fund must be approved by a three-fourth's majority vote of members of the Governing Council present.

IV. Operation of the Annual Operating Budget

Recommendation 4. The annual Operating Budget will be prepared by the incoming president, approved by the current Governing Council, and funded from the Administrative Fund to support the operating expenses of the association each year.

- 1.) The budget will be based on past years actual expenditures and anticipated need of members of the Governing Council, committees, and task forces in carrying out their tasks in the coming year.

- 2.) Committee and task force chairs will submit requests for payment of expenses by the Treasurer to their respective member-at-large liaison for approval. Officers will submit requests directly to the Treasurer with the President's knowledge.
- 3.) The President may move budgeted funds between sub-categories within the budget as necessary.
- 4.) Any request for additional funding of the Annual Operating Budget during the year must be approved in the same manner as the original budget.
- 5.) Any surplus in the Annual Operating Budget at the end of the year will revert back to the Administrative Fund.

V. Duties and Responsibilities of the Treasurer

Recommendation 5. The Treasurer of the association be charged with and assigned the following duties and responsibilities:

- 1.) Serve as the custodian of all association funds and disbursements.
- 2.) Maintain a fidelity bond at least equal to the highest balance of associational funds during the previous year.
- 3.) Serve as an ex-officio member of the Reserve Fund Committee.
- 4.) Maintain all associational fund in US. Government-insured accounts, preferably interest-bearing accounts including savings, checking, money markets, certificates of deposit, etc., at a location of his or her choosing with approval of the President, Vice-President and Secretary of the association.
- 5.) Maintain careful and sufficient records to account for all associational funds and make such records available to any member or officer of the association upon request. Copies of such records may be used by a qualified tax accountant each year to assist in filing a Federal tax return for the association.
- 6.) Inform monthly the President and other officers of the status of the Annual Operating Budget and the Administrative Fund; the Reserve Fund Committee Chair of the status of the Reserve Fund; and the SEAHO Report Editor of the status of the SEAHO Report Fund.
- 7.) Prepare a Treasurer's Report of all current associational funds for the Annual Conference and the Mid-Year Planning Meeting.
- 8.) Perform other duties and responsibilities as assigned by either the President or the Governing Council.



SOUTHEASTERN ASSOCIATION OF HOUSING OFFICERS

PROPOSED AMENDMENTS TO CONSTITUTION AND BYLAWS

1. Amend ARTICLE IV, Section 6, of the Constitution to define more clearly the duties and responsibilities of the treasurer.

Current:

"6. Treasurer: The Treasurer shall serve as the custodian of all Association funds and disbursements; maintain a fidelity bond at least equal to the highest balance in the Reserve Fund during the previous year; serve as liaison to the Reserve Fund Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three year term."

Proposed:

"6. Treasurer: The Treasurer shall serve as the custodian of all **associational** funds and disbursements; **maintain all associational funds in U.S. Government-insured accounts**; maintain a fidelity bond at least equal to the highest balance of **associational funds** during the previous year; **maintain careful and sufficient records to account for all associational funds and make such records available to any member or officer of the association upon request**; serve as an **ex-officio member** of the Reserve Fund Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three year term."

2. Amend ARTICLE VII, of the Constitution to define more clearly the fiscal policy and operation thereof of the association.

Current:

- "1. Revenue: Revenue of the Association will consist of:
 - a. Net income from the annual conference.
 - b. Net income from other services and programs provided.
 - c. Dues from member institutions as recommended by the Governing Council and approved at the annual business meeting.
 - d. Income from Reserve Fund investments.

2. Expenditures:

- a. Overall financial policy shall be established by the membership and carried out by the Reserve Fund Committee.
- b. Funds necessary for the planning and development of the annual conference and other such services as may be instituted will be appropriated by the Reserve Fund Committee in accordance with policies established by the membership and this Constitution.
- c. Funds relating to the annual conference will be under the control of the host institution until such time as any surplus is deposited in the Reserve Fund."

Proposed:

1. **Associational Funds:**

- a. **Associational funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the association and shall only be used in cases where such expenditures clearly implement the general objective, mission, and purpose of the association. Additionally, associational funds may be used to defray the normal operating expenses of the association.**
- b. **Overall financial policy shall be established by the membership and carried out by the Reserve Fund Committee and the Governing Council.**
- c. **Associational Funds shall be maintained in the following accounts:**
 - (1) **Reserve Fund controlled by the Reserve Fund Committee**
 - (2) **Administrative Fund controlled by the Governing Council**
 - (3) **SEAHO REPORT Fund controlled by the SEAHO REPORT Editor**
 - (4) **Other accounts deemed necessary and appropriate and approved by the Reserve Fund Committee and the Governing Council.**
- d. **Funds relating to the annual conference will be under the control of the host institution until such time as any surplus is transmitted to the treasurer to be deposited in association accounts.**
- e. **The disposition of revenues of the association into established Fund accounts will be determined by mutual agreement of the Reserve Fund Committee and the Governing Council in accordance with policies established by the membership and this Constitution.**

2. Revenues: Revenues of the association will consist of:
 - a. Net income from the annual conference.
 - b. **Net income from the sale of advertising in the SEAHO REPORT.**
 - c. Net income from other services and programs provided.
 - d. Dues from member institutions as recommended by the Governing Council and approved **by the membership** at the annual business meeting.
 - e. **Income from investments and interest bearing accounts of the association.**
3. Expenditures:
 - a. Funds necessary for the planning and development of the annual conference and other services **deemed necessary and appropriate** will be appropriated by the Reserve Fund Committee in accordance with policies established by the membership and this Constitution.
 - b. **Funds necessary for the Annual Operating Budget for use by the Governing Council, the publication and distribution of the association newsletter SEAHO REPORT, and other such services deemed necessary and appropriate will be appropriated by the Governing Council in accordance with policies established by the membership and this Constitution.**

3. Amend ARTICLE VIII, Section 3, subsection b, sub-subsection 3 to give the Awards and Recognition Committee the authority to select the winner of the Charles Beane Award.

Current:

"3. Will conduct the nomination and selection process for all Association awards and recognition programs with the exception at the Charles Beene Award."

Proposed:

"3. Will conduct the nomination and selection process for all Association awards and recognition programs."

4. Amend ARTICLE VIII, Section 3, subsection j, of the Constitution to realign the membership and operations of the Reserve Fund Committee .

Current:

"j. Reserve Fund Committee:

1. Will be composed of the five most recent past host chairs who generated a surplus of \$500.00 or more from the annual conference they hosted.
2. Will elect a chairperson from among its members.
3. Will control the operation of, and expenditures from, the Reserve Fund and shall exercise control, in a manner which will insure the preservations of the fund.
4. Will select the recipient of the Charles W. Beene Memorial Service Award.
5. The SEAHO Treasurer serves as an ex-officio member."

Proposed:

"j. Reserve Fund Committee:

1. Will be composed of the **three** most recent **annual conference host chairs** and the **three most recent association presidents**.
2. The Reserve Fund Committee will elect a chairperson from among its members.
3. The Reserve Fund will control the operation of, and expenditures from, the Reserve Fund and shall exercise control, in a manner which will insure the preservation of the fund.
4. The SEAHO Treasurer serves as an ex-officio member."



SOUTHEASTERN ASSOCIATION OF HOUSING OFFICERS

EXECUTIVE COUNCIL CANDIDATE GOAL STATEMENTS

PRESIDENT-ELECT

CONNIE L. CARSON
WAKE FOREST UNIVERSITY

I have three goals which I believe are necessary for the continued enhancement of our profession and organization. First, SEAHO must continue to serve as the primary organization in our region which provides quality educational opportunities and increase communications to constituents regarding trends and new technologies.

Secondly, SEAHO should increase its influence in political areas, informing constituents of legislation and legal changes which effect student life and higher education. We must look to become more involved in the development of governmental policies which impact campus life. Political activeness should be a responsibility of SEAHO.

Finally, SEAHO must lead the way in preparing departments for the future, continuing to keep abreast of new trends, and communicating to constituents those trends. Issues such as the privatization of halls; increased competitiveness in housing markets, and expected academic technological advances(which will change educational delivery systems) must be researched and incorporated into housing systems.

I conclude by stating that I have worked in this profession for eight years, always remaining active in organizations at the executive board and task force level. I would welcome the opportunity to more fully serve SEAHO.

TREASURER

BRYAN L. BRUNETTE
WAKE FOREST UNIVERSITY

It is an honor to be nominated as Treasurer and I look forward to the opportunity to serve the SEAHO region in this capacity. My involvement in SEAHO extends from my initial work on the Educational Programs Committee to Chairing the Research and Information Task Force to my current role as a member of the Program Steering Committee.

Financially speaking, SEAHO is solid. While we must always look toward a secure future, I would seek to ensure that monies are made more readily available for projects and initiatives the Governing Council deemed appropriate as determined by proposals from member institutions. I would hope to find ways to fund these projects in collaboration with other professional organizations which share common interests. I would actively seek out professionals who are producing innovative works in order to more expediently disseminate information to our membership. I would provide timely and accurate budget statements to all SEAHO affiliated institutions in order to keep the membership more informed of the financial status of their organization. Finally, I would hope to maximize our resources by investing SEAHO monies in secure, yet growth producing investments.

As a member of the Governing Council I would hope to continue raising my voice in support of populations which are under represented in our organization and on our campuses, focus our energies and initiatives to better serve the professional needs of our members and through my role as the SAACURH Regional Advisor, strengthen our ties with student organizations.

MARK DENKE
NORTH CAROLINA STATE UNIVERSITY

I am honored and excited to have been nominated for the SEAHO Treasurer position. I am aware of the commitments required to accept this position, and with my prior conference, education, and employment background in Housing and Residence Life, I believe that my skills and training would strengthen the SEAHO region and promote its success.

Currently, I am an Associate Director of Housing and Residence Life at North Carolina State University. My responsibilities include administering our departmental budgetary and accounting operations, totaling approximately \$16,000,000. I was State Treasurer for North Carolina Housing Officers (NCHO) for three years from 1989 to 1992, and I am currently a

member of the Investment Committee for ACUHO-I. I have also made numerous budgetary, computing, and planning presentations, and have been active in many ACUHO-I, MACUHO, UMR-ACUHO, SEAHO, and NCHO conferences over my seventeen years in the housing profession.

As Treasurer, I would work to maintain the fiscal integrity of SEAHO and keep our membership well informed of our association's financial health and future financial needs. It would be my goal to administer the recommendations made by the SEAHO Fiscal Affairs Task Force, whose charge is "to evaluate the current organizational structure and authority for managing the fiscal affairs of the Association and to make recommendations to the Governing Council and Reserve Fund Committee on future directions to consider."

As SEAHO Treasurer, I would be an active member of our association's efforts, and guide our financial resources to accomplish our membership's plans and goals.

MEMBER-AT-LARGE

MARY DEE BOEMKER
VIRGINIA TECH

I am pleased to accept the nomination for SEAHO Member-at-Large. Currently, I am the Area Coordinator for Special Purpose Housing and Summer Conference Administrator at Virginia Tech. Special Purpose Housing is Tech's on-campus Greek complex, consisting of three fraternities and seven sororities. During the summer conference season, I am responsible for assisting groups with conference arrangements, hiring/training conference staff, and originating conference billing, I also supervise two graduate assistants and two graduate residence advisors who live in the university's graduate halls.

My involvement with SEAHO dates from 1984. I have acted as State Editor (Georgia), State Rep. (Georgia), member of the SEAHO Membership Committee, and currently am State Rep. (Virginia). In November I observed the two current Members-at-Large as they reported on their tasks and responsibilities on behalf of the organization. This opportunity confirmed my interest in candidacy for the Member-at-Large position.

My goals include cultivating a strong voice on the Executive Committee through attendance and active participation in all scheduled meetings; taking an active role on the SEAHO Steering Committee; and giving 100% to keep SEAHO a responsive and representative organization.

GARY CAMPBELL
CLEMSON UNIVERSITY

My involvement in a variety of professional organizations within Student Affairs enhances my qualifications and ability to be a contributing member of the SEAHO Executive Committee. I accept the challenge serving to meet the needs of the Board, coordinating the election process for all offices and providing objective input for the SEAHO Steering Committee during the conference planning sessions. My personal goals will be to insure that the needs of under-represented groups and institutions are always given consideration and that they are represented on our election ballots, to maintain strong communications between committees and the Executive Board and to insure that new professionals are encouraged to be a part of SEAHO

I am excited about the opportunity to serve as the Member-at-Large on the Executive Board. I appreciate my involvement with SEAHO, and look forward to serving our profession and colleagues through this position. Thank you for your support!

PHILLIP S. RIORDAN
UNIVERSITY OF NORTH CAROLINA - CHARLOTTE

If elected to the position of Member-At-Large, my goal would be to encourage some of the newer professionals to take an active role in SEAHO. When I speak about newer professionals, I am referring to those individuals that have less than six years experience in the profession. Many times these individuals have the perception that it is very difficult to break into the "established network." I would work hard to entice these individuals to present at SEAHO Conferences, to join Standing Committees, and to take the time to voice their concerns and praise with members in leadership positions. I feel I have the ability to bring the "established network" and the new professionals together. Furthermore, since I was very active in hosting the SEAHO Conference in Charlotte, I believe I can be a valuable resource to the SEAHO Steering Committee as they plan future conferences. SEAHO has made a positive impact on my professional career, and I would like to return the favor to our newer professionals.

SEAHO HUMAN RELATIONS COMMITTEE

IT IS PROPOSED THAT THE MULTICULTURAL COMMITTEE BECOME THE HUMAN RELATIONS COMMITTEE.

PURPOSE: To promote awareness of issues of human diversity to the SEAHO membership through programs and services.

COMMITTEE CHARGES/ACTIVITIES:

HUMAN RELATIONS COMMITTEE:

1. Will be composed of members and a chairperson appointed by the President.
2. Will be responsible for encouraging, creating, and promoting programs which will address human relations issues in the workforce, in residence halls, and in the college community.
3. Will be responsible for ensuring that the Association and the annual conference are inviting of diversity and responsive to human relations issues.

SUGGESTED PROJECTS/ACTIVITIES:

- * To serve as liaison for SEAHO Committees on issues of human diversity.
- * To work with state and regional colleagues to promote research on human relations issues.
- * To develop an annual award that recognizes an individual who has excelled in the area of creating programs that celebrate diversity.
- * To develop and implement a one-day drive in regional workshop on cultural diversity. The workshop would be completely self-supporting.
- * To develop and update annually a resource listing of consultants available to provide programming in the area of cultural diversity.
- * To utilize the SEAHO Report through a special column that would focus on diversity issues and provide reports from each network.
- * To develop a brochure describing the goals and structure of the Human Relations Committee that could be available to the membership.
- * To encourage conference participation from historically black and women's institutions in the region.
- * To assist the Nominations and Elections Committee in developing a diverse slate of candidates for all SEAHO Offices.

There will be five networks that will work as subcommittees of the Human Relations Committee:

- * The Cultural Issues Network will develop resources, programs, and training on issues faced by Hispanic, Native American, African-American and Asian American students and provide support for SEAHO members from historically oppressed ethnic groups.

- * The Gay, Lesbian, and Bisexual Issues Network will work to educate members of SEAHO concerning the issues and needs of gay, lesbian, and bisexual students and staff; and provide support for gay, lesbian, and bisexual members of SEAHO.

- * The Woman's Issues Network will develop resources, programs, and training on women's concerns and serve as an advocate for women's issues.

- * The Disability Issues Network will develop resources, programs and training on issues faced by students and staff with disabilities.

- * International Student Issues Network will develop resources, programs, and training on international student issues:

A Coordinator from each network will sit on the steering committee which will be headed by the Chair of the Human Relations Committee. The structure is set-up to be fluid enough that new networks can be added at any time.