

SEAHO Governing Council Meeting
Tuesday evening, February 22, 1994

Minutes

1. Coress Brandon, President, called the meeting to order at 7:20 p.m. There were 27 in attendance of the meeting: Bronson Prochaska, Ruth Ann Harney-Howard, Lorinda Krhut, Ross Fraser, Mary Dee Boemker, Carole Chenault, Bryan Brunette, Amber Culver, Carla Jones, Al Calarco, Meaghan Brune, Irene Prue, Verna Howell, Tony Cawthon, Melanie McClellan, Cindy Cassens, Tim Coley, Daniel Armitage, Gene Luna, Vernon Wall, Teresa Herndon, Dottie Brooks, Branan Woodham, Dick Merritt, Shannon Staten, Gary Kimble, and Coress Brandon. Introductions were made.
2. Steve Boxley, Western Carolina University, presented a bid for SEAHO '96 to come to Ashville, North Carolina to the Grove Park Resort. The proposed dates for the conference would be February 27 - March 1, 1996. The room rate will be \$82.00. There are 510 rooms currently being renovated that will be available at that time.
3. Branan Woodham, University of North Florida, gave the 1994 update report. 470 delegates had pre-registered. 61 vendors had rented 68 booth spaces. There is \$20,000 extra vendor support this year. Some people did not get the conference rate due to the number of delegates attending. Also, some of the session locations were moved to other rooms to accommodate for the banquet set up.
4. Al Calarco, Program Committee, reported that 117 presenters from 40 schools and 9 states were expected for the program sessions. There will be 10 "Best of SEAHO" program awards given for the 63 programs to be presented. 47 delegates had volunteered to serve as moderators for the programs. The programming office is located in the Commissioner's Room. Al also reported any extra handouts from program sessions would be found in the Commissioner's Room.
5. Dick Merritt, Treasurer, presented a copy of the Treasurer's Report. See handout in the Business Meeting Minutes.
6. Melanie McClellan, **SEAHO Report** Editor, discussed publishing date changes. Shay McDonnall, Mississippi State University, is working with the vendors. Sharon Manson, Mississippi State University is serving as co-editor. Melanie thanked all of the state editors for their continued support and recruitment of articles. She also reported there was a few glitches with the mailing labels that should be corrected by now. There was no special pre-conference issue this year, hopefully one can be done next year.

7. Dottie Brooks, Louisiana State Representative, reported 12 delegates from Louisiana are at the conference.
8. Teresa Herndon, Alabama State Representative, announced that Luther Gremmels will be the state rep. Craig Schmitt, Jacksonville State, will be hosting the state conference on April 8-9, 1994.
9. Danny Armitage, Tennessee State Representative, reported Tennessee held the 1st RHA conference at Memphis State and had 260 students attend.
10. Tony Cawthon, Clemson, gave the report for South Carolina for Brian Lemere, South Carolina State Representative. He reported 100 people had attended the state meeting in October. South Carolina has had a few meetings recently, one was SCORE (RHA meeting) at Clemson with 85 delegates attending, another was the South Carolina Judicial Conference with 100 people in attendance.
11. Irene Prue, Georgia State Representative, reported on two meetings that had been held this year. The GHO Officers had 100 professional staff attend the annual meeting, while the GRASS (RA meeting) was held at Southern Tech University on February 5th with 300+ RAs in attendance. The Georgia RHA meeting was at Georgia College last week.
12. Meaghan Brune, Florida State Representative, reported that the State Housing Officers meeting as was Sawgrass this year in conjunction with a planning meeting for the SEAHO conference. There were also 150 Students at Camp Keystone for the FAHR meeting. This involved many new schools this year. She also announced that Charlie Macke, St. Leo, will be the new state rep.
13. Carole Chenault, North Carolina Representative, reported the state RHA meeting had been in Boone last week. The state meeting for Housing Officers was in Charlotte in November. She announced that Kevin Bailey, UNC Charlotte, will be the new state representative.
14. Mary Dee Boemker, VA State Representative, reported a successful state conference of VASPA and VACUHO at Wintergreen Resort. Upcoming meetings will be the No Frills meeting at Virginia Tech in March and the State RA Conference at Virginia Tech as well. The organization has been involved in a state lobbying campaign concerning mandated furniture purchases/vendors. The issues included a ceiling put on purchased over 15,000. She announced the new state representative would be Mark Doherty, University of Virginia.
15. Ruth Ann Harney-Howard, KY State Representative, reported that the KAHO annual meeting had been held at Eastern KY University in October with 50 attending. The RHA state conference had

been held in Louisville, KY in early February. Only 40 had attended due to an ice storm that came through that day.

16. Bronson Prochaska, Mississippi State Representative, reported that MAHO had been held in Jackson this year with 115 participants attending. The MIRAGE (RA) meeting had been on February 4-6, 1994 with 144 RAs attending at Millsaps College. Ittawamba Community College attended the RA meeting and won the role call. Shay McDonnall will be the new state representative.
17. Tim Coley, Educational Program committee, discussed the development of 2 written handouts to be used as tools for programming.
 1. The Model programs guide
 2. The RA/HD program ideas, topics and resources.

He requested support for "Advance", the ACUHO-I interns proposal forthcoming. Diane Porter will be presenting the program at SEAHO.

18. Ross Fraser, Placement Committee, announced the Placement Center would be in Gallery B. There will be a job listings orientation at 1:00 Wednesday for schools participating. Meaghan Brune will present a program during the 1st program session: "Job Placement in the '90's".
19. Gene Luna, Past President, congratulated Ross on a job well done.
20. Amber Culver, Research and Information Committee, introduced the Resource manual prepared by Joe Mills. It will be distributed to schools. Ed Grandpre, Mississippi State University, had worked with the grant applications for the Self Study Grant. James Madison University has been selected to receive the grant.
21. Cindy Cassens, Member at Large, reported for Freda Shivers, Membership Committee. The Membership Committee is continuing several programs, The Newcomer's Meeting, the SWIM Team, and a new project, the Newcomer's Newsletter. Sara Spell has been working closely with the Newcomer's programs and has done well.
22. Vernon Wall, Member at Large, reported for Gloria Julius, Multicultural Issues Committee. The committee is proposing a name change to the Human Relations Committee. Keener Scott will be the new chairperson. A handout was presented. See Annual Business Meeting Minutes for copy.
23. Vernon Wall also gave a nominations and elections report. He presented a handout giving the candidates profiles. (See Annual Business Meeting handouts) Three positions are open

this year: President Elect, Treasurer, and Member-at-Large. There was discussion as to the best way to distribute the candidate profiles. It was decided to do so at the Banquet.

24. Tony Cawthon, Leadership Manual, updated everyone on the manual. Copies will be ready to distribute at the meeting on Thursday evening.
25. Cindy Cassens, Member-at-Large, is working on updating the History. She will be prepared to distribute at SEAHO '95.
26. Gene Luna, Past President, reported on awards to be given.
 1. Certificates for Governing Council and State Representatives were given out.
 2. Charles Beene Memorial Award
 3. Outstanding New Professional Award
 4. Founders Award (Lifetime achievement)
 5. New award: SEAHO Partners Vendors Certificates for vendors giving 10 years or more service to SEAHO
 6. Committee / Task Force members certificates
 7. SEAHO Service Awards
 8. "Best of the Rest"
 9. Case Study Competition
 10. The Graduate Student Scholarships
27. Dick Merritt, Treasurer, presented the recommendations for the Fiscal Affairs Task Force. See Annual Business Meeting Minutes for copy. He also discussed the constitutional language changes he would be presenting at the Business Meeting on Thursday.
28. Ann Nielson will be working on the Liaison Task Force. She will present ideas to the President Elect for 1994-95.
29. Midyear Funding was discussed. Gary Kimble presented his budget sheet for 1994-95. He addressed the host has been able to turn a profit over the past few years, but that is not guaranteed. The money may not be available every year. Verna Howell, 1995 Host, explained that the Host is not given direction for what \$ is expected. If there is an expectation for a surplus, the Host will need flexibility to charge more. She pointed out there is a big difference in turning back \$2,000 rather than \$10,000.

Coress Brandon brought up that we could set aside \$ to help with requests. Discussion of Financial Support Task Force. Shannon Staten, Task Force Chair, passed out handout discussing suggested support. (Attached) Melanie McClellan pointed out that Mississippi chose to pick up cost for state rep. VA pays for state rep. to attend Midyear. Tenn gives state rep. \$500.00 to travel.

Verna Howell would like to identify a given amount of support rather than changing it every year. Gene Luna advised that all that can be done now is to recommend that the Reserve

Board approve the expenditure. Or the condition recommended by the Task Force can be passed at the Annual Business meeting.

Gary Kimble suggested educating the membership on the money available but it shouldn't be wasted. If not needed, it could be used for the Leadership team.

Dick Merritt could recommend the support, the Reserve fund has recommended the \$ transfer, but it can't be formalized without approval at the Business meeting. \$1,500. to SEAHO Representatives, \$850. to Graduate Scholarships, and \$6,300 to the operating budget is what is suggested.

Gary Kimble did report that he thought the committees needed more money to accomplish their tasks. He suggested that if the membership sees accomplishments from the committees and leadership team, it will be more apt to approve expenditures.

Verna Howell suggested we wait until October midyear to rediscuss. Gary asked all state representatives to come to the October meeting with discussion from the states as to support.

30. Gene Luna recognized Al Calarco for his work as Program Committee chair. Al did all the work, Gene basked in praise.
31. Al Calarco gave a conference program update.
32. Reminders:
 - a. There will be a meeting of new Governing Council on Thursday evening.
 - b. There are 2 conference bids for 1996.
 - c. The committee meetings will be Thursday. There are 125 people already signed up for committees from the call for volunteers forms that Gary mailed out.
33. Gary presented the proposed budget (attached). He explained the difficulty in being precise because many of the committees had not submitted their requests yet. He suggested we should devise a means of submitting proposed budgets earlier after the annual conference, perhaps staying an extra day for the committee chairs after the annual would help do this.

Gene made a motion to accept the budget. Verna Howell seconded it. The council passed the budget as presented.

Melanie McClellan suggested SEAHO Report could be self supporting if an increase in the cost of ads was made. Verna Howell suggested the current committee chairs submit statements of the previous year's expenditures in January.

Tony Cawthon added this could be done through an amended budget sent by mail.

Dick suggested again that it may be more appropriate for the graduate scholarships to be a part of the operation budget instead of the administrative budget. He said it would be up to the Governing Council to vote to accept that line item as administrative line item.

Cindy reminded Gary that there is nothing in the budget for printing the history and asked it be added.

Vernon Wall thought we should consider having the committee chairs and governing council meet on Friday afternoon after the conference to do budget issues and planning.

All agreed we are witnessing some growing pains as an organization and would need to address these as they present themselves.

The Task Forces need to have procedures for requesting funding as well as the graduate student needs.

Gary Kimble made a motion to have the Reserve Fund provide the money for the 10 state scholarships for next year if the constitution change doesn't occur. Gene Luna seconded. Motion passed.

34. One 1 case study has been submitted at this time. Kathy Brown needs the teams to sign up after the reception.
35. Verna Howell, 1995 SEAHO Host gave a report. She is considering setting the dates of the midyear meeting to be October 12 - 14th. These won't conflict with SAACURH. She had a question of how to fund the major speakers - does it come from the Host's budget or from the other source. Bryan is working on it and will get with her later.
36. No constitutional changes other than those mentioned are on the table.
37. Gene mentioned the Institutes for Development, the Graduate / Faculty Forums.
38. It was pointed out that the minutes in the delegates packets are for the wrong year's annual business meeting. Shannon apologized and asked if anyone had the correct copy. Gary offered a copy.

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