



**NASPA Region I Advisory Board
Minutes
Friday, May 1, 2020**

I. Introductions **Melinda Stoops**
Meeting called to order at 9:35 A.M.

II. Approval of the Minutes from 1/24/20 **Carole Hughes**
Motion: to accept: M. Taberski
Second: C.Davis
Motion: passed unanimously

III. Review of Parliamentary Procedure **Barbara Fienman**
Fienman reviewed the Parliamentary procedures for board
(see attached) Quorum is one more person than half the
Regional advisory board

All discussions below are related to the COVID-19 pandemic and its impact on higher education and NASPA specifically.

IV. Regional Director Update
Stoops shared with the board that the “difficulty is not in coming up with new ideas but in undoing the old ones.” Significant challenges before us. As we talk about having to make changes in response to pandemic, bear in mind that things will be different. It is not clear what things will look like in the fall/spring but Region I is up to the challenge and will continue to engage members in the region.

V. Budget Review **David Golden**
Golden reviewed the budget for the board. This is the budget that is relevant until June 30th, 2020 which is the end of the fiscal year. **(Power point slides attached)**

Financial position is challenging. How can we ensure that we leave a healthy financial situation for future Advisory Boards?

Golden explained the process for funding. NASPA national allocated a percentage of our regional membership dues. This was \$17,000 in 2019. Other revenue items include our Institutes and Registrations such as regional conference, drive-ins and workshops.

The Regional Advisory Board were asked to submit budget proposals for 2019-2020 and a team of leaders from region reviewed the proposals. The 2019 budget was passed by board unanimously in 2019-2020.

Weakness in the process included the fact that the budgets were not tied to expectations to generate revenue. There was limited oversight on budgets. These weaknesses left the region vulnerable to programmatic disruptions.

Currently there is \$61, 702.52 in the Region I checking account

Golden shared information about Regional Conference costs. The conference lost \$76,334.32 due to a reduction in attendees- lost revenue from registrations. Only other time we have a negative balance was in 2016-2017. The conference is critical for regional revenue.

Golden wants to avoid spending any money until the end of June. If it is critical board members need to contact Stoops and Golden to discuss.

The 20-21 budget cycle will look different. Funding will be tied to revenue. Board members have to generate the full cost of their event in revenue. Goal should be to generate revenue so we can leave reserves for the next Board. Board members can contact Golden and Stoops with questions and support.

Zito asked if our assets include CD's—Golden responded that we only have a checking and savings account. Fienman asked if the CD's had been closed out. Golden will check with Jenn Kosses, former treasurer.

Danny Azueto from NASPA National joined the call to talk about the finances and offered that there is access to financial planners and suggested that Golden investigate what kind of financial advising support is available to the regions.

Stoops talked about how we should not be competing with the national office on professional development- we have been asked to hold off until the end of the calendar year.

NASPA has also asked the regions to consider to leaving our NASPA funding (\$17000) with the national office to cover their costs. This would mean that Region 1 would have no income coming in from now until the end of the calendar year.

Board discussion about options to consider including individual donations to the region instead of the foundation, supporting SALT. Stoops mentioned that the hold back of NASPA funds is a request from the regional boards. Forry suggested some creative planning around individual sponsorship for SALT students.

MOTION: M. Taberski second by C.Hughes: Region I Director establish a committee to recommend formal policies and procedures to be adopted by Board to regulate the use of regional financial holdings/revenue and/or to establish policies regarding events and their use of budgets.

Opposed Dave Golden, Alex Cabal

Motion Passes

Stoops started the discussion about the regional conference by thanking Colleen Lubin and her committee for all of the hard work they have done in preparing these recommendations for the Board.

VI. Regional Conference

Colleen Lubin

Lubin discussed the regional conference. She and the conference committee recommended that Rregion I cancel the 2020 in person conference and extend the contract with Hartford Convention Center to November 12-16, 2022. The committee also recommends that Region 1 sponsor a virtual series of professional development opportunities the Fall 2020,during the regular conference time, at no cost to attendees.

Lubin then reviewed the information and data about the conference and described how the committee came to its decision to recommend that the conference be cancelled.

The conference was scheduled for November 15-18, 2020. The cost estimate was \$175,000 for the conference. 500 people at \$375 Early Bird=187,500. (Slides attached).

There are some fixed costs: \$100,000 food and beverage, \$10,560 space rental fees. Other unknown costs are operation costs, A-V, Entertainment and off-site reception.

Concerns: Health and safety- is it likely that we would be allowed to hold a large event and would people feel safe?

Higher Ed ethical concerns: Institutions are laying off and furloughing staff, professional development funds have been frozen, travel is prohibited and many corporate sponsors are also pulling back on their support

Fiscal responsibility: If the committee only considered the fixed costs, it would require 270 people to register at early bird rate.

The conference committee sent out a quick survey to the region about this topic. 13.6% response rate. 30% reported that professional development funds had been eliminated for 2020-2021. 50% responded it was likely. 69% said institutions are restricting travel. 59% said they would not pay out of pocket to attend. Other concerns included health and safety and personal finances.

Additionally, NASPA National will not be doing any in-person events in 2020. Many other regions have cancelled their regional conferences.

Lubin then reviewed the options considered by the conference committee

- Plan conference as usual
- Plan a smaller conference
- Cancel 2020 conference (\$55,000 fee)
- Postpone until June 26-30 2021
- Cancel and move to 2022 (recommended)

Convention Center has been flexible. They have asked for a decision as quickly as possible

Other issues related to conference—SALT UNBUNTU, SSAO, Faculty Summit, awards

The conference committee has not launched call for programs. This would have normally done been done on 5/4.

MOTION D.Stender. Second by _____. : Move to accept the recommendation to move conference to 2022 (and 2021) as recommended by the conference committee and plan a virtual program for 2020.

32 Aye, 3 abstentions.

MOTION PASSES

Fienman asked about the \$55,000 loss related to the cancellation of the conference venue due to the pandemic. Lubin responded that it will be in effect right now although it could change. Zito pointed out that Connecticut could “open” and we might not have a way to back out of contract. Lubin responded that this is why the committee thinks we should change the dates with no penalty and stay at the venue until 2022.

DeBurro asked if we could re-negotiate the food and beverage minimums for the two years that we are there? Lubin responded that we should go to smaller venues and limit numbers. Convention Centers have very high minimums and that has an impact on the region. Lubin is going to access NASPA national to help with the re-negotiation of the contracts in Connecticut going forward.

MOTION: D. Golden Second by A. Cabal.: to postpone vote on conference indefinitely seconded by Cabal (this overrides the motion to move the conference (above motion). This vote needed 2/3 vote-needed 31 votes –only got 26 and 2 abstentions

MOTION FAILED

DeBurro pointed out that the board should vote on major issues such as this conference cancellation or Postponement.

VII. Membership Update

Cory Davis

Davis updated membership update with Board (get slides)
Davis shared a graph that illustrated a slight drop in membership Over the past month. 1535 members currently active. Includes Professionals, grads, corporate, affiliates, etc. He also presented a membership update by state (get slide)
Biggest change is the numbers in Massachusetts and this could be related to the pandemic. He will keep track of membership trends. There were about 100 more members in May of 2019 than are members right now- loss is more of a professional membership loss.
Stender asked if Davis has access to when memberships lapse. We should anticipate drop in membership based on budget freezes related to 'COVID-19 budget reductions. NASPA has given some grace periods to members for their membership fees. Davis will be doing outreach to institutions about the institutional memberships.

Vacarro asked about any possible reduction in institutional and individual memberships. Board members expressed concern about the communication to all membership about the strength of NASPA programs as they go virtual. NASPA national is discussing options related to graduate students and keeping their rate steady for their first professional year. Stoops asked Anzueto if we could charge a small amount for our virtual conference to raise money for the region. Anzueto responded that it could be possible but wanted to check with NASPA National.

VIII. KC Updates

Jen Stanley/Will Johnson

Johnson updated the Board on KC. Still a number of openings and Johnson asked for the board to encourage colleagues to take on a leadership role in the KC's. Johnson and Stanley will conduct a KC orientation and training on 5/1. Suggestion made that a panel of KC reps be organized to talk about the KC's to the membership.

IX. State Director Updates

State Directors

Connecticut: Stender Facebook CT page for NASPA will be developing a CT Board

Maine: True reported that there is a virtual grad chat with Maine, NH and VT on May 14th. May 28 will be a virtual drive-in conference "Finding our way" with Beth Devonshire talking about policy issues and Craig Hutchinson and Holly Ingraham to talk about life as a retired student affairs professional and Melinda Stoops about what lessons learned

Massachusetts: Lindley 12 people on the MA Board Webinar series called "lessons learned" with different sub topics. Professionals will share what they have learned during this difficult time and best practices. May 14 with Melinda Stoops- Leadership and supervision while virtual. Keeping your staff and team engaged as a leaders. MA will send out a survey to membership as well.

Vermont: Herring participating in events with Maine and NH. Reaching out to develop a small committee for the state.

New Hampshire: Petersons a successful training about messaging. Will be sending a welcome letter to the state. FB page is regularly updated.

International: Regular connected with former state director (Jason) Wants to connect more with International Education KC.

Rhode Island: Raffaele- Board structure has a representative from each institution from the state and a grad student from both grad programs (URI and Providence). Finalizing webinar on May 21 on how to support grad students at this time. Also planning RI spring social virtually. Expressed appreciation to other state directors for good interactions.

X. Institute Updates

Josh Cooper

Met with outgoing and incoming Mid-level and NMPI and senior level coordinators. NPMI and mid-level schedules had to change- Mid-level was completely planned and scheduled. There has been connection with all participants. Now looking to transition things to next year in order to give everyone a full experience in 2021. Senior mid-level will have a more regular schedule. Perhaps connect the Institutes more intentionally. Golden talked about senior mid-level programming. June 1 hosting a more relaxed interaction with the group.

XI. Calendars

Jen Maitino

Google calendar that is shared with other professional development associations across the region to eliminate schedule conflicts. Maitino will reach out to professional development associations about use of the calendar. Board members should include Maitino when planning events in order to have the information about events across the region.

XII. Other Business/Announcements

Brochu encouraged Board to review the Onboarding guide and asked for feedback from Board as it is updated regularly. Board should let Brochu know if they need a transition document. Horne pointed out that the guide also gives instruction for event planning. Demeo thanked everyone for helping with resource guide. As historian Demeo pointed out that there is a robust historical archive for the region. There is a historical committee working with Demeo. They also want to capture information related to COVID-19 for the archives for NASPA history.

Kelly Golden group talking about how institutions are very different in their approach to supporting families/parents. They are creating a working group to review best practices to ultimately share with the region.

Zelesky discussed the Community College National Board and is very active. The group is meeting regularly and presented the webinar "community Colleges Care" on best practices for supporting community college students with 400 attendees. They are assembling a full year of virtual programming. Challenge: How do we get our community college colleagues more involved in NASPA and in leadership positions?

Request for bylaws to be shared- they will be sent out to the Board. Azueto suggested that the Board have a signed contract from the venue with our new plans for the conference before the region is notified of the cancellation of the 2020 conference.

Kat Dougherty asked that the Board send her any information for the website.

MOTION: To adjourn: D. Stender, Seconded by K/ Brochu

MOTION PASSED