



**Please bring this packet of information with you to the
Annual Business Meeting Luncheon on
Monday, November 3, 2008**

ANNUAL BUSINESS MEETING INFORMATION

- Annual Business Meeting Agenda, November 3, 2008
- President's Report
- Annual Business Meeting Minutes, November 5, 2007
- Treasurer's Report
- Standing Committee Reports:
 - Professional Development
 - Publications
 - Site Selection
 - Nominations
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 - Grants
 - Mentoring
 - Web Advisory
 - Strategic Planning Committee – separate document



**Annual Business Meeting Agenda
Providence, Rhode Island
November 3, 2008**

Call to Order Denise Krallman

Approval of Minutes from 2007 Annual Business Meeting Denise Krallman

Treasurer's Report Eleanor Swanson

Awards & Commendations Denise Krallman

Recognition of Vendors' Support of the Conference Elizabeth Deignan

Standing Committee Reports

Professional Development Committee Mitch Nesler

Site Selection Committee Mitch Nesler

Publications Committee Bonnie Thomas

Nominations Committee Report of Election Results Martha Gray

Other Committee Reports

Grants Committee George Rezendes

Mentoring/Newcomers Committee Jessica Shedd

Web Advisory Committee Roland Hall

Strategic Planning Committee Heather Kelly

Vote on the NEAIR Strategic Plan

Passing of the Gavel Denise Krallman, Mitch Nesler

New Business Mitch Nesler

Preview: 2009 NEAIR Annual Conference in Baltimore Steve Thorpe

AIR Annual Forum in Atlanta, GA Jennifer Brown

Adjournment Mitch Nesler

**NEAIR President's
Annual Report - November 3, 2008**

As we mark the 35th year of our organization, I am pleased to have spent this past year watching the North East Association for Institutional Research continue to work to improve our service to our membership. During the past twelve years, we have worked on continuing the projects that have been initiated over the last two years.

The Strategic Planning Committee formed in 2007 has finished their initial work and have brought to our membership to plan that has been approved by the Steering Committee and will be voted on at our annual business meeting. After the members have approved the plan, we can look forward to taking the steps recommended to move our organization forward and improve our service to our members for the next 5-10 years.

The significant increase in the number of talented hardworking members involved and engaged in NEAIR continues the trend of past years. Following the work from previous teams, we have continued to expand the number of volunteers in many facets of the organization (e.g., the conference program, local arrangement planning, the internal audit review, and the blind review process for conference proposals). As noted by our Strategic Planning Committee, our organization is the one of the premier professional institutional research organizations in the country, and continues to be the choice for professionals in the northeast.

With locations identified for two years out by last year's conference Site Selection, it was decided that we can prioritize the committee's time and energy in selecting a single site for 3 years out – 2011. As a result, the Site Selection Committee has proposed and the Steering Committee has approved the Park Plaza Hotel (Boston, NY) in 2011 for our conference location.

All the NEAIR standing and ad hoc committees contributed to the success of this year. Please also review their annual reports and learn of their forward-thinking activities and accomplishments for 2007-08.

It has been a pleasure and honor to serve as your NEAIR President for this past year. Working with all the talented individuals that make up our organization has been one of the greatest gifts that I could receive as a professional in institutional research. I want to thank each of you for helping to make my time as president so memorable. As we begin our next 35 years, I truly believe that we are ready to carry forward on our goal to maintain our role as a premier regional institutional research organization and with the committed and selfless individuals within our organization we can continue to offer our membership quality professional development opportunities.

Respectfully submitted by

Denise A. Krallman
NEAIR President 2007-08

Annual Business Meeting Minutes

New Brunswick, New Jersey

November 5, 2007

1. Call to Order/President's Highlights (Martha Gray)

NEAIR President Martha Gray called the meeting to order at 12:52 pm.

2. Approval of Minutes from the 2006 Annual Business Meeting (Martha Gray)

A motion to approve the minutes of the 2006 Annual Business Meeting was made, seconded, and approved unanimously.

3. Treasurer's Report (Heather Kelly)

Heather Kelly reported that NEAIR is in positive fiscal health. The Philadelphia Conference made a profit of over \$5,000. She directed the membership to the formal report inside the business meeting packet. She asked the membership to note that a change in the ending balance was due to the establishment of a fund balance to cover one half of a conference's gross revenues. Documentation for taxes has been given to NEAIR's accountant. An internal audit is being conducted by a committee chaired by Alan Sturtz. An end of Treasurer's term formal audit will be conducted by an external agent this coming year.

4. Awards & Commendations (Martha Gray)

Martha Gray introduced Nancy Ludwig, the 2006 Program Chair. Nancy Ludwig announced that the 2006 Best Paper Award winner, Sally Lesik, had her paper published in Research in Higher Education. The 2006 Best IR/Practitioner Report Award was won by Michelle Appel and Chad Muniz. The 2006 Best Visual Presentation Award was won by Nancy Griffin. Nancy Ludwig thanked everyone who had submitted a paper or presentation

Martha Gray presented an award to Marjorie Wiseman, the outgoing Past-President along with thanks for her conference and personal guidance.

Martha Gray presented an award to Heather Kelly who will complete her term as Treasurer in June 2008, along with thanks for her dedication and financial responsibility for the members.

Martha Gray presented additional awards and thanks to:

Jean Marriot, Publications Committee Chair, 2006-2007

Alan Sturtz, Steering Committee member-at-large 2004-2007, Mentor Committee Chair 2005-2006, Audit Committee Chair, 2007,

Linda Junker, Steering Committee member-at-large 2005-2007, Mentor Committee Chair 2006-2007,

Cindy Clarke, 2007 Program Chair,

Ellen Boylan, 2007 Associate Program Chair,

Louise Murray, 2007 Local Arrangements Chair,

Tim Walsh, Conference Vendor Chair, 2004 – 2006, and

Shu-Ling Chen, 2007 Conference Evaluation Chair.

5. Distinguished Service Award

Martha Gray introduced former NEAIR President Jennifer Brown to introduce the 2007 Distinguished Service Award winner. Jennifer Brown announced that the recipient of the award was Mary Ann Coughlin. Mary Ann has been a member since 1988. She has served as Treasurer, and later as President, and she has served regularly as a mentor and as a workshop presenter. Mary Ann Coughlin is the current President of AIR and chaired the search committee for a new AIR Executive Director.

Mary Ann Coughlin accepted the award with thanks to the organization and to all of its members.

6. Recognition of Vendor's Support of the Conference

Elizabeth Deignan and Eleanor Swanson offered their thanks to all of the vendors and asked the members to please visit the vendors before the end of the conference.

7. Standing Committee Reports

a. Professional Development Services Committee Report (Denise Krallman)

Denise Krallman directed the members to a report in the packet. The PDS Committee conducted a drive-in workshop in Albany this summer and she reported that it was a good group.

b. Site Selection Committee (Steve Thorpe)

Steve Thorpe said that the committee had been charged with investigating sites from 2009 and 2010. The committee has recommended Baltimore in 2009 and a return to Saratoga Springs in 2010. He offered his thanks to other members of the committee.

c. Publications Committee (Jean Marriot)

Jean Marriot said that her committee's work begins now. She reminded presenters to submit papers, posters, and presentations. She suggested that paper contributors should submit their work for award consideration.

d. Nominations Committee Report of Election Results (Marjorie Wiseman)

Marjorie Wiseman announced that there had been ten positions to fill. She thanked the members for providing nominations. She thanked the members of the Nominating Committee and Luann Cox of the U.S. Naval Academy who set up and ran the online voting process.

Marjorie Wiseman then announced the newly elected members and officers and asked them to stand to be identified.

For Nominating Committee:

Member – Four Year Private: Pat Mizak

Member-at-Large: Karen DeMonte

Member-at-Large: Mary Lynch

Member-at-Large: Diann Simmons

Member-at-Large: Sharon Tinney

Member-at-Large: Tim Walsh

For Steering Committee:

Member-Four Year Public: Allison Walters

Member-at-Large: Mark Palladino

For Treasurer-Elect:

Eleanor Swanson

For President Elect:

Mitch Nessler

8 Other Committee Reports

a. Grants Committee (Heather Roscoe)

Heather Roscoe reported that they tried to increase the number of applications by changing several deadlines. They are working on organizing the Grants section of the NEAIR website. They still have not received many applications, and she asked members to forward any ideas on increasing the number of applications to the committee. She referred the NEAIR membership to a detailed report in the business meeting packet that has information on this year's award winners.

b. Mentoring/Newcomers Committee (Linda Junker)

Linda Junker reported that the committee made 16 matches at the conference. There were 32 volunteers to be mentors, and they will be kept on a list to be used during the year as new members request mentors. There are 80 first timers to the NEAIR conference, and the 33 who are new to IR.

c. Web Advisory Committee (Roland Hall)

Roland Hall reported that a detailed report is in the business meeting packet. The committee completed a redesign of the NEAIR website. He thanked Annemarie McMullin Bartlett for developing a Steering Committee online repository and Beth Simpson for tremendous work supplying historical information.

d. Strategic Planning Committee

Heather Kelly directed the members to the annual report in the packet. She offered thanks to the committee and to the NEAIR members who spent time talking to the Strategic Planning and Steering Committees. Focus groups are being conducted at the conference, and there will be an information session offered later in the afternoon. A draft of the strategic plan will be submitted to the NEAIR Steering Committee for review and discussion after the Annual Conference. The strategic plan will then be posted on the NEAIR website for review and comments by the membership.

9. Passing of the Gavel (Martha Gray, Denise Krallman)

Martha Gray passed the official President's gavel and a presidential hat to Denise Krallman and congratulated her. Denise Krallman thanked Martha Gray and noted that her conference team would have a lot to live up to following the 2007 conference team of Martha Gray, Cindy Clarke, Louise Murray, and the many others who contributed.

10. New Business (Denise Krallman)

a. Preview: 2008 NEAIR Annual Conference in Providence (Cate Rowan and Cherry Danielson)

Cate Rowan and Cherry Danielson invited all of the members to Providence for the 2008 conference on behalf of the 2008 conference team. Cate Rowan, the 2008 Local Arrangements Chair, noted that Providence has great theater and dining and is easy to get to and that we have a fantastic hotel for the conference.

b. AIR – Annual Forum in Seattle, WA (Mary Ann Coughlin and William Knight)

Denise Krallman introduced NEAIR members Mary Ann Coughlin, AIR President, and William Knight, AIR Vice President who invited all NEAIR members to Seattle in May 2008. Mary Ann Coughlin said that there were a record number proposals this year. She also announced that the new Executive Director, Randy Swing, would be taking office soon and that the 2007 AIR election ballot was available.

Denise Krallman said that AIR Associate Forum Chair and NEAIR member Jennifer Brown told her that it was possible that the Boston Red Sox would be playing a series in Seattle while the AIR Forum was ongoing.

11. Adjournment (Denise Krallman)

At 1:32. Denise Krallman declared the meeting adjourned.

Treasurer's Report as of 30 June 2008
November 3, 2008

Over the past five years, NEAIR has generally experienced increased costs for running the Conference and organization. Our total income for fiscal year 2007-2008 was \$162,952.95, while expenses totaled \$153,709.58. At the end of the year, we had a surplus of \$9,243.37. As was begun last year, the Treasurer's Report reflects the policy laid out in NEAIR's Policies and Procedures to hold a reserve (Fund Balance) equal to one half the annual Conference's gross revenues (\$65,596.63). Thus, the ending balance \$35,389.06 reflects this decision.

The Conference in New Brunswick and pre-Conference workshops grossed \$131,193.26. Expenses (including future Conference planning and site selection totaled \$125,049.81. The net profit was \$6,143.45.

In 2003-2004, steering committee expenses were higher than normal. This was due to the fact that the post-Conference meeting, usually held at the conclusion of the Conference at the Conference site, was held at a different time and location. While it was decided in FY 2004-2005 that a joint Steering Committee and Conference planning meeting would be conducted to save on costs, this proved difficult to implement. The increased costs of steering committee meetings in the last 3 years reflect these scheduling problems. In addition, site selection expenses vary from year to year. In fiscal year 2006-2007, the site selection committee visited and decided on sites for 2008, 2009, and 2010. In the latest fiscal year, the site selection team visited Boston which will be the site of the 2011 Conference.

The income from the drive-in workshop was low in 2007 due to lighter than usual attendance. In contrast, the income from the workshop in 2006 was unusually high thanks to financial backing from AIR and high attendance.

Since FY03-04, NEAIR has utilized a private contractor for the Administrative Coordinator. Since a large part of the Administrative Coordinator's duties are involved with the annual Conference, 40% of the Administrative Coordinator's salary has been charged to the Conference beginning in FY05-06.

An audit of the Treasurer's books was performed last year at New Brunswick by an audit committee comprised of Alan Sturtz (chair), Wendell Lorang, and Mary Louise Gerek. We are most grateful for their hard work and recommendations.

Finally, NEAIR's leadership team continues to work to control costs while at the same time providing important member services and increasing NEAIR's financial health.

Respectfully submitted,

Eleanor C. Swanson, Treasurer

Treasurer's Report
Comparison of End of Year 2003-2004 through 2007-2008

as of 30 June 2008	Newport	Portsmouth	Saratoga	Philadelphia	New Brunswick
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
MEMBERSHIP	445	442	492	472	458
CONFERENCE ATTENDEES	270 (F:85)	269 (F:85)	298 (F:77)	309 (F:82)	293 (F:81)
Beginning Balance (as of July 1)	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88	\$91,742.32
Income					
Conference	\$65,521.00	\$87,729.36	\$101,054.39	\$116,761.80	\$114,433.26
Conference Sales			\$5.00		
Conference Workshops	\$13,442.00	\$14,443.50	\$12,715.00	\$16,865.00	\$16,760.00
Memberships	\$21,150.00	\$27,840.00	\$30,420.00	\$28,720.00	\$26,997.25
Drive-In Workshops	\$3,540.00	\$4,075.00	\$3,395.00	\$8,925.00	\$2,900.00
Other Income (Taxes, Royalties, etc.)	\$470.73	\$179.50	\$151.00		
Interest	\$163.51	\$940.34	\$2,475.44	\$3,851.63	\$1,862.44
Total Income	\$104,287.24	\$135,207.70	\$150,215.83	\$175,123.43	\$162,952.95
Expenses					
Ad Hoc Committees			\$3,680.68	\$3,772.64	\$505.90
Administrative Coordinator	\$17,000.00	\$22,875.00	\$10,625.00	\$11,280.00	\$11,760.00
Conference	\$72,201.81	\$75,917.55	\$88,510.57	\$113,586.32	\$107,158.30
Conference Site Selection			\$76.05	\$2,592.21	\$1,525.88
Conference Workshops	\$4,400.85	\$7,250.87	\$5,797.07	\$5,172.05	\$7,308.25
25th Anniversary					
Future Conference Planning	\$2,493.26	\$4,898.07	\$8,850.91	\$7,188.41	\$9,057.38
Membership Secretary, Operations	\$730.09				
Insurance	\$672.00	\$676.00	\$799.00	\$607.00	\$622.00
President					
Promotional Items					\$55.00
Operating Expenses	\$2,829.21	\$2,564.77	\$4,049.51	\$1,046.32	\$416.49
PDS Committee			\$94.65		\$51.10
Steering Committee	\$14,037.61	\$5,855.87	\$9,185.29	\$9,782.66	\$9,695.97
Other Expenses (Taxes, Royalties, etc.)	\$175.00	\$256.25	\$670.00	\$235.00	\$175.00
Web Design/Hosting	\$525.05			\$300.00	\$247.50
Grants	\$2,885.00	\$1,840.71	\$4,094.82	\$1,830.63	\$1,625.45
Drive-In Workshops	\$3,956.38	\$3,352.22	\$2,906.52	\$4,672.75	\$3,505.36
Uncategorized Expenses			\$130.00		
Total Expenses	\$121,906.26	\$125,487.31	\$139,470.07	\$162,065.99	\$153,709.58
Surplus/(Deficit)	(\$17,619.02)	\$9,720.39	\$10,745.76	\$13,057.44	\$9,243.37
Fund Balance (1/2 Annual Conference Gross Revenues)				\$66,813.40	\$65,596.63
Ending Balance	\$58,218.73	\$67,939.12	\$78,684.88	\$24,928.92	\$35,389.06 ***

***NEAIR's Policies and Procedures recommend that the Association hold a reserve equal to one half the annual Conference's gross revenues (Fund Balance). The 2006-2007 and 2007-2008 ending balances reflect this recommendation.

Notes:

- NEAIR made a conscious decision in 2003-2004 to spend down the ending balance rather than pass costs on to the membership. As a result, at the end of FY 03-04, there was a deficit of \$17,619.02, lowering the ending balance to \$58,218.73
- The Conference expenses in FY 05-06 include \$7,000 for administrative coordinator fees in addition to the administrative coordinator line item. The Conference expenses in FY 06-07 include \$7,520 for administrative coordinator fees in addition to the administrative coordinator line item. The Conference expenses in FY 07-08 include \$7,840.00 for administrative coordinator feed in addition to the administrative coordinator line item.

NEAIR Professional Development Services (PDS) Committee
Annual Report - November 2008

The purpose of the NEAIR Professional Development Services Committee is to provide opportunities for professional development outside of the annual conference. This year these opportunities included summer drive in workshops as well as the Providence pre-conference workshops (coordinated by Steve Thorpe).

The drive in workshop concept has worked well in the past as an economical way for IR professionals to attend two workshops within one day. After reviewing the history of locations, topics and attendance at these, the committee decided to continue the format from the previous year and focus its efforts on one event in the summer at a central location within the NEAIR region.

After discussion on possible sites within the NEAIR region, the committee decided to offer the workshops in Philadelphia, PA to encourage an increased participation of IR professionals in that area. However, in the interest of providing opportunities to those who did not live within driving distance from Philadelphia, the committee determined that partnering with an institution that had the ability to offer the workshops online would increase the opportunities for participation. Drexel University's School of Education had this capability and was willing to share it in exchange for allowing their graduate students to participate at a reduced rate. A small number of graduate students were anticipated.

The committee worked to select workshops that would appeal to different levels of experience but that would also have broad appeal. Therefore, the following four workshops were offered: Strategic Planning, Survey Research Design, Basic Regression, and IPEDS Peer Analysis System.

A current membership in NEAIR was not required to attend the drive in workshops. The registration fee for NEAIR members was \$100 and for non-members was \$125. The workshops were held on July 11, 2008.

The 2008 summer workshop attendance was evenly split between online and in person participants. There were 52 registrations total, about twice as many as in 2007. Both the online and in person participants evaluated the workshops positively.

While the charge to previous PDS committees has been to hold a "break even" event, given the association's current strategic initiative to increase its fund balance, the committee recommends that a small surplus be targeted in the future. The 2008 summer workshops generated a surplus of approximately \$2,600. In addition, the committee recommends that workshops be purchased individually, rather than as a bundle for the day. This will allow participants the opportunity to select the workshops they want to participate in without having to pay for extra materials. Several members requested the ability to select a single workshop.

The PDS Committee would like to thank the summer workshop presenters and Drexel University for hosting the event and providing the technology free of charge.

Respectfully submitted,

Mitch Nesler, Chair
Jeff Himmelberger
Linda Mallory
Mark A. Palladino
Stephen Thorpe

**NEAIR Site Selection Committee
Annual Report - November 2008**

The charge to the Site Selection Committee was to explore locations for the 2011 annual conference and recommend a site to the Steering Committee.

In breaking with the prior two site selection committees, the 2008 Site Selection Committee opted not to use the services of a professional event planner from HelmsBriscoe to explore conference locations. Instead, we solicited bids and negotiated directly with hotels. Given the extensive expertise on the committee this year and the availability of multiple years of hotel contracts on the association's website, we felt comfortable with this approach.

Using NEAIR's documented conference site criteria and suggestions from the Steering Committee and membership, the Site Selection Committee considered a number of locations, taking into consideration the association's recent conference history and the distribution of the NEAIR membership. The Site Selection Committee solicited bids for the 2011 conference from hotel properties in Mystic, CT; Cambridge, MA; and Boston, MA.

Based on the Site Selection's recommendation and extensive discussions, the Steering Committee chose the Boston Park Plaza Hotel and Towers in Boston, MA for the 2011 conference. The hotel has been newly renovated and is well sized for the NEAIR conference. Based on our successful business with Starwood properties, we were able to secure a significant discount on the room rate of \$179 per night. The hotel is a historic hotel in a nice section of Boston within blocks of major Boston attractions. In order to secure this highly discounted rate, the conference date will be **December 3 - 6, 2011**, moving the conference to the first week in December, rather than the traditional November timeframe.

Respectfully submitted,

Mitchell S. Nesler, Chair
Michelle Appel
Kelli Parmley
Jessica Shedd
Eleanor Swanson

Publications Committee
Annual Report-November 3, 2008

Activities of the Publication Committee from the past year include the effort to submit available electronic historical Proceedings to the Education Resources Information Center (ERIC), an additional vehicle to showcase our member contribution. The Committee has checked submissions against the ERIC database, and all electronic Proceedings have been posted. The process of submitting older, hard-copy Proceedings to ERIC continues. On the NEAIR website, information is currently listed regarding Conference Proceedings found through ERIC.

The Committee has been charged with and continues to maintain the integrity of the website for editing changes, missing links, data omissions, etc. The website is reviewed periodically and any necessary changes are sent to the NEAIR administrator for inclusion.

The Committee will be gearing up for the annual review of submitted Proceedings from this year's 2008 Conference. We are looking to continue to increase the number of submitted papers this year to enhance membership benefits for those individuals who could not attend the conference. The Committee also seeks recruitment of new volunteers as readers, so if you are willing, please contact the Publications Chair.

Respectfully submitted,

Publications Committee
Bonnie Thomas, Publications Chair

Nominating Committee
Annual Report – November 3, 2008

The Nominating Committee's work this year included the following activities:

- development of descriptions for each position in the 2008 election
- creation of a nominee information form
- solicitation of nominees for elected positions and for emeriti status
- selection of candidates for the ballot
- overseeing the election process and notification of the voting results

To create position descriptions, the Nominating Committee, using questions they developed, interviewed current and past Presidents, Secretaries, Steering Committee Members and Nominating Committee Members. Summaries for each position were written and posted on the NEAIR website in the governance section and referred to in the Call for Nominations that went to the membership.

The Committee also created an information form for nominees to complete to indicate their interest in an elected position and to provide information to assist the Committee in understanding their experiences and qualifications. Included were questions that provided information necessary for the ballot.

A Call for Nominations for the elected positions and emeriti status was sent to the membership June 2, 2008 with a June 23rd due date. Fifty-four eligible members were nominated for one or more of the positions to be filled. All nominees were sent the new nominee information form to complete and return. Of the 54 nominees, 32 wished to be considered as a candidate for an elected position. Subsequently the Committee selected two candidates each for President-Elect, Secretary, Steering Committee Member-4 Year Private Institution, Steering Committee-at-Large, and Nominating Committee Member-Community College Sector. Ten were selected as candidates for Nominating Committee Member-at-Large. The online election was hosted by the Naval Academy with the invaluable assistance of Lou Cox. It opened September 1st and closed September 22nd with 203 of the 493 NEAIR members voting (41% participation rate).

The successful candidates are as follows:

President-Elect: Heather Kelly
Secretary: Nancy Ludwig
Steering Committee Member - 4 year Private Institution: Ellen Boylan
Steering Committee Member-at-Large: Michael Dooris
Nominating Committee Member - Community College: Jean Marriott
Nominating Committee Members-at-Large:
Annemarie McMullin Bartlett
Cristi Carson
Linda Junker
Louise Murray
Ann Marie Senior

The Committee wishes to thank all those members who indicated an interest in serving NEAIR in an elected position and look forward to their continued involvement and support.

Respectively submitted,

Martha Gray, Nominating Committee Chair

Karen DeMonte, Mary Lynch, Pat Mizak, Shannon Tinney, Diann Simmons, and Tim Walsh

**Grants Committee
Annual Report - November 3, 2008**

The committee is comprised of three members from the membership at large who participate for a three-year period and one NEAIR steering committee member.

The Steering Committee approved the fund allocation of the Grants' budget and the procedures for application submissions. All document regarding grants submissions are available on the NEAIR website. The fund allocation of the NEAIR grants budget of \$3400.00 is:

- Ambassador Grants – \$800
- Conference Grants – \$1600
- Research Grants – \$1000

Calls for Proposals for the NEAIR Conference Grants, Ambassador Grants, and Research Grants were issued via e-mail. The deadline for the Conference and Ambassador Grants was May 1, 2008, six members submitted proposals. Beth Simpson, administrative coordinator, received all proposals and then forwarded them to the past Chair (Heather Roscoe). Heather reviewed all proposals for completeness, removed all identifying information and forwarded the blind proposals to the Chair (George Rezendes) for distribution to the committee members for review. All reviews were completed during the month of May and all applicants' were notified of results prior to June 1, 2008.. The research grant applications were due by September 1, 2008. Two proposals were submitted. The blind review process used for the Conference and Ambassador Grants was employed for the Research Grant proposals. Reviews were completed during the month of September and the applicants were notified of results prior to October 1, 2008. One proposal was submitted for the SIOG grant and was considered by the steering committee during its July meeting . Funds were not awarded and the grants committee was tasked with developing more specific guidance for use of SIOG funds.

Grants were awarded to:

- NEAIR Ambassador Grant
 - Michael J. Dooris, Penn State University – to attend the 2nd International Conference on Educational Economics at the National and Kapodistrian University in Athens, Greece.
 - NEAIR Conference Grants:
 - Benjamin Klimczak, Connecticut Community College System Office
 - David J. Leavitt, Bunker Hill Community College
 - NEAIR Research Grants:
 - Shannon Tinney and Terra Schehr, Loyola College to study students' educational intentionality.
- This committee worked diligently to meet all deadlines and receive my thanks for their work. A special thank you is given to Heather Roscoe, past chair, for her efficiency in reviewing all applications to make sure they were truly "blind" submissions and to Beth Simpson for her tireless work as the receiver of the applications. Both individuals were crucial in the grant submission process.

Respectfully submitted:

George Rezendes, Three Rivers Community College, Chair
Louise Murray, College of St. Elizabeth
Diane Petruccio, Ursuline College
Ingrid Skadberg, Quinsigamond Community College
Heather Roscoe, Eduventures (ex-officio past chair)

Mentor and Newcomer Program Committee Annual Report — November 3, 2008

Mentor Program

The Mentor/Newcomers Committee has taken on many activities since the New Brunswick conference. Prior to the New Brunswick conference, 12 mentor/mentee pairings were made and one additional matching was made after the conference for a total of 13 pairs for the 2007-08 year. An online survey to assess the program was sent to all participants in early October 2008. Feedback and results will be reviewed by the committee to help improve the program and a summary of the results will also be posted to the Members Only section of the NEAIR website.

As part of the Providence conference registration and membership renewal process, registrants could indicate if they would like to request a mentor or would like to volunteer to serve as a mentor. As of October 21, 2008, there were 27 requests for Mentors and 23 volunteers to be Mentors. The Mentor Program Participants Reception was held on Sunday just prior to the plenary session.

In the spring, the committee reviewed and revised the documents related to volunteering to be a mentor and requesting a mentor to ensure they are collecting the necessary information to make the best match possible, but not overburdening volunteers with too lengthy of a form. Finally, a question about the Mentor Program Participants Meeting was added to this year's conference evaluation so we can obtain your feedback about that event.

Newcomers Outreach

The committee reached out to first-time NEAIR conference attendees via email prior to the Providence conference to provide tips for getting the most out of their NEAIR conference experience. In addition, a Saturday night dinner group specifically for newcomers was hosted by Allison Walters and Jessica Shedd. As of October 21, 2008, there were 110 members for whom this is their first NEAIR conference. Of those, approximately 70 are new to the field of Institutional Research.

Additional Activities

In addition to responsibilities related the Mentor Program, this year the committee was charged with exploring broadening the already existing committee responsibilities of serving newcomers and Mentor Program participants to encompass serving the entire membership. Specifically the committee was asked to consider already existing NEAIR member benefits, how we may encourage more participation and usage of those benefits, as well as consider additional benefits NEAIR may provide to its members.

With this in mind, the committee reviewed and revised the NEAIR membership letters/emails that are sent shortly following the conference — one for New Members, Renewing Members, and for Non-Renewing Past Members — to further highlight NEAIR member benefits and encourage participation. The New Member and Renewing Member letters will now come from this committee to facilitate more communication between the committee and the membership. In addition, the committee has begun discussing potential promotional materials for the wide array of membership benefits, such as a brochure, as well as a “welcome kit” for new members.

Finally, to serve the needs of all members, both new and seasoned, the committee plans to develop a NEAIR Membership Resource Database. The database would be a reference for NEAIR members when they are looking for a colleague to “call on” with expertise in particular IR related functions. It is the committee's hope that this new member benefit would provide a service to members that will also increase networking and facilitate the sharing of ideas and expertise.

Respectfully Submitted,

Jessica Shedd, Chair
Linda Junker
Nancy Ludwig
Allison Walters, Mentor Chair-Elect

NEAIR Web Advisory Committee Annual Report - November 3, 2008

The NEAIR Web Advisory Committee was established to develop a website for the association in order to better communicate with members and the broader IR community. Since the development of the website, this committee has evolved to provide more comprehensive technology services to the association and its members.

This year, the Web Advisory Committee looked at three online services that provide conference registration and information. The committee decided on Turnstile Systems, which NEAIR members used for the first time for registration for this year's Professional Development Workshops and the annual conference in Providence. The main factors for choosing Turnstile Systems were the ease of use and overall efficiency of the administrative tools the service provides, especially as NEAIR's membership and conference participation continue to grow.

NEAIR will continue to use other web-based services provided by AIR, e.g., server space for the association's main website and the online proposal submission process. The committee extends a special thank you to AIR and Dana Keith for their continued technical support and valuable service.

Finally, we are proud to announce that Mark Palladino, from Philadelphia University, will be taking over as chair of the Web Advisory Committee. Roland Hall is stepping down after being involved with the committee over the past five years (three years as chair).

The committee would like to thank the membership for its continued support of these online services. Your feedback and ideas are greatly appreciated.

Respectfully submitted,

The NEAIR Web Advisory Committee
Roland Hall (chair)
Mark Palladino (incoming chair)
Annemarie Bartlett (conference website coordinator)
Beth Simpson (ex officio)