![NEAIR — North East Association for Institutional Research — A guiding light for your institutional research community](logo)

40ᵗʰ Annual Business Meeting

Monday, November 11, 2013
Newport Marriott
Newport, Rhode Island

AGENDA AND REPORTS

Please bring this packet of information with you to the Annual Business Meeting Lunch

Call to Order .... Catherine Alvord

Approval of Minutes from 2012 Annual Business Meeting .... Catherine Alvord

Vote on Constitutional Changes …………………….…...Catherine Alvord/AllisonWalters

Treasurer's Report .... George Rezendes

Awards, Commendations & Member Recognition .... Catherine Alvord

Goal: To provide quality and relevant professional development for NEAIR members.
      Professional Development Services Committee .... Bruce Szelest
      Site Selection Committee .... Bruce Szelest
      Grants Committee .... Laura Uerling

Goal: To be responsive to natural and evolutionary growth as a result of changing demands in postsecondary education.
      Membership Committee.. Maren Hess

Goal: To strengthen the governance structure to ensure that it is effective in supporting the mission of the Association and representative of the membership.
      Nomination Committee Report of Election Results ....Stephen Thorpe

Goal: To adopt best practices for financial management and long term fiscal health.
      Finance Committee ....Stephen Thorpe

Goal: To continually provide members quality information and services.
      Technology Committee...Chad May

Passing of the Gavel .... Catherine Alvord/Bruce Szelest

New Business .... Bruce Szelest
      Preview: 2014 NEAIR Conference, Philadelphia, PA ....Annemarie Bartlett
      AIR Forum 2014 ………………………………….…………….………Gayle Fink

Adjournment .... Bruce Szelest

NEAIR PRESIDENT'S ANNUAL REPORT
November 11, 2013

Our mission is to promote institutional effectiveness in postsecondary education through excellence in the field of institutional research. As such, North East Association for Institutional Research (NEAIR) focuses on facilitating the professional development of its members while promoting best practices and ensuring integrity in our field. As the premier institutional research association for the Northeast, we strive to continually assess and improve our services and professional development opportunities for new and experienced professionals. I am confident you will agree the association had you, the members, and the field of institutional research, at the forefront during the following accomplishments achieved during my tenure as your president.

Change is an on-going responsible for our association. The NEAIR logo and web site redesign is being implemented with two major goals: to revitalize and our image for the 21st century and to increase the functionally for use on many different platforms (computer, laptop, tablet, and smart phone). The logo design for this conference was reworked to become the new face for NEAIR: thanks to Samantha Binette, Goodwin College. With new technology advances, the new web page is easy and accessible, guiding the user with pull-down menus. In developing the new website, we continue to preserve our historical archive repository to ensure we know where we have been while continuing our journey into the future.

From our humble beginnings of thirty-three charter members in 1975 to 613 members in 2013, we have come a long way. New opportunities continue to expand the number of volunteers in many facets of the organization including the conference program, local arrangement planning, internal audit review, the blind review process for grants and conference proposals, summer and pre-conference workshops, and new technology development. The involvement and engagement of our members is invigorating and continues to strengthen our networking and professional development opportunities.

Our annual conference continues to be the foremost professional development event in the north east. The entire conference team worked diligently to prepare various opportunities for you: new on-line proposal system, more workshops and over sixty conference sessions will provide increased opportunities for networking and deliver a richer conference experience.

All of the NEAIR standing committees and programs contributed to a successful year due to the tireless dedication of the people who serve on them. Please review their annual reports and learn of their forward-thinking activities and accomplishments for 2012-13.

It has indeed been an honor, a pleasure, and rewarding experience serving as your president for this past year. I am amazed and humbled by the commitment and ability of the people who serve our association. I want to thank each of you for this gift and the most memorable experience one could receive as a professional in institutional research. NEAIR is clearly the premier regional institutional research organization and it is members like you who keep this association advancing forward by volunteering your time and effort.

Thank you!

Catherine Alvord
NEAIR President 2012-13

Annual Business Meeting Minutes
Bethesda, Maryland
November 5, 2012

1. Call to Order (Stephen Thorpe)

NEAIR President Stephen Thorpe called the meeting to order at 12:25 PM.

[Formal committee reports were enclosed with the conference packet.]

2. Approval of Minutes from 2011 Annual Business Meeting (Stephen Thorpe)

A motion to approve the minutes of the 2011 Annual Business Meeting was made, seconded, and approved unanimously.

3. Vote on Constitutional Changes (Stephen Thorpe/Allison Walters)

Stephen Thorpe reminded the membership that they were provided with the background and proposed content changes to the NEAIR Constitution on October 10, 2012 via email which addressed moving the Finance Committee from an ad hoc committee to permanent status as a standing committee of NEAIR. He then directed the members to page 13 of their Annual Business Meeting packet to view the text. Thorpe explained that while the NEAIR Steering Committee approved a motion to this effect on April 17, 2012, establishing the Finance Committee as a permanent standing committee requires modification of the NEAIR Constitution, which must be ratified by a vote of two-thirds of the members present at the Annual Business Meeting. Allison Walters made a motion to accept the following proposed changes to the NEAIR Constitution:

Article XI Committees

Section 1. Standing Committees. There shall be eight (8) Standing Committees: Program, Local Arrangements, Technology, Nominations, Professional Development, Site Selection, Membership, and Finance. *(underlined changes)*

New Section under Article XI:

Section 11. The Finance Committee shall be responsible for overseeing the development of the annual NEAIR budget; ensuring accurate tracking of finances; ensuring adequate financial controls are being maintained; implementing a multi-year budget development process; and advising the Steering Committee on strategic management of funds. The chair of the Finance Committee will be appointed by the President from the membership of the Steering Committee. The committee shall consist of the chair, the Treasurer, and additional members from the membership.

The motion to accept the proposed changes to the NEAIR Constitution as written was seconded, and approved unanimously.

4. Treasurer's Report (George Rezendes)

George Rezendes directed members to the formal Treasurer's report in the conference packet which included the statement for fiscal year 2012 and a summary of finances for the most current nine year period. Rezendes reported that NEAIR is in good fiscal standing, with the surplus for the year of $22,815.49. He noted that while this may seem like a significant surplus, that we are to keep in mind NEAIR's long-term strategy to "Implement policies and procedures such that membership fees support the operational expenses for the Association, while net revenue-expenses for annual conferences are utilized to support NEAIR's mission." Part of this strategy is to increase the fund balance to cover 100% of annual operating expenses and conference expenses. The Steering Committee added $15,000 to the fund balance this year bringing the total to $100,381.16. This current fund balance represents 57% of NEAIR's long-term goal for that fund balance of $177,000. Rezendes then asked the membership for any questions regarding the finances and Treasurer's report; no questions were brought forth.

5. Awards, Commendations & Member Recognition (Stephen Thorpe)

Stephen Thorpe first asked all of the members to offer their thanks to the hotel staff, event planning team, and audio visual technicians at the Hyatt Regency, as well as the NEAIR conference planning team. He then moved onto member recognitions and awards. He recognized Gayle Fink, immediate past-president, for her three years of service to NEAIR.

Also acknowledged were outgoing Steering Committee members: Emily Dibble, chair of the ad hoc Finance Committee 2009-2012; and Paula Maas, chair of the Membership Committee, and conference poster session coordinator 2009-2012; Mark Palladino, program chair 2012; Shannon Lichtinger, local arrangements chair 2012; and Jessica Shedd, associate program chair and audio-visual coordinator 2012.

Thorpe also recognized Martha Gray, past-president, and Beth Simpson, administrative coordinator, for their work on organizing our files that had been historically held on the AIR server, as this was tedious work but it will help us understand our history and organize a structure for retaining our current and future work.

Thorpe reported that two retired NEAIR members have been awarded Emeritus Membership: Glen Lum, from Harrisburg Area Community College; and Jerry Rackoff from Bucknell University.

Thorpe concluded his remarks by announcing that the NEAIR Steering Committee had accepted Beth Simpson's RFP and she will begin a new three year term serving as our administrative coordinator. He expressed his gratitude to Beth for all she has contributed to NEAIR over the years, which was met by applause from the membership.

Matt Hendrickson came to the podium to acknowledge the Best Paper award from the 2011 conference. He noted that only the Best Paper award was given, and it was awarded to Leslie Stratton, Ph.D. and James Wetzel, Ph.D. of Virginia Commonwealth University for their paper "Are Students Dropping Out or Dragging Out the College Experience? The Roles of Socioeconomic Status and Academic Background". He congratulated the recipients on their award, and noted that they will receive a $200 award, a conference registration fee waiver for the next conference and a presentation slot to present their paper to the membership, along with the a slot on the program at the next AIR conference. Finally, the recipients' immediate supervisor and institutional president will receive a letter of notification and congratulations from the NEAIR president. Hendrickson encouraged all members to consider applying for the Best Paper award, or the other two awards available: Best First Paper award and Best IR Report/Practitioner award.

6. NEAIR 2008 Strategic Plan Update (Gayle Fink)

Gayle Fink noted that the remainder of the agenda has been designed to focus on NEAIR's work toward the 2008 Strategic Plan, and directed the members to the 2012 Progress Report included in the annual business meeting packet.

Goal: To provide quality and relevant professional development for NEAIR members.

7. Professional Development Services Committee (Catherine Alvord)
Catherine Alvord directed members to the PDS committee report in the annual business meeting packet. Alvord commented that the annual PDS was held on July 10, 2012 at Bunker Hill Community College in Boston. The PDS was well attended and she received great feedback. She thanked the PDS committee and the presenters. She also noted that based on demand, they were able to provide the Newcomers workshop as a full day session.

8. Site Selection Committee (Catherine Alvord)
Catherine Alvord told the membership that the site selection committee looked at both Baltimore, MD and Philadelphia, PA as possible locations for the 2014 conference. She noted that a location in Philadelphia carries a tax waiver, and the Hyatt Regency at Penn's Landing in Philadelphia offered the best amenities for our needs including free guest room internet access. Alvord indicated that the conference date is set for November 7-11, 2014. She then thanked Beth Simpson and the members of the site selection committee for their help in selecting this site.

9. Ad Hoc Grants Committee (Ann Marie Senior)
Anne Marie Senior noted NEAIR offers a variety of grant awards which include: Ambassador Grants, Conference Grants, Research Grants, and Supplemental and Organizational Grants. She encouraged members to consider applying for a grant this year, noting that complete information and rubrics are posted on the NEAIR website. The 2012 grant awards are as follows:

- Ambassador Grant: Pamela Lamborne of Shenandoah University, VA, for the 2012 New England Regional Datatel User's Group
- Conference Grants: Debra Allen of University of Maine, Orono and Michael Clements of University of Maine, Augusta for the 2012 NEAIR Conference

Goal: To be responsive to natural and evolutionary growth as a result of changing demands in postsecondary education.

10. Membership Committee (Mary Goodhue Lynch)

Mary Goodhue Lynch referred members to the committee report in the conference packet. She thanked the outgoing chair, Paula Maas for her help on this committee. She noted that of the 310 people attending this conference that 76 are new members. Lynch noted that the mentor program is vibrant and stressed that the association is here for members, so members should ask if they need anything. She also reminded members to log into the membership website to make use of the many services the association offers, including the listserv and job postings.

Goal: To strengthen the governance structure to ensure that it is effective in supporting the mission of the Association and representative of the membership.

11. Nominations Committee Report of Election Results (Gayle Fink)

Gayle Fink thanked the members for nominating themselves and their colleagues to run for the open positions this year. The following were welcomed as the new members of the Steering Committee:

President-Elect: Bruce Szelest, University at Albany, State University of New York
Steering Committee Member-at-Large: Cristi Carson, University of Southern Maine
Steering Committee Member – Community College Sector: Ingrid Skadberg, Quinsigamond Community College

Those elected to serve on the Nominations Committee were:

Member-at-Large: Craig Clagett, Carroll Community College
Member-at-Large: Martha D. Gray, Ithaca College
Member-at-Large: Melanie Larson, Lasell College
Member-at-Large: Nancy Ludwig, Northeastern University
Member-at-Large: Heather Roscoe, Simmons College
Member Public Sector: Michael Dooris, Pennsylvania State University

Goal: To adopt best practices for financial management and long term fiscal health.

12. Ad Hoc Finance Committee (Emily Dibble)

Emily Dibble started by thanking the membership for voting to move the Finance Committee to standing committee status. She recognized the work of committee members George Rezendes, Julie Alig, Rebecca Brodigan, Gayle Fink, Roland Pearsall,

and Alan Sturtz. She made special note that for the second year in a row that the Association's budget was in place before the start of the new fiscal year.

Goal: To continually provide members quality information and services.

13. Technology Committee (Chad May)

Chad May reported that the committee had explored proposal software options as we move off of AIR's platform, and that next year NEAIR will be using a new platform, OpenConf, for our conference proposal submission and review process. He noted that his committee is continuing to explore ways to utilize the YM membership software product to its fullest extent to benefit our members.

14. Passing the Gavel (Stephen Thorpe/Catherine Alvord)

Stephen Thorpe addressed the membership and thanked everyone for giving him the opportunity to serve. He thanked all those involved during his time as president, and noted that NEAIR is comprised of many experts and dedicated individuals that contributed to his presidential year. He expressed gratitude that NEAIR will continue to thrive under the new president and steering committee.

Thorpe then officially passed the gavel to Catherine Alvord. Alvord thanked Thorpe for his support and then thanked the membership for selecting her to represent and lead NEAIR this year.

15. New Business (Catherine Alvord)
    a. **Preview: 2013 NEAIR Conference, Newport, RI (Carl Ostermann/Alan Sturtz)**

Catherine Alvord introduced the 2013 conference team of Alan Sturtz (program chair), Tracy Barnes (associate program chair) and Carl Ostermann (local arrangements chair). Sturtz gave an overview of the 2013 conference, which will be NEAIR's 40th annual conference, and noted that we have already confirmed one of our speakers, Patrick Terenzini. Ostermann talked about the hotel which is the newly renovated Newport Mariott. He noted the many restaurants and cultural attractions in and around Newport.

    b. **2013 AIR Forum (Heather Kelly)**

Heather Kelly, past NEAIR president and current member of the AIR Board, reminded members that the annual AIR Forum will be May 18-22, 2012 in Long Beach, CA. She mentioned that AIR is now operating with their new Board governance, and that all AIR members are encouraged to provide feedback to any AIR Board member. In particular, Kelly mentioned that NEAIR members should feel free to reach out to her at any time with questions or suggestions for the AIR Board.

    c. **Conference Announcements (Mark Palladino)**

Mark Palladino announced a few program changes for the remainder of the current conference.

16. Adjournment (Catherine Alvord)

Catherine Alvord made a motion to declare the meeting adjourned at 1:25 PM. The motion was seconded and approved.

Proposed Constitutional Change

The Grants Program was originally created as a Special Program to offer grants to promote Institutional Research and NEAIR and support professional development opportunities for members of NEAIR. Over time, the program has evolved from an ad-hoc Program into an annually funded Committee reviewing applications and determining which, if any, proposals to fund based on various criteria.

At the NEAIR Steering Committee held on July 23, 2013, the Steering Committee made a motion to move the Grants Program from a Special Program to permanent status as a standing committee of NEAIR.

The Steering Committee approved and adjusted the practice of the appointment of standing committee chairs at a meeting held in April 17, 2012. This change provides continuity of committee work and leadership. The Chair of the Finance, Membership, Technology, and Grants committees will be an elected at-large Steering Committee member of the Committee for the duration of appointment as at-large Steering Committee members.

These motions were approved by the Steering Committee on September 30, 2013. Establishing the Grants Committee as a permanent standing committee and changes to the language for the appointment of committee chairs requires modification of the NEAIR Constitution, which must be ratified by a vote by two-thirds of the members present at the Annual Business Meeting.

Proposed Changes: Article XI Committees:
Section 1. Standing Committees. There shall be <u>nine (9)</u> Standing Committees: Program, Local Arrangements, Technology, Nominations, Professional Development, Site Selection, Membership, Finance**,** <u>and Grants.</u> (*underlined changes*)

Section 5. The Technology Committee is responsible for supporting the technology needed by the association to deliver information and services to the membership<u>. The committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.</u>

Section 10. The Membership Committee shall: oversee the variety of NEAIR activities to ensure that the membership has access to their basic membership benefits, develop new areas of benefits, and communicate these benefits with NEAIR members. The committee shall also provide information to assist new NEAIR members, coordinate the Mentor Program which matches newcomers with volunteer mentors, and work to facilitate networking and collegiality among members. <u>The committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.</u>

Section 11. The Finance Committee shall be responsible for overseeing the development of the annual NEAIR budget; ensuring accurate tracking of finances; ensuring adequate financial controls are being maintained; implementing a multi-year budget development process; and advising the Steering Committee on strategic management of funds. <u>The committee shall consist</u>

<u>of a member of the Steering Committee serving as chair and additional members from the membership.</u>

Proposed New Section under Article XI:
Section 12. The Grants Committee shall be responsible for overseeing the professional development grant programs funded by NEAIR. This shall include reviewing grant applications and selecting and notifying grant recipients. The committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.

TREASURERS REPORT
Annual Report – November 11, 2013

One of NEAIR's strategic goals, to adopt best practices for financial management and long term fiscal health created a focus for the treasurer over the past year that emphasized developing a systematic process for reconciling individual member accounts with receipts. This increased level of reconciliation provides NEAIR the opportunity to more fully understand its financial position by not only examining income and expenses but also accounts receivables and undeposited funds. Additionally during the past year with the input of the finance committee fiscal reporting was improved to assist the steering committee in managing the annual budget. Reports providing actual-to-budgeted year to date income and expenses, current-to-prior year comparisons of income and expenses, as well as a current balance sheet were routinely provided at each steering committee meeting. Increased detail provides the steering committee the opportunity to more fully understand NEAIR's financial position as decisions are made thus supporting the long term fiscal health of the organization.

An examination of NEAIR's Balance sheet at the end of FY12-13 shows that the Bank of America Checking Account has a balance of $36,258.20 and the Savings Account has a balance of $176,376.04 providing total account balances of $212,634.24. The accounts receivable balance(charges that have been invoiced but not collected) is $12,296.50 and undeposited funds not(payments collected but not deposited) held on June 30, 2013 were $1,390.00 providing NEAIR with total current assets of $226,320.74. Included as part of these assets is NEAIR's fund balance which currently totals $115,381.16 reflecting a $15,000 increase over last fiscal year's balance. The fund balance has been designated to cover NEAIR expenses and liabilities associated with committing to multiple hotel contracts as part of conference planning in the event of unforeseen circumstance that would require the annual conference to be unexpectedly cancelled. Increasing the fund balance to cover 100% of NEAIR's annual operating and conference expenses continues to be a goal for the organization. As can be seen from the NEAIR Conference and Operations income/expense report FY09-10 to FY12-13 the four year average expenses has been $139,380.13 for conferences and $44,554.34 for operations. These averages indicate that the fund balance goal should exceed $183,934.37 therefore the current fund balance represents 62.7% of the NEAIR's goal. Steadily increasing the fund balance needs to continue to be a priority to insure the long term fiscal health of the organization.

The side-by-side comparison of NEAIR's income/expenses for FY11-12 and FY12-13 reveals that NEAIR continues to have a sound fiscal foundation supported by a strong loyal membership and conference attendance as well prudent spending. A review of conference income reveals that the FY12-13 conference resulted in $12,862 less income than the FY11-12. However, the FY12-13 conference workshops and conference exhibitors' categories both resulted with increased income even though a significant reduction in conference registration income was realized. It should also be noted that four Platinum sponsors for the Fall 2013 conference ($11,000) was received prior to the end of the FY12-13 and that this has not happened in previous years. Continued review of conference expenses shows significant reductions in FY12-13 when compared to FY11-12 particularly in the areas of food, audiovisual, printing, supplies and telephone. Overall FY12-13 conference expenses were $20,939.22 less than FY11-12 conference expenses.

A review of NEAIR Operations income/expenses shows that they are comparable. Accounting expenses were less in FY12-13 since an external procedures engagement is only required in years when the treasurer transitions. Increased account reconciliation detail now allows the merchant account fees to be distributed in the conference and membership categories as appropriate and thus merchant account fees has been reduced under NEAIR operations for FY12-13 but increased under conference. The website costs have also been distributed between NEAIR operations and conference in the same way that the expenses for the administrative coordinator are distributed (40% Conference/60% NEAIR Operations).

A review of the PDS Workshops shows that income for FY12-13 is lower than FY11-12. This income can be a reflection of the timing of when the PDS workshops are offered. If PDS is held very early in July as it was in 2012 then the majority of the income for PDS will be received in June where as if it held later in July as it was in 2013 more income is received in July than in June.

Committee expenses for FY12-13 are less than FY11-12. These expenses are a function of steering committee membership, meeting locations and timing of meetings.

As reflected in the attached financial statements NEAIR is in a very good financial position. I encourage members to review the attached reports and to ask any questions that they might have. Good oversight and long range planning are critical to NEAIR's continued financial success.

Respectfully submitted

George J. Rezendes
Treasurer

Accrual Basis

North East Association for Institutional Research
Statement of Financial Position
As of June 30, 2013

	Jun 30, 10	Jun 30, 11	Jun 30, 12	Jun 30, 13
ASSETS				
Current Assets				
Checking/Savings				
Bank of America-Checking	0.00	0.00	20,780.52	36,258.20
Bank of America - Savings	0.00	0.00	155,932.25	176,376.04
Chase Checking	19,496.59	32,869.30	0.00	0.00
Chase Savings	36,008.48	36,026.28	0.00	0.00
Fidelity Checking	75,320.07	85,381.16	0.00	0.00
Total Checking/Savings	130,825.14	154,276.74	176,712.77	212,634.24
Accounts Receivable				
Accounts Receivable *	0.00	1,045.00	1,851.50	12,296.50
Total Accounts Receivable	0.00	1,045.00	1,851.50	12,296.50
Other Current Assets				
Undeposited Funds *	0.00	0.00	755.00	1,390.00
Total Other Current Assets	0.00	0.00	755.00	1,390.00
Total Current Assets	130,825.14	155,321.74	179,319.27	226,320.74
TOTAL ASSETS	130,825.14	155,321.74	179,319.27	226,320.74
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	111,935.53	130,825.14	155,321.74	179,319.27
Net Income	18,889.61	24,496.60	23,997.53	47,001.47
Total Equity	130,825.14	155,321.74	179,319.27	226,320.74
TOTAL LIABILITIES & EQUITY	130,825.14	155,321.74	179,319.27	226,320.74
Fund Balance	$85,302.07	$85,381.16	$100,381.10	115,381.10
Operating Funds	$45,523.07	$68,895.58	$78,938.17	110,939.64
TOTAL LIABILITIES & EQUITY	*$130,825.14*	*$154,276.74*	*$179,319.27*	*$226,320.74*

* Note Account Receivables were tracked in total beginning in July 2011
Undeposited Funds were tracked in total beginning in July 2011

North East Association for Institutional Research
Statement of Financial Income and Expense
July 2012 through June 2013

Accrual Basis

	1-Conference		2-NEAIR-Operations		3-PDS Workshops	
	Jul '12 - Jun 13	Jul '11 - Jun 12	Jul '12 - Jun 13	Jul '11 - Jun 12	Jul '12 - Jun 13	Jul '11 - Jun 12
Ordinary Income/Expense						
Income						
Conference	113,199.50	138,428.09	0.00	0.00	0.00	0.00
Conference Workshop	16,340.00	19,308.41	0.00	0.00	0.00	0.00
Exhibitor Sponsorships	42,100.00	24,200.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	443.79	553.68	0.00	0.00
Membership	0.00	0.00	46,260.00	44,486.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	26.00	0.00	0.00
PDS Workshop Income	0.00	2,565.00	0.00	0.00	8,441.00	10,585.00
Total Income	171,639.50	184,501.50	46,703.79	45,065.68	8,441.00	10,585.00
Gross Profit	171,639.50	184,501.50	46,703.79	45,065.68	8,441.00	10,585.00
Expense						
Accounting	0.00	0.00	1,900.00	5,780.00	0.00	0.00
Administrative Coordinator	10,080.00	8,960.00	15,120.00	15,440.00	0.00	0.00
AudioVisual Expense	20,359.58	32,855.54	0.00	0.00	0.00	0.00
Awards & Gifts	694.39	336.88	0.00	0.00	0.00	0.00
Conference Workshops	0.00	285.88	0.00	0.00	0.00	0.00
Food	81,719.44	95,807.92	0.00	0.00	468.10	563.94
Grant Program	238.37	332.95	2,802.06	3,400.00	0.00	0.00
Honorarium	5,076.00	5,950.00	0.00	0.00	1,250.00	1,000.00
Hotel/Site Costs	508.63	592.18	0.00	0.00	0.00	269.57
Insurance	0.00	0.00	591.63	543.60	0.00	0.00
Meals and Travel	4,602.47	3,677.65	0.00	0.00	923.29	763.46
Merchant acct/credit card fees	3,961.48	0.00	2,085.27	6,234.21	0.00	0.00
Miscellaneous Expense	2,194.50	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	88.97	581.43	0.00	0.00
Postage	454.05	586.59	262.16	207.47	0.00	0.00
Printing	4,725.41	6,119.95	280.00	0.00	0.00	23.52
Supplies	5,288.84	6,649.41	140.13	213.81	199.43	401.34
Telephone	640.74	1,653.13	0.00	52.63	0.00	0.00
Web Site	3,557.80	1,232.84	3,686.70	5,995.00	0.00	0.00
Total Expense	144,101.70	165,040.92	26,956.92	38,448.15	2,840.82	3,021.83
Net Ordinary Income	27,537.80	19,460.58	19,746.87	6,617.53	5,600.18	7,563.17
Net Income	**27,537.80**	**19,460.58**	**19,746.87**	**6,617.53**	**5,600.18**	**7,563.17**

North East Association for Institutional Research
Statement of Financial Income and Expense

Accrual Basis

July 2012 through June 2013

	4-Committees		TOTAL	
	Jul '12 - Jun 13	Jul '11 - Jun 12	Jul '12 - Jun 13	Jul '11 - Jun 12
Ordinary Income/Expense				
Income				
Conference	0.00	0.00	113,199.50	138,428.09
Conference Workshop	0.00	0.00	16,340.00	19,308.41
Exhibitor Sponsorships	0.00	0.00	42,100.00	24,200.00
Interest Income	0.00	0.00	443.79	553.68
Membership	0.00	0.00	46,260.00	44,486.00
Miscellaneous Income	0.00	0.00	0.00	26.00
PDS Workshop Income	0.00	0.00	8,441.00	13,150.00
Total Income	0.00	0.00	226,784.29	240,152.18
Gross Profit	0.00	0.00	226,784.29	240,152.18
Expense				
Accounting	0.00	0.00	1,900.00	5,780.00
Administrative Coordinator	0.00	0.00	25,200.00	24,400.00
AudioVisual Expense	0.00	0.00	20,359.58	32,855.54
Awards & Gifts	766.94	888.83	1,461.33	1,225.71
Conference Workshops	0.00	0.00	0.00	285.88
Food	954.42	1,494.41	83,141.96	97,866.27
Grant Program	0.00	0.00	3,040.43	3,732.95
Honorarium	0.00	0.00	6,326.00	6,950.00
Hotel/Site Costs	1,496.75	636.65	2,005.38	1,498.40
Insurance	0.00	0.00	591.63	543.60
Meals and Travel	2,458.10	5,202.90	7,983.86	9,644.01
Merchant acct/credit card fees	0.00	0.00	6,046.75	6,234.21
Miscellaneous Expense	0.00	0.00	2,194.50	0.00
Office Supplies	0.00	0.00	88.97	581.43
Postage	0.00	0.00	716.21	794.06
Printing	0.00	0.00	5,005.41	6,143.47
Supplies	0.00	460.35	5,628.40	7,724.91
Telephone	207.17	960.61	847.91	2,666.37
Web Site	0.00	0.00	7,244.50	7,227.84
Total Expense	5,883.38	9,643.75	179,782.82	216,154.65
Net Ordinary Income	-5,883.38	-9,643.75	47,001.47	23,997.53
Net Income	**-5,883.38**	**-9,643.75**	**47,001.47**	**23,997.53**

NEAIR Conference Income/Expense Report FY09-10 through FY12-13

	FY09-10	FY10-11	FY11-12	FY12-13	4-yr Average
	Baltimore	Saratoga Springs	Boston	Bethesda	
Membership	512	541	621	642	579
Conference Attendance	341	313	300	387	335
First Time Conference	81	81	74	113	87
Income					
Conference	114,032.00	107,684.00	138,428.09	113,199.50	118,335.90
Conference Workshop	18,403.00	16,378.50	19,308.41	16,340.00	17,607.48
Exhibitor Sponsorships	14,850.00	29,095.00	24,200.00	42,100.00	27,561.25
Interest Income	0.00	0.00	0.00	0.00	0.00
Membership	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
PDS Workshop Income	0.00	0.00	2,565.00	0.00	641.25
Total Income	*147,285.00*	*153,157.50*	*184,501.50*	*171,639.50*	*164,145.88*
Expense					
Accounting	0.00	0.00	0.00	0.00	0.00
Administrative Coordinato	7,840.00	8,960.00	8,960.00	10,080.00	8,960.00
AudioVisual Expense	23,043.60	21,128.97	32,855.54	20,359.58	24,346.92
Awards & Gifts	964.70	1,257.22	336.88	694.39	813.30
Conference Workshops	1,415.61	215.18	285.88	0.00	479.17
Food	64,287.28	61,124.56	95,807.92	81,719.44	75,734.80
Grant Program	0.00	150.00	332.95	238.37	180.33
Honorarium	6,100.00	5,750.00	5,950.00	5,076.00	5,719.00
Hotel/Site Costs	2,727.77	7,394.06	592.18	508.63	2,805.66
Insurance	0.00	0.00	0.00	0.00	0.00
Meals and Travel	2,938.03	6,606.27	3,677.65	4,602.47	4,456.11
Merchant acct/credit card	0.00	0.00	0.00	3,961.48	990.37
Miscellaneous Expense	0.00	0.00	0.00	2,194.50	548.63
Office Supplies	0.00	0.00	0.00	0.00	0.00
Postage	518.77	722.47	586.59	454.05	570.47
Printing	5,889.01	5,557.18	6,119.95	4,725.41	5,572.89
Supplies	7,627.35	4,682.44	6,649.41	5,288.84	6,062.01
Telephone	23.17	714.08	1,653.13	640.74	757.78
Web Site	725.00	15.17	1,232.84	3,557.80	1,382.70
Total Expense	*124,100.29*	*124,277.60*	*165,040.92*	*144,101.70*	*139,380.13*
Net Income	*23,184.71*	*28,879.90*	*19,460.58*	*27,537.80*	*24,765.75*

NEAIR Operations Income/Expenses FY09-10 through FY12-13

	FY09-10	FY10-11	FY11-12	FY12-13	4-yr Average
	Baltimore	Saratoga Springs	Boston	Bethesda	
Membership	512	541	621	642	579
Conference Attendance	341	313	300	387	335
First Time Conference	81	81	74	113	87
Income					
Conference	0.00	0.00	0.00	0.00	0.00
Conference Workshop	0.00	0.00	0.00	0.00	0.00
Exhibitor Sponsorships	0.00	0.00	0.00	0.00	0.00
Interest Income	69.10	78.89	553.68	443.79	286.37
Membership	32,701.00	36,940.00	44,486.00	46,260.00	40,096.75
Miscellaneous Income	0.00	734.11	26.00	0.00	190.03
PDS Workshop Income	7,382.50	4,838.50	10,585.00	8,441.00	7,811.75
Total Income	40,152.60	42,591.50	55,650.68	55,144.79	48,384.89
Expense					
Accounting	3,500.00	2,000.00	5,780.00	1,900.00	3,295.00
Administrative Coordinator	8,260.00	13,440.00	15,440.00	15,120.00	13,065.00
AudioVisual Expense	1,029.45	0.00	0.00	0.00	257.36
Awards & Gifts	688.06	775.70	888.83	766.94	779.88
Conference Workshops	0.00	0.00	0.00	0.00	0.00
Food	1,290.82	2,559.14	2,058.35	1,422.52	1,832.71
Grant Program	3,387.01	3,400.00	3,400.00	2,802.06	3,247.27
Honorarium	750.00	750.00	1,000.00	1,250.00	937.50
Hotel/Site Costs	3,658.17	2,270.12	906.22	1,496.75	2,082.82
Insurance	714.47	530.58	543.60	591.63	595.07
Meals and Travel	6,630.53	7,692.68	5,966.36	3,381.39	5,917.74
Merchant acct/credit card fees	6,996.39	4,496.07	6,234.21	2,085.27	4,952.99
Miscellaneous Expense	719.30	12.00	0.00	0.00	182.83
Office Supplies	1,344.34	282.20	581.43	88.97	574.24
Postage	216.57	149.45	207.47	262.16	208.91
Printing	115.30	0.00	23.52	280.00	104.71
Supplies	879.94	1,680.80	1,075.50	339.56	993.95
Telephone	522.35	278.23	1,013.24	207.17	505.25
Web Site	3,745.00	6,608.00	5,995.00	3,686.70	5,008.68
Total Expense	44,447.70	46,974.80	51,113.73	35,681.12	44,554.34
Net Income	-4,295.10	-4,383.30	4,536.95	19,463.67	3,830.56

PROFESSIONAL DEVELOPMENT SERVICES
(PDS) Annual Report – November 11, 2013

2013 Activity Summary

The PDS Summer Workshop was hosted by The New School, New York, NY on July 19, 2013. The onsite topics, presenters, and number of attendees were:

Session	Registrants	Presenter
01) Newcomers to Institutional Research – ALL DAY	11	Sturtz
02) Assessing General Education Outcomes - MORNING	13	Volkwein
03) Basic Research Design and Statistics - MORNING	25	Coughlin
04) Using Excel Pivot Tables for Data Management - MORNING	18	Ng/Starling
05) Assessing Student Learning in the Major - AFTERNOON	14	Volkwein
06) Intermediate Statistics Applications - AFTERNOON	26	Coughlin
07) Introduction to Survey Research - AFTERNOON	12	Mallory
Grand Total	119	

Fees followed the Pre-Conference Workshop format. Half-day attendees were charged $85 ($105 non-members). For those deciding to attend both of the morning and afternoon half-day sessions, the fee was $160 ($200 non-members). The Newcomer's Workshop was $120 ($145 non-members) for the full day, again following the Pre-Conference Workshop fee schedule.

2013 PDS Fiscal Information

As of October 18, 2013, the revenue received for the 2013 PDS workshops was $11,135 and the expenses totaled $3,293.31, resulting in net revenue of $7,841.69.

Supporting NEAIRs Strategic Plan Goals and Strategies:

The PDS Workshop supports NEAIR's strategic plan by providing quality and relevant professional development to its members.

2009-2012 Activity Summary:

Year	Hosted by:	Onsite/Online	Net Revenue	Chair
2009	William Paterson University	Both	$5,134	Heather Kelly
2010	College of New Jersey	Onsite	$1,940	Gayle Fink
2011	Philadelphia University	Onsite	$2,058	Steve Thorpe
2012	Bunker Hill Community College	Onsite	$639	Catherine Alvord

Source: Annual Conference PDS Reports

Respectfully submitted,

Bruce Szelest, Chair
Annemarie Bartlett
Paula Maas
Mya Starling

SITE SELECTION COMMITTEE
Annual Report – November 11, 2013

2013 Activity Summary

The Site Selection Committee considered three venues for the 2015 conference: Stowe VT, Burlington, VT, and Jersey City, NJ.

The charge to the Site Selection Committee was to explore locations for the 2015 annual conference that considered current and potential organizational growth with an eye toward considering venues outside of the usual NEAIR conference site rotation, and to recommend a site to the Steering Committee.

Using NEAIR's documented conference site criteria and suggestions from the Steering Committee, the committee identified the Vermont and metropolitan New York City areas as potential conference sties for 2015. These locations were identified as relevant to the middle and northern locations of the membership as the 2014 conference will be held in Philadelphia, a large metropolitan region more in the middle and upper southern regions of the NEAIR membership reach.

A sub-committee of Beth Simpson and Bruce Szelest visited one site in Stowe VT; Jackie Andrews, Beth Simpson, Bruce Szelest, and George Rezendes visited one site in Burlington VT; and Jackie Andrews, Beth Simpson and Bruce Szelest visited one site in Jersey City, NJ. The sub-committee evaluated these viable venues against NEAIR conference space/facilities requirements.

Hotel Recommendation

After consideration of the properties, the Site Selection Committee recommended the **Sheraton Burlington Hotel & Conference Center, VT** at the July 2013 Steering Commiteed meeting to be the venue for the 2015 NEAIR annual conference, for the following reasons:

Meeting Space
- The hotel has ample space, will be newly renovated by 2015, and will provide flexible programming options for the conference team's consideration.

- Food and beverage costs will be comparatively less expensive to NEAIR for menus than at other hotels which we have dealt with in the past.

- There is a good amount of comfy networking space; fireplace in lobby area, fitness center and pool.

- Onsite restaurant/bar is cozy, comfortable.

Amenities
- This venue will also be less expensive to the member – room rate of $149, no parking costs, complementary airport shuttle, and commentary Wi-Fi.

- A shuttle can be arranged to provide regular runs to downtown on Saturday, Sunday, and Monday evenings.

- The hotel subscribes to "Green" environmental practices.

Travel
- Burlington International Airport is served by Delta, JetBlue, United, and U.S. Airways.

- Complementary hotel shuttle to/from airport.

Room Pricing/Amenities
- Guest rooms at $149.

- Each guest room includes complimentary internet, and there is complementary WiFi in meeting rooms.

- Parking has both valet and self-parking options.

- Downtown Burlington has an adorable small town feel with many restaurants and shops, and above all, has that 'NEAIR flair.'

- Beautiful view of lake and mountains.

- Looking at a five year range of past conference sites, the Burlington Sheraton adds to the "something different" mix and offers a northern venue to counteract the many recent more southern venues.

Conference Meeting Dates

The conference meeting dates reserved at the Burlington Hotel & Conference Center are October 30- November 3, 2015.

Approval by Steering Committee

The Site Selection Committee recommendation was approved by the Steering Committee on Tuesday, July 23, 2013.

NEAIR Strategic Plan Goals and Strategies:

Goal: To explore potential sites for future NEAIR conference and make recommendations to the Steering Committee for potential sites.

Strategies: Provide an annual conference for the association; moving the site geographically throughout the region to allow access to all members; consider financial viability of potential sites; and consider successful past conferences when returning to sites on a rotating basis.

<u>2009-2012 Activity Summary:</u>

Year	Cities/States Investigated:	Site/Year Contracted	Chair
2009	Deferred due to economic climate		Heather Kelly
2010	Philadelphia, PA/Washington, DC	Bethesda, MD - 2012	Gayle Fink
2011	Providence & Newport, RI	Newport, RI - 2013	Steve Thorpe
2012	Philadelphia, PA/Baltimore, MD	Philadelphia, PA - 2014	Catherine Alvord

Respectfully submitted,

Bruce Szelest, Chair
Jackie Andews
George Rezendes
Beth Simpson

ad hoc GRANTS COMMITTEE
Annual Report – November 11, 2013

2013 Activity Summary

The ad hoc Grants Committee consists of six members: two members who serve on the NEAIR Steering Committee and four members are volunteers from the NEAIR general membership. During 2013, the ad hoc Grants Committee put forth a call for proposals via email for four types of grant awards: Ambassador Grants, Conference Grants, Research Grants, and Supplemental and Organization Grants (SIO). In response to this call, we received nine Conference Grant applications, two Ambassador Grant applications, two Research Grant applications and one SIO grant application.

The selection process was conducted using a blind review; all applications were submitted to Beth Simpson, NEAIR Administrative Coordinator, and then 'blinded' by the past chair of the Grants Committee (a non-voting member) before there were forwarded to the Grants Committee for review. Rubrics were used to score the grant applications; these rubrics are reviewed annually by the Committee members to ensure relevancy.

During 2013 there were two Conference Grant recipients, one Ambassador Grant recipient, one Research Grant recipient and one SIO Grant recipient.

- The *2013 NEAIR Conference Grant* recipients were: Phyllis Fitzpatrick, Norwalk Community College and Leslie McCormick of the University of Maine at Augusta. Each received an $800 grant that was directly applied to the grant recipient's NEAIR Conference registration fee with the remainder to be used to reimburse travel expenses to and from the conference, hotel room, meals, and/or workshops.

- The *2013 Ambassador Grant* recipient was Jason Bryer of Excelsior College, Albany, New York. Jason was awarded the $800 to help offset the costs of attendance at the 2013 useR! Conference at the University of Castilla-La Mancha, Albacete, Spain, which was held on July 9-12, 2013.

- The *2013 Research Grant* was awarded to Kimberly Johnson of Fordham University to support her project, "Building a Predictive Model of Student Retention". Kimberly's grant award will provide up to $1000 to defray costs associated with her research, including materials, data acquisition and data entry assistance.

- A *Supplemental Institutional and Organization* grant was awarded to Rebecca Brodigan of Bowdoin College for the Third Annual Women in IR and Assessment Conference that was held on July 31-August 1, 2013 at Bowdoin College. The first such grant awarded in nine years, the $500 award provided partial sponsorship of a meeting event supporting Institutional Research and/or NEAIR by expanding the reach of NEAIR.

2013 Fiscal Information

The Grants Committee had a budget of $3400 in FY 2013. It awarded two $800 Conference Grants, one $800 Ambassador Grant, and one $1000 Research Grant. An additional $500 was allocated by the Steering Committee to fund one Supplemental and Institutional Grant. Overall, the Grants Committee provided $3900 in grants this year to NEAIR members.

NEAIR Strategic Plan Goals and Strategies

Goal: To provide quality and relevant professional development for NEAIR members.
       <u>Strategy:</u> Offer a broad range of professional development opportunities for institutional researchers at all stages of their careers.

2009 – 2013 Activity Summary

Between 2009 and 2013 the NEAIR ad hoc Grants Committee awarded $19,743 to 24 NEAIR members to assist them with attending conferences and/or conducting research that enhances their professional development and the Institutional Research profession as a whole. The award breakdown during that period is as follows: $10,400 in NEAIR Conference Grants, $3843 in Ambassador Grants, $5000 in Research Grants, and $500 in Supplemental Institutional and Organizational Grants. As part of the professional development goal, all proposals which were not funded received feedback on how their proposals could have been strengthened.

Many thanks to all the NEAIR members who submitted an application this year. We strongly encourage more members to take advantage of these opportunities and apply for NEAIR grants.

Respectfully Submitted,

Laura Uerling, Stonehill College, Chair
Alexa Beshara, Hudson County Community College
Lisa Daniels, Excelsior College
Peter Feigenbaum, Fordham University
Jane Zeff, William Paterson University
Ann Marie Senior, Thomas Edison State College, Past Chair

MEMBERSHIP COMMITTEE
Annual Report – November 11, 2013

2013 Activity Summary

The Membership Committee made progress on several issues this year, working to clarify business practices, streamline efforts, and more effectively use functions provided to NEAIR through YourMembership.com (YM).

The Membership Committee:

1) Successfully proposed membership date changes to solidify the NEAIR membership year. In the April 23, 2013 Steering Committee (SC) meeting, the SC accepted the Membership Committee's proposal to have the official membership year run from September 1 through August 31. Further, it was finalized that rolling memberships would not be offered, and in accordance with the NEAIR Policy and Procedure Manual, no pro-rated memberships will be offered (III: Membership Policies, F: Membership Dues). The SC has charged the Membership Committee with exploring the possibility where non-NEAIR members who attend the summer Professional Development Service (PDS) offering would receive membership benefits from the time of their PDS registration until the new member year begins (September 1). This encourages non-members to attend PDS and continue their membership the following year. This will be discussed in 2013-2014.

2) Received one nomination for Emeritus status: Don Gillespie, recently retired as Associate Vice President for Institutional Research at Fordham University. The Steering Committee voted to accept him as NEAIR's newest Emeritus member.

3) Revamped the Member Resource Database on YM, including updating the members-only search feature, adding new fields to the Database such as regional accreditation agency, members' skills and duties, software experiences and specific software products. Upon renewal for the 2013-2014 member year, members were asked to update their profiles by completing this Member Resource Database questionnaire.

4) Cultivated a stronger e-presence through consistency of information regarding membership on the NEAIR.org webpage, facebook and LinkedIn presences, and most notably the encouragement of all members to participate in the NEAIR Forum (formerly called the NEAIR listserv digest).

5) Facilitated the matching of about 13 mentees with mentors in spring 2013, building upon over 30 successful mentor matches at the Bethesda Conference. For the current Newport Conference (as of October 17, 2013), there were 46 mentor requests and 38 volunteer

mentors. As at previous conferences, the Mentor Program and Newcomers Reception was held on Sunday, immediately prior to the opening Plenary Address. All mentor/mentee pairs, newcomers to NEAIR, and the NEAIR Steering Committee were invited to attend this reception.

The Membership Committee built upon prior efforts and expanded its contributions towards the NEAIR Strategic Plan Goals and Strategies in 2012-2013.

Membership Growth

Goal: To be responsive to natural and evolutionary growth as a result of changing demands in postsecondary education.
> Strategy: Develop methods to monitor membership counts and composition over time.
> Membership Committee contributions:

- Concretely defined the membership year as September 1 – August 31.
- Concretely defined the membership census date as March 1.

Goal: To continually provide members quality information and services.
> Strategy: Increase level of appropriate technology used by NEAIR to deliver information and services to membership.
> Membership Committee contributions:

- Updated documentation for Membership Committee practices throughout the year.
- Strengthened the depth of the Member Resource Database by cleaning up the search functions, including adding new fields which members can populate with areas of expertise.
- Requested members to update their profile within the Member Resource Database as part of their membership renewal for 2013-2014. Navigation directions were included.
- Requested members to sign up and actively participate in the NEAIR Forum (formerly NEAIR listserv) as part of their membership renewal for 2013-2014. Navigation directions were included.

Respectfully submitted,

Membership Committee 2012-2013

Chair:	Maren Hess
Past Chair:	Mary Goodhue Lynch
Member:	Hilarie Ashton
Member:	Betsy Carroll
Member:	Jane Kimble

NOMINATIONS COMMITTEE
Annual Report – November 11, 2013

The 2013 Nominations Committee filled the following positions: President-elect, Treasurer, Steering Committee Member-at-Large, Steering Committee member from a 4 year public institution, Nominations Committee Member from a 4 year private institution, and Nominations Committee Members-at-large (5 people for a one-year term). Two candidates were selected for each of the positions, with 10 candidates selected for the Nominations Committee At-Large positions. The timeline for the nominations and election process was:

Call for nominations email to all current members	May 1
Call for nominations period (3 reminder emails sent)	May 1-15
Call for elections email sent to all current members	July 15
Elections closed	August 15
Election results announced to membership	August 20

A total of 243 of 659 NEAIR members voted in the election, for a participation rate of 37%.

The successful candidates for each position were:

President-Elect: **Emily Dibble**
Treasurer: **Stephen Sheridan**
Steering Committee Member-Public 4yr: **Elizabeth Clune-Kneuer**
Steering Committee Member At-Large: **Shannon Tinney Lichtinger**
Nominations Committee – Private Sector: **Karen Egypt**
Nominations Committee Members At-Large: **Alexa Beshara, Elizabeth Deignan, Matt Hendrickson, Tiffany Parker, Angelo Sorrentino**

Respectfully submitted,

2013 Nominations Committee
Steve Thorpe, Chair
Michael Dooris
Craig Claggett
Martha Gray
Melanie Larson
Nancy Ludwig
Heather Roscoe

FINANCE COMMITTEE
Annual Report – November 11, 2013

The Finance Committee was actively involved this year in reviewing the FY2014 annual budget and ultimately recommending its adoption to the Steering Committee.

NEAIR joined the Delaware Alliance for Non-Profit Advancement (DANA) this year which provided guidance to the Finance Committee regarding financial affairs for non-profits, the use of part-time bookkeepers, and investment options for non-profits. From these conversations and committee deliberations, the Finance Committee advanced the following recommendations to the Steering Committee that were subsequently approved:

- 50% of the annual surplus each fiscal year should be transferred to the Fund Balance (reserve) upon approval of the Steering Committee.
- Investigation to hire a part-time bookkeeper, defining the position description, and researching annual costs.   This work will continue within the Finance Committee. The Finance Committee further recommended that a decision on hiring a part-time bookkeeper be delayed until after the installation of the next treasurer as well as the completion of the external audit in July 2014.
- Solicit proposals for investment options for the fund balance. The bids will be solicited by the Treasurer and Finance Committee Chair and reviewed by the Finance Committee. Recommendations from the Finance Committee will be provided at the Spring 2014 Steering Committee meeting.
- Site Selection Committees need to be aware of the liabilities of cancellation policies and, when possible, negotiate lower liability percentages.

For FY2014, the Finance Committee will continue researching investment options and best practices for bookkeeping and accounting.

Connection to NEAIR Strategic Plan

The work of the Finance Committee supports NEAIR Strategic Plan Goal: To adopt best practices for financial management and long term fiscal health by evaluating and recommending policies and procedures for management of NEAIR funds and establishing a financial investment policy.

Respectfully submitted,
Steve Thorpe, Chair
Julie Alig
Cristi Carson
Tom Dahlstrom
Roland Pearsall
George Rezendes

TECHNOLOGY COMMITTEE ANNUAL REPORT
Annual Report – November 11, 2013

2012-2013 Annual Activity Summary

The Technology Committee with the President, Administrative Coordinator, program chair of the conference, and a past program chair worked to customize and purchase OpenConf to host our proposal review system. The chair and administrative coordinator provided training to the conference team, who completed the proposal process and the peer review process without a hitch. The Technology Committee will continue to support the conference team assisting with any issues related to the development of the conference program. A review of the OpenConf platform will occur after the 2013 conference and a subsequent decision to continue the use of OpenConf will need to be made; however, from the Technology Committee's perspective OpenConf should be retained. The Peer Review Coordinator provided a thorough review of the system and, in addition to conference debriefing notes, should inform future conference teams how to improve the use of OpenConf as NEAIR's proposal review system.

Through the work of the Administrative Coordinator and a few others, the ownership of the domain (neair.org) was finally completed. All the appropriate documentation should be in order and final notice of ownership are in-hand. The incoming chair of the technology committee will need to address the renewal of our domain and be prepared to approve or switch domain hosts to avoid further issues with the ownership of the domain.

The Technology committee will continuously review the YourMembership (YM) system, its functions, and how it's helping NEAIR achieve its strategic goals/objectives. This would be an on-going review with input from the Steering Committee as issues and problems arise and are identified. NEAIR will continue to operate on an auto-renewal policy for the YM system until a major change to the YM contract or services warrants further discussion and investigation by the Steering Committee especially if the costs dramatically increases.   As of the date of this report, we are unaware of any reason not to continue to renew and use the YM system.

The Technology Committee continues to explore the functionality within YM. The Administrative Coordinator has used YM for membership and steering committee votes/polls throughout the past three years. In addition, a webpage was created to inform the membership of the organization's intent to become incorporated. NEAIR elections took place via the NEAIR website's survey capabilities, and the election for 2013 was successfully completed.

One action item introduced at the July Steering Committee meeting was to refresh and update the look and feel of the NEAIR website. We have selected a different template style (TC01), a new logo, as well as some enhancements to the features and abilities within the on-line community system. This is a major step for the organization. Given the momentous year we are celebrating, this is a key time to update our website look and feel. Hopefully the membership and next year's Technology Committee will continue to look and enhance the website and the various technology solutions that the organization currently uses and might use in the future.

A thorough review of the Technology Committee Policies and Procedures is in process and will be completed by the November 12th Steering Committee meeting.

NEAIR Strategic Plan Goals and Strategies –

Goal: To continually provide members quality information and services.
Strategy: Increase level of appropriate technology used by NEAIR to deliver information and services to the membership.
2009-2013 Activity Summary:
- Discontinuing the AIR hosted NEAIR website (2010)
- Implementing the new NEAIR website and event registration package (2010)
- Purchase appropriate technology for Administrative Coordinator (2010)
- Support website development for specific events including PDS, annual conference, elections, and other votes as necessary (2010-2011)
- Replaced the old listserv using functionality of the new YM system (2010)
- Investigating a new conference proposal and review system with potentially added functionality and make the process easier and more efficient (2012- ongoing)
- Implemented the OpenConf conference proposal and review system and documented training and support materials for conference team and for future of the organization.
- Took ownership of the www.neair.org domain name from AIR.
- Selected and assisted in the implementation of a new template (i.e. look and feel) for the NEAIR.org website. Implemented for the 40th anniversary at the 2013 conference in Newport, RI.
- Continuous review of policies and procedures for the committee and assist in the backend support of the technology systems needed to operate a 21st century professional organization.

Respectfully Submitted,

Chad May, Chair
Ingrid Skadberg, Chair-elect
Govind Acharya
Chris Choncek
Marian Sherwood
Carl Ostermann (ex officio)
Alan Sturtz (ex officio)
Beth Simpson (ex officio)

Leadership & Committees 2012-2013

Officers:

President	Catherine Alvord
President-Elect	Bruce Szelest
Secretary ('11-'14)	Allison Walters
Treasurer ('10-'13)	George Rezendes

Steering Committee Members:

Past President	Stephen Thorpe
Program Chair	Alan Sturtz
Local Arrangements Chair	Carl Ostermann
Technology Chair ('10 - `13)	Chad May
Member-At-Large ('10 -'13)	Ann Marie Senior
Member-At-Large ('10 -'13)	Mary Goodhue Lynch
Member-At-Large ('11 -'14)	Maren Hess
Member-At-Large ('11 -'14)	Laura Uerling
Member-At-Large ('12 -'15)	Cristi Carson
Member-At-Large ('12 -'15)	Ingrid Skadberg
Administrative Coordinator (ex-officio)	Beth Simpson

Standing Committees

Finance Committee
Chair	**Stephen Thorpe**
Chair-elect	Cristi Carson
Treasurer	George Rezendes
Member	Julie Alig
Member	Roland Pearsall
Member	Thomas Dahlstrom

Membership
Chair	**Maren Hess**
Chair-elect	TBD 2013
Career Postings Coord.	Betsy Carroll
Member	Jane Kimble
Member	Hilarie Ashton
Past Chair	Mary Goodhue Lynch

Professional Development Services
Chair	**Bruce Szelest**
Member - Program Chair-Elect	Annemarie Bartlett
Member	Paula Maas
Member	Mya Starling

Site Selection
Chair	**Bruce Szelest**
Treasurer	George Rezendes
Member Past LAC	Jackie Andrews
Admin Coord (ex officio)	Beth Simpson

Local Arrangements
Chair	**Carl Ostermann**
Exhibitor Coordinator	Roland Pearsall
AV Coordinator	Tracy Barnes
LAC Coordinators:	Bill LeBlanc
	Gary Boden
	Judith Shaw
	Kristen Procopio

Program
Chair	**Alan Sturtz**
Associate Program Chair	Tracy Barnes
PCW Coordinator	Annemarie Bartlett
Conference Website	Marian Sherwood
Evaluation Coordinator	Laura Uerling
Newcomer/Mentor Coord	Maren Hess
Peer Review Coordinator	Alexander Yin
Poster Session Coord.	Carol VanZile-Tamsen
Publications Coordinator	Tiffany Parker

Nominations
Chair	**Stephen Thorpe**
Member – Public Sector	Michael Dooris
Member	Craig Claggett
Member	Martha Gray
Member	Melanie Larson
Member	Nancy Ludwig
Member	Heather Roscoe

Leadership & Committees 2012-2013

Technology		**Special Programs: Grants Committee**	
Chair	**Chad May**	**Chair**	**Laura Uerling**
Chair-elect	Ingrid Skadberg	Chair-Elect	TBD 2013
Conf Web Coordinator	Marian Sherwood	Member	Lisa Daniels
Member	Govind Acharya	Member	Peter Feigenbaum
Member	Chris Choncek	Member	Jane Zeff
LAC (ex officio)	Carl Ostermann	Member	Alexa Beshara
Program Chair (ex officio)	Alan Sturtz	Past Chair (ex officio)	Ann Marie Senior
Admin Coord. (ex officio)	Beth Simpson		

Conference Proposal Peer Reviewers
Alexander Yin, Peer Review Coordinator

Govind	Acharya	Nasrin	Fatima	Tiffany	Parker
Lee	Allard	Dennis	Flanders	Fenghua	Peng
Laura	Ariovich	Nora	Galambos	Lisa	Plummer
Katharine	Barnes	LeRoy	Graham	Jason	Popp
Annemarie	Bartlett	Betty	Harper	George	Rezendes
Robin	Beads	Laura	Harrington	Heather	Roscoe
Elina	Belyablya	David	Hemenway	Jessica	Sharkness
Felice	Billups	Maren	Hess	Jessica	Shedd
Joseph (J.R.)	Bjerklie	H. Leon	Hill	Kenneth	Smith
Gary	Boden	Braden	Hosch	Alan	Sturtz
Kim	Bridgeo	Christopher	Hourigan	Kristen	Sullivan
Jason	Canales	May	Hser	Gretchen	Syverud
Betsy	Carroll	Vaishali	Jahagirdar	Susan	Tammaro
Cristi	Carson	Michelle	Kiec	Danielle	Taylor
Barb	Chalfonte	Lester	Ko	Steve	Thorpe
Elizabeth	Clune-Kneuer	Rachel	Krug	Carol	VanZile-Tamsen
Theodore	Coladarci	Shannon	Lichtinger	Lynn	Wallace
Erin	Connelly	Paula	Maas	Alison	Weingarten
Lauren	Conoscenti	Lina	Mallory	Michael	Whitcomb
Lori	Crawley	Annick	Mansfield	Nevada	Winrow
Cherry	Danielson	Chad	May	Pam	Woods
Veena	Dhankher	Andrew	McClurg	Hui	Xiong
Jason	Diffenderfer	Eileen	McDonnell	Chunmei	Yao
Suhua	Dong	Kevin	Murphy	Alexander	Yin
Kate	Doria	Charis	Ng		
Jennifer	Dunseath	Doug	Nutter		