

44th Annual Business Meeting

Monday, November 20, 2017

Westin Jersey City Newport Hotel

Jersey City, New Jersey

AGENDA AND REPORTS



**Annual Business Meeting Agenda
Jersey City Newport, New Jersey
November 20, 2017**

Call to Order Ann Marie Senior
Approval of Minutes from 2016 Annual Business Meeting Ann Marie Senior
Treasurer's Report John Tardiff
Awards, Commendations & Member RecognitionAnn Marie Senior

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

Professional Development Services Committee Annemarie Bartlett
Site Selection CommitteeAnnemarie Bartlett
Grants Committee Tiffany Parker

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

Membership Committee..... Melanie Larson

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 ResultsMark Palladino

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

Finance CommitteeChad Muntz

Goal: To continually provide members quality information and services.

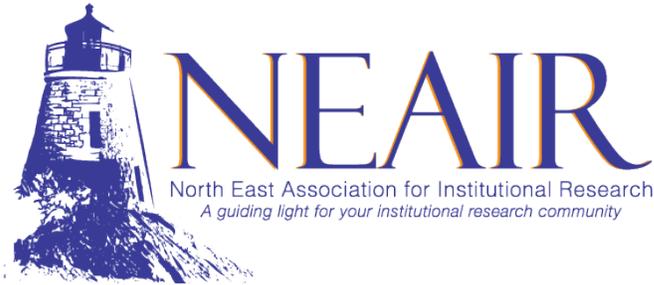
Technology Committee.....Jerold "Raldy" Laguilles

Passing of the GavelAnn Marie Senior

New Business Annemarie Bartlett

Ad hoc Strategic Planning Committee UpdateAnnemarie Bartlett
Preview: 2018 NEAIR Conference, Pittsburgh, PA Betsy Carroll & Chris Choncek

Adjournment Annemarie Bartlett



***** DRAFT *** 2/3/17**

Annual Business Meeting Minutes
Baltimore, Maryland
November 14, 2016

1. Call to Order (Mark Palladino)

NEAIR President Mark Palladino called the meeting to order at 12:51 PM.

[Formal committee reports are located in the business meeting agenda and reports document in the conference packet.]

Palladino highlighted the accomplishments on his President's Annual Report.

2. Approval of Minutes from 2015 Annual Business Meeting (Mark Palladino)

A motion to approve the minutes of the 2015 Annual Business Meeting was made, seconded, and approved.

3. Treasurer's Report (Stephen Sheridan)

Sheridan reported that NEAIR is in a good financial position, and referred to his report including the two financial statements included in the business meeting agenda and reports document. NEAIR had a total income for FY 2016 of \$257,159 and total expenses of \$196,362, resulting in net income of \$58,206. NEAIR's checking account balance at year end was \$39,404. Our savings account balance was \$111,990. NEAIR's Endowment, created with \$130,000 invested with Biddle Capital Management, Inc., stood at \$140,915 at the end of September, so we are well on our way to reaching the goal of growing our endowment to \$200,000. Sheridan asked the membership to take the time to visit our sponsors as their contributions help NEAIR to be successful. Sheridan concluded by saying he will be transitioning his role to new Treasurer, John Tardiff, effective July 1st.

4. Awards, Commendations & Member Recognition (Mark Palladino)

a. 2015 Award for Best Paper:

Mark Palladino asked Tom McGuinness, the 2015 Best Paper Award Winner, to acknowledge the winners of the best paper and visual presentation from the 2015 annual conference. McGuinness recognized all of the committee members, and described the awards for the Best Paper. He congratulated Yuko Mulugetta of Ithaca College for the paper, *Understanding the Impacts of the Test Optional Admission Policy*.

b. 2015 Award for Best First Paper:

McGuinness congratulated Heidi Baez of the City University of New York School of Professional Studies, and Evgeniya Reshetnyak, of Fordham University, for their paper, *Increasing Connections to Increase Online Student Retention*.

c. 2015 Best Visual Presentation:

McGuinness congratulated Michael Duggan and Angela Carlson-Bancroft of Emerson College for their poster entitled, *"We Did It! How We Increased Participation Rates."*

McGuinness encouraged presenters from this year's conference to submit their work for consideration for the awards for next year. He also asked anyone interested in serving on the Best Paper Committee to contact him.

d. 2016 Distinguished Service Award:

Palladino described the award and announced this year's Distinguished Service Award winner, Mike Dooris, Executive Director (Emeritus), Office of Planning and Institutional Assessment at Pennsylvania State University.

e. Outgoing Steering Committee Members:

Palladino thanked outgoing Steering Committee Members Elizabeth Clune-Kneuer, Membership Committee Chair, Shannon Lichtinger, Grants Committee Chair, and Stephen Sheridan, Treasurer.

f. Outgoing Board Members:

Palladino thanked Bruce Szelest for his service as Past-President and Co-President during the past year.

g. Special Recognition:

Palladino recognized the following individuals for their contributions to the 2016 Conference:

- Chad May, Conference Program Chair
- Shama Akhtar, Local Arrangement Chair
- Betsy Carroll, Associate Program Chair
- Joel Bloom, Conference Evaluation Coordinator
- Rich Hetherington, Conference Website Coordinator
- Melanie Sullivan, Publications Coordinator
- Kenny Smith, Conference Mobile App Coordinator
- Krisztina Filep, Poster Session Coordinator
- Allison Walters, Pre-Conference Workshop Coordinator
- J.R. Bjerklie, Peer Review Coordinator, and all those who helped with the blind proposal reviews
- Beth Simpson, NEAIR's Administrative Coordinator

Palladino asked for a round of applause from the membership for everyone that volunteered this year. He offered a special recognition of Michelle Appel, a dear past president who could not be at this year's conference. Palladino posted a message on Twitter and asked everyone with a Twitter account to re-tweet his post so that Appel would get a lot of notifications.

h. Sponsor Recognition:

Sally Frazee recognized the sponsors of this year's conference. She stated that there are 22 sponsors of this year's conference, the most ever, and we also broke a record on the amount of funding coming from our sponsors. Frazee reminded members that the funding from our sponsors helps keep our conference fees low for the membership.

5. Professional Development Services Committee (Ann Marie Senior)

See report in packet. The PDS Committee aspired to meet the needs of both new and more seasoned members of NEAIR. Senior thanked the presenters that give up their time, energy and talent to conduct these PDS workshops. The committee supports the continuing recommendation that the workshop locations be rotated to different areas of the region covered by NEAIR members. Senior recognized all the members of the committee as well as Beth Simpson for her help with logistics.

6. Site Selection Committee (Ann Marie Senior)

See report in packet. The 2017 Conference will be in Pittsburgh, PA, an "up and coming" city. The conference hotel will be the Omni. Senior sampled the food at the Omni as part of the vetting process and found it to be extremely good. Senior offered a special thanks to

Simpson for the many advantages her Event Planner title afforded us in our negotiations with the Omni. Senior also acknowledged Palladino and Sheridan for their efforts as well!

7. Grants Committee (Shannon Lichtinger)

See report in packet. Lichtinger stated that we have a number of opportunities for members to be awarded grants that they are not taking advantage of, so she encouraged members to apply for grants in the future. Memorial conference grants were added this year, and were awarded to Josh Bittinger, University of Massachusetts-Amherst, and Lisa Belfield, Holy Family University in honor of Lois Torrence, former charter member of both AIR and NEAIR, who passed in 1995. Lichtinger thanked all the members of her committee, with a special thanks to Laura Uerling, past committee chair, for her assistance.

8. Membership Committee (Elizabeth Clune-Kneuer)

See report in packet. Clune-Kneuer thanked the members of her committee. She stated that Spring matches in the mentoring program are available if any members are interested.

9. Nomination Committee Report of Election Results (Bruce Szelest)

See report in packet. Szelest welcomed new members of the Board and the Steering Committee:

- President-Elect: Annemarie (McMullin) Bartlett, Ursinus College
- Treasurer: John Tardiff, College of the Holy Cross
- Public Sector Institution/Finance Chair Elect: Braden Hosch, Stony Brook University
- Member-at-Large/Technology Chair Elect: Raldy Laguilles, Springfield College
- Nominating Committee – Private Sector Institution: Maren Hess, Campbell University
- Nominating Committee Members-at-Large:
 - o Betsy Carroll, The Culinary Institute of America
 - o Mary Goodhue Lynch, Massasoit Community College
 - o Marc LoGrasso, Bryant & Stratton College
 - o Denise Nadasen, Nadasen Consulting
 - o Laura Uerling, Roxbury Community College

10. Finance Committee (Chad Muntz)

See report in packet. Palladino and Sheridan covered most of what was in the report so Muntz recognized the members of his committee.

11. Technology Committee (K. Tracy Barnes)

See report in packet. Barnes recognized the committee members and announced the upcoming changeover to a new member management system. YM is going away to be replaced by MemberLeaps with a goal of having the new system in place by Spring 2017.

12. Passing the Gavel (Mark Palladino/Ann Marie Senior)

Palladino passed the gavel and the NEAIR baseball cap to Senior. Senior expressed that she is looking forward to the exciting experience of being President in the year ahead, and she thanked the membership for the opportunity.

13. New Business (Ann Marie Senior)

- a. Gifts to 2016-17 President, Ann Marie Senior from Jersey City Team (Jane Zeff)**
- b. Preview: 2017 NEAIR Conference, Jersey City, NJ (Allison Walters/Jane Zeff)**
- c. AIR Forum 2017 Announcement (Gina Johnson, AIR Staff)**

14. Adjournment (Ann Marie Senior)

Ann Marie Senior declared the meeting adjourned at 1:55 PM.

Respectfully submitted by Jennifer Dunseath, NEAIR Secretary.



NEAIR PRESIDENT'S ANNUAL REPORT

November 20, 2017

*The achievements of an organization are the results
of the combined effort of each individual.*

V. Lombardi

I am pleased to present this year's Annual Report. It was a very busy and productive year as the Steering Committee (SC) focused on many activities that involved strengthening NEAIR's infrastructure, ensuring its financial health, and meeting our member needs.

Throughout the year, our elected Steering Committee Chairs and their volunteer committee members, did a tremendous job working on various activities with the level of detail that resembles what we do in our full time positions. As a member driven volunteer organization, we have very skilled and talented SC members who are very committed and dedicated to NEAIR. Committee meetings included open and honest discussion to ensure that NEAIR is serving its members in an efficient and effective manner. Working alongside our dedicated volunteer Steering Committee, and ensuring a smooth transition from year to year, has been the energetic, go to person, Beth Simpson, who has served as the Administrative Coordinator, Managing Director and Conference Event Planner on a "part-time" consultant basis for the past 19 years!

One of the biggest projects implemented this year was the migration to the new association management software, Member Leaps. This was a huge undertaking led by Chris Choncek, Beth Simpson, and a host of Migration Team volunteers who received training on the new software, moved files from YourMembership to MemberLeaps, archived files, checked the functionality of the features, designed the website so that it would be user-friendly to the members, and ensured that the system was fully linked to the e-commerce process. Along the way, various SC members and NEAIR members provided feedback, tested out links and output, and reviewed content and formats. The system went live in April 2017. The most noticeable change for members is the new NEAIR website and the ability to process our various applications and proposals using the new system (e.g., conference proposals, grant proposals). It was an all hands on deck project, involving many members. In the end, we have a new association management system that was much needed, cost effective, and user-friendly.

Meeting the needs of our members always remains at the core of who we are as an organization. Using feedback that they receive about member needs, the Membership Committee continues to look for ways to serve our members. They have also become adept in using social media as another medium for connecting the IR community. NEAIR continues to provide professional development opportunities thru its Summer Professional Development Services (PDS) workshops, Pre-conference Workshops, and Annual Conferences. Our members continue to take advantage of



these professional development opportunities even in the midst of declining institutional travel budgets. Through our Grants Committee, NEAIR provided grants to members interested in attending conferences or conducting research on issues of importance to the field of IR.

As the organization has grown, the need for action oriented data has also increased. This year the Adhoc Research Committee, conceptualized last year, held its initial meeting in August 2017. It is a 12 person committee, consisting of various institutions and years of IR experience. The goal is to have this committee serve as the “IR Office” of the NEAIR. During the upcoming year, the official charge for this committee and its specific mission and goals will be formulated. In addition, the NEAIR Evaluation Coordinator, at the request of the 2017 Jersey City Conference Team, conducted a comprehensive five year review of the questions on the Conference Evaluation and revised the evaluation to ensure that the questions were meaningful, action oriented, and/or strategic.

As the Treasurer’s report indicates, NEAIR as an organization is financially sound. NEAIR’s Investment Endowment had a strong showing during FY 2017. During 2017, the NEAIR bank account was changed to reflect our 501c3 status.

As an organization, it is always important to plan for the future. This year, an Adhoc Strategic Planning Committee was established. Led by Annemarie Bartlett, the President-Elect, the committee will be reviewing NEAIR’s current strategic plan and setting goals and objectives for the years ahead.

It has been a great year. More details of the Steering Committee’s accomplishments can be found in the reports that follow.

Serving as the NEAIR President this year, has been a rewarding experience. Working with dedicated individuals on the Steering Committee, the 2017 Jersey City Conference Team, Beth Simpson, and NEAIR members throughout the organization made the role enjoyable and fulfilling. I learned a lot and appreciate all those who go the extra mile to serve NEAIR and its members. I am glad that I have had the opportunity to serve this great organization.

Respectfully Submitted by:

Ann Marie Senior, Ph.D.
2017 NEAIR President

Treasurer's Report

Annual Report—November 20, 2017

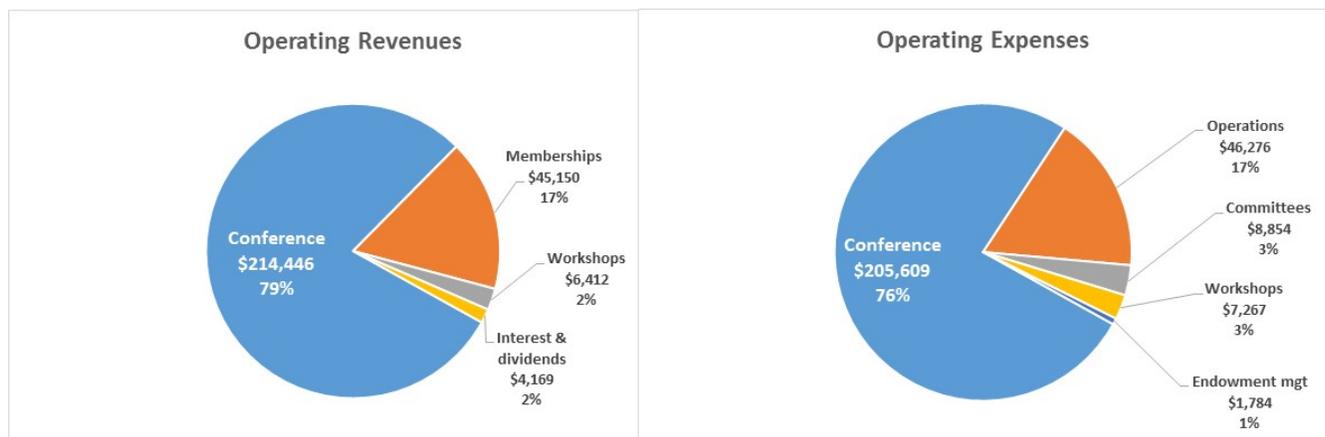
This represents my first report to the membership as the new Treasurer. I am extremely grateful to Stephen Sheridan for his exceptionally generous help in making the transition as straightforward as possible, particularly given that I had very little exposure to NEAIR operations prior to my election. It is important to note that, since I was *interim* treasurer for the last half of the fiscal year that ended June 30, 2017, most of what follows is a summary of Steve Sheridan's efforts as treasurer.

In addition to the following narrative, I have attached two operating statements that describe NEAIR's recent financial results. The first presents consolidated results for the most recent five fiscal years and the second offers results for just the annual conferences for the same period.

Fiscal 2017 Financial Results

I am pleased to report in fiscal 2017, NEAIR generated a total surplus of \$20,860 although most of that was the result of strong investment performance that produced investment gains of \$20,473. The net effect of the conference, which generated a surplus of \$8,836, was offset by a costs related to PDS workshops, operations, and committees.

Sources and Uses of Funds:



NEAIR's operating support in fiscal 2017 was dominated by revenues associated with the annual conference held in Baltimore where attendance, workshops, and sponsorship fees combined to account for 79% of NEAIR's total revenues during the year. The November 2016 conference was budgeted to have 350 attendees and attracted 386. While attendance was stronger than anticipated, the conference benefited from especially strong exhibitor sponsorships that totaled \$47,525, or about \$14,000 more than budgeted. Without the additional sponsorships, the conference would have faced a deficit. The balance of support came from a combination of annual membership fees, professional workshops, and interest and dividends associated with our investments.

Most of NEAIR's operating expenses were related to producing a first-quality conference experience necessary to attract as broad an attendance as possible. Other expenditures consisted of general operating costs, expenses associated with hosting two steering committee meetings, professional development workshops, and management fees related to directing NEAIR's investments.

It is important to note that non-conference related expenses have increased substantially in recent years. In the four years since fiscal 2013, costs not related to the annual conference increased nearly \$28,500. Most of the increase was the result of enhancements to operations that included acquiring outside accounting support, necessary improvements to the managing director's contract, expenses related to the new web portal, and costs associated with managing NEAIR's investment portfolio.

Escalating cost trends also highlight the need for multi-year budgeting, a process I intend to begin this year with input regarding underlying assumptions and goals from the Finance Committee.

Investments: NEAIR's investments benefitted from exceptionally strong post-election equity markets, increasing a total of \$22,816 or 17.1% during the year. As of June 30, 2017, the market value of the endowment stood at \$156,412. As a point of reference, a hypothetical portfolio of the stocks and corporate bonds included in the S&P 500 index weighted 75%/25%, respectively, would have yielded an annual return of 12.0% during the year. In effect, the NEAIR endowment outperformed the markets during fiscal 2017.

As of September 30, 2017 the endowment grew another \$6,865 to \$163,277, or a total increase of nearly \$30,000 since its inception in February 2016. As a result, the endowment has already achieved 45% of the earnings needed to reach its \$200,000 endowment goal, about the cost of one conference, in only about 20 months. While we should anticipate some kind of correction to the current bull market, NEAIR fortunately has some gains to "give back".

Balance Sheet: An income statement presents how an organization generated a profit or a loss during a given period, usually a year, while a balance sheet presents an organization's total assets and liabilities *at a given point in time*. The difference between "total assets" and "total liabilities" is equal to "net assets", a concept equivalent to *net worth*. Basically, a balance sheet represents a destination while an income statement shows how you got there.

Northeast Association for Institutional Research (NEAIR)
Balance Sheet
As of 6/30/2017 and 2016

ASSETS			LIABILITIES AND NET ASSETS		
	6/30/2017	6/30/2016		6/30/2017	6/30/2016
Current assets			Current liabilities		
Cash	\$90,179	\$151,394	Credit Card payable	-	\$89
Accounts receivable	-	190			
Undeposited funds	380	1,020			
Total current assets	\$90,559	\$152,604			
Other assets			Net assets		
Investments	\$156,412	\$133,596	Beginning balance	\$308,507	\$247,175
Prepaid conference costs	82,396	22,396	Current year net surplus	20,860	61,332
Total other assets	\$238,808	\$155,992	Total net assets	\$329,367	\$308,507
TOTAL ASSETS	\$329,367	\$308,596	TOTAL LIABS. and NET ASSET	\$329,367	\$308,596

The balance sheet at the end of fiscal 2017 reflected total net assets of \$329,367 allocated among cash, endowment, and deposits paid to the Westin Jersey City Newport Hotel. While technically correct, this balance sheet is deceptive and overstates our financial position because it excludes two significant liabilities associated with signed contracts for this year's conference in Jersey City and next year in Pittsburgh. These are excluded from the balance sheet because we did not receive anything in exchange for the contracts (a requirement to keep the statement 'in balance') and together these totaled \$430,895 as of June 30, 2017. These obligations would completely erase our reported net assets as follows:

<i>Pro forma</i> net assets:	
Reported net assets as of 6/30/2017	\$329,367
Less future conference liabilities:	
Westin Jersey City Newport Hotel	(227,300)
Omni William Penn Hotel	(203,595)
	<u> </u>
<i>Pro forma</i> net assets as of 6/30/2017	<u><u>(\$101,528)</u></u>

I should stress that NEAIR has a comfortable level of resources to satisfy its *current obligations*; the *pro forma* presentation is only intended to describe the extent of our future obligations, which are typical of an organization that needs to acquire large conference spaces well in advance.

Internal Audit: Part of the transition in the Treasurer's function included an audit of previous expenditures to provide NEAIR with a level of comfort that spending had been for appropriate business purposes and that the payments were properly supported. Ann Marie Senior, Chad Muntz, and I were each provided with two bank statements intended to capture a wide scope of activity during Stephen Sheridan's tenure and we each selected three payments over \$100 from each statement for verification. For all 18 transaction, proper supporting documentation was produced.

Procedures Review: Within the next few months, I will engage a Certified Public Accountant to review the internal controls and procedures NEAIR currently has in place and or should adopt to minimize the potential for fraud or the misuse of funds. We have the names of two firms whose practices are focused on the issues and challenges faced by small non-profit organizations such as ours.

In closing, I want to again thank Stephen Sheridan for his exceptional support and advice as I assume this very important role. Steve added technology and accounting support to a role that now offers more opportunity for a longer, more strategic view of NEAIR. My hope is to build upon and make valuable contributions because of his work.

Respectfully submitted,

John Tardiff
NEAIR Treasurer

Northeast Association for Institutional Research (NEAIR)
Operating Statements - Consolidated
Fiscal 2013 - Fiscal 2017

	<i>Bethesda MD</i> Fiscal 2013	<i>Newport RI</i> Fiscal 2014	<i>Philadelphia PA</i> Fiscal 2015	<i>Burlington VT</i> Fiscal 2016	<i>Baltimore MD</i> Fiscal 2017
Operating Results:					
Revenues:					
Conference attendance	\$112,890	\$147,683	\$147,059	\$144,845	\$138,840
Conference workshops	16,340	22,626	29,344	21,615	28,081
Exhibitor sponsorships	43,000	30,900	55,625	31,050	47,525
Miscellaneous income	-	258	1,000	-	
Interest income	444	161	139	66	42
Investment income	-	-	-	762	4,127
Membership income	46,260	45,710	51,310	48,060	45,150
PDS workshop income	8,441	7,830	7,050	8,170	6,412
Total operating revenues	\$227,375	\$255,168	\$291,527	\$254,568	\$270,177
		-	-		
Expenses					
Accounting	\$1,900	\$1,990	\$8,058	\$3,560	\$5,797
Administrative coordinator	25,200	28,000	39,976	24,570	39,798
Audio visual expense	20,360	28,055	31,684	23,423	31,394
Awards & gifts	1,461	1,806	2,102	1,581	1,204
Bank fees	-	-	195	280	-
Conference expense	-	74	4,626	14,477	6,862
Endowment fees	-	-	-	822	1,784
Food	83,142	103,922	133,278	70,418	118,570
Grant program	3,040	3,584	3,754	3,930	3,699
Honorarium	6,326	9,010	8,500	9,000	7,875
Hotel/Site costs	2,005	225	7,247	4,964	9,097
Insurance	592	750	404	438	1,556
Meals & travel	7,984	13,778	13,699	10,074	10,926
Merchant account / Credit card fees	6,047	7,902	10,493	8,502	9,712
Miscellaneous expense	2,195	2,614	1,593	754	387
Office supplies	89	555	5,058	1,505	-
Postage	716	752	582	89	58
Printing	5,005	6,978	8,385	7,822	5,824
Supplies	5,628	6,705	2,037	1,818	2,221
Telephone	848	1,231	1,193	938	1,310
Web site	7,245	7,465	7,507	7,397	11,716
Total operating expenses	\$179,783	\$225,396	\$290,371	\$196,362	\$269,790
Net operating surplus	\$47,592	\$29,772	\$1,156	\$58,206	\$387
<i>as a % of total revenues</i>	20.9%	11.7%	0.4%	22.9%	0.1%
Non-operating income and expenses					
Unrealized investment gains/(losses)	-	-	-	3,656	20,473
Total surplus	\$47,592	\$29,772	\$1,156	\$61,862	\$20,860
<i>as a % of total revenues</i>	20.9%	11.7%	0.4%	24.3%	7.7%

Northeast Association for Institutional Research (NEAIR)
Operating Statements - Conference Only
Fiscal 2013 - Fiscal 2017

	<i>Bethesda MD</i> Fiscal 2013	<i>Newport RI</i> Fiscal 2014	<i>Philadelphia PA</i> Fiscal 2015	<i>Burlington VT</i> Fiscal 2016	<i>Baltimore MD</i> Fiscal 2017
Membership	642	666	765	718	699
Conference attendance	309	403	436	360	386
First-time attendees	84	118	134	109	102
% of membership attending	48%	61%	57%	50%	55%
% of first time attendees	27%	29%	31%	30%	26%
Operating Results:					
Revenues:					
Conference attendance	\$112,890	\$147,683	\$147,059	\$144,845	\$138,840
Conference workshops	16,340	22,626	29,344	21,615	28,081
Exhibitor sponsorships	43,000	30,900	55,625	31,050	47,525
Miscellaneous income	-	358	1,000	-	-
Total conference revenues	\$172,230	\$201,567	\$233,028	\$197,510	\$214,446
Expenses					
Administrative coordinator	\$10,080	\$11,200	\$16,456	\$10,542	\$15,919
Audio visual expense	20,360	28,055	31,684	23,423	31,394
Awards & gifts	694	996	1,630	1,559	1,204
Conference expense	-	74	4,626	14,477	6,862
Food	81,719	103,584	131,897	68,523	116,619
Grant program	238	184	954	1,148	1,421
Honorarium	5,076	7,010	7,500	7,250	6,250
Hotel/Site costs	509	-	2,039	2,850	4,851
Meals & travel	4,602	7,652	5,803	5,149	3,096
Merchant account / Credit card fees	3,961	6,487	8,394	6,881	7,611
Miscellaneous expense	2,195	1,519	400	20	111
Office supplies	-	-	2,041	-	-
Postage	454	576	120	18	58
Printing	4,725	6,908	6,760	7,822	5,742
Supplies	5,289	6,380	2,012	1,818	2,221
Telephone	641	860	856	449	701
Web site	3,558	3,617	3,393	3,288	1,550
Total conference expenses	\$144,101	\$185,102	\$226,565	\$155,217	\$205,610
Net conference surplus	\$28,129	\$16,465	\$6,463	\$42,293	\$8,836
<i>Operating margin - Conference</i>	<i>16.3%</i>	<i>8.2%</i>	<i>2.8%</i>	<i>21.4%</i>	<i>4.1%</i>

PROFESSIONAL DEVELOPMENT SERVICES COMMITTEE
Annual Report – November 20, 2017

Summary

The NEAIR Professional Development Services (PDS) Committee was established to develop and implement professional development opportunities for institutional researchers in addition to the main conference. Workshops offered through the NEAIR PDS Committee are designed to provide in-depth technological, statistical, or professional training key to the challenges of operating, administrating, or functioning in departments of institutional research.

Work of the Committee

This year, the PDS committee sought to expand the possible locations for the PDS Summer Drive-In Workshops by reaching out to the membership with a call for interest in hosting the workshop series. In collaboration with the President, 2017 Program Chair, 2017 PCW Coordinator, and NEAIR Managing Director & Conference Event Planner, the committee created the Site Host Overview and Checklist. These specification documents serve to assist committee members and potential site hosts understand the overall goal of the Drive-In Workshops and logistical needs, both required and recommended.

The call for PDS site host yielded interest from 14 institutions with 10 proceeding through the discussion and vetting process. The primary goal was to select a site for the 2017 PDS that was further north as the last 2 PDS workshops and the 2016 conference were in Philadelphia and Baltimore, respectively. Information gathered may also be useful in future decisions on PDS sites.

The committee was pleased to secure Providence College in Providence, Rhode Island as the host for the 2017 PDS Drive-In Workshops. Special thanks go to Melanie Sullivan, Director of Institutional Research at Providence College, for serving as our Local Arrangements Coordinator and being a co-facilitator of Newcomers to Institutional Research workshops. Thank you as well to the Office of College Events team and Sodexo Food Service at Providence College for helping make the event a success.

The original slate of workshops totaled seven (4 in the morning, 3 in the afternoon) however a presenter facilitating two of the sessions was unable to fulfil the commitment. Due to the late date, the committee cancelled the sessions and offered registrants the option to select an alternate session or get a refund. The final registrations counts are outlined below:

Friday, July 21, 2017 PDS workshop registrations

Morning Workshops (9am-12pm):	
<i>Newcomers to Institutional Research</i> - Melanie Sullivan, Providence College; Alexander Yin, University of Vermont	11
<i>Introduction to Dashboards in Excel</i> - Craig Abbey, University of Buffalo	5
<i>Using IPEDS Data to Assess Organizational Competitiveness</i> - Henry Zheng, Lehigh University	9
<i>Working with your National Student Clearinghouse Data</i> - Pam Borkowski-Valentin, Swarthmore College	13
Afternoon Workshops (1pm-4pm):	
<i>How to Publish a Scholarly Paper</i> - Thomas McGuinness, Bates College	6
<i>Introduction to Microsoft Power BI</i> - Thomas Beraldi and Patrick Tobin, Southern New Hampshire University	15
Total headcount	42
Total workshop registrations	59

Some interesting data points about the participants:

- 72.6% were first time attendees of a PDS workshop
- 19% were new to the field of institutional research

State	% of total headcount
MA	30.9%
RI	23.8%
CT	21.5%
NJ	7.1%
NY	7.1%
PA	4.8%
DE	2.4%
VT	2.4%
Total	100.0%

2017 PDS workshop evaluations

- 69% of the attendees responded to the evaluation survey (29/42).
- The committee received valuable feedback for improving future offerings and planning logistics
- Interest was expressed in participating in online workshops/webinars if offered.
- Hot topics suggested for the future include:
 - Data governance
 - Data Visualization/Infographics
 - Excel and Access tips and tricks
 - Improving NSLDS enrollment reporting statistics by working with registrar and financial aid offices
 - Predictive Analytics Software
 - SPSS (syntax, analyses, data cleaning, etc.)
 - General Excel training,
 - Effective report writing
 - Strategic planning, IR-Advancement/Development relationships and projects
 - Design and distribution of projects to wider audience

Of those who responded to the survey item below:	% responding Very Satisfied or Satisfied
Program location, Providence College	100.0%
Marketing and communication of workshop content alerting you to this event from the PDS Committee	96.3%
Quantity of workshop sessions in each time slot	96.1%
Quality of choices of workshop sessions	92.6%
Cost of the workshop registration as compared to your benefit	88.9%

2017 PDS Revenue and Expenses

Revenue	
PDS Workshop Income	5,992.50
Total Revenue	\$5,992.50
Gross Profit	\$5,992.50
Expenditures	
Food (on site catering)	696.90
Presenter Honorarium	1,750.00
Hotel and Site Costs	1,145.82
Meals and Travel (presenters/staff)	2,086.71
Total Expenditures	\$5,679.43
Net Operating Revenue	\$313.07
Total Other Revenue	\$0.00
Net Other Revenue	\$0.00
Net Revenue	\$313.07

Future Recommendations:

The work of the PDS committee this year included researching multiple options for hosting the PDS summer drive-in at institutions across the membership. Future PDS site selection can utilize this research in the upcoming years. As institutions are expanding services to include hosting outside events and conferences, some institutions have conference event planning offices and contract specifications that extend the time needed to secure a location.

Strategic Plan Goals and Strategies:

- Goal: To provide quality and relevant professional development for NEAIR members.
 - Strategy: Offer a broad range of professional development opportunities for institutional researchers at all stages of their careers.
 - Strategy: Provide opportunity for NEAIR members to develop and improve oral and written communication skills.
 - Strategy: Develop multiple modes and settings of delivery for professional development offerings.
- 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.

Respectfully Submitted,

Annemarie M. Bartlett, Chair, President-Elect

Beth Simpson, PDS Committee member, Managing Director & Conference Event Planner

Melanie Sullivan, PDS Local Arrangements Coordinator, Providence College

SITE SELECTION COMMITTEE

Annual Report – November 20, 2017

The Site Selection Committee is charged to explore and make recommendations for potential sites for future NEAIR conferences keeping in mind the following parameters:

- The conference site should be moved geographically throughout the region to allow access to the annual conference to all members.
- The site selection committee should consider the financial viability of all potential sites.
- The site selection committee should be sensitive to NEAIR's current liability from all open conference site contracts and seek to negotiate more favorable liability terms during the site selection process. The committee should consult with the Administrative Coordinator and the Finance Committee to ascertain all current liability.¹
- The site selection committee should consider successful past conferences and when appropriate consider returning to those sites on a rotating basis.
- When possible, the committee should provide site selection that will allow for a 3-year conference planning process.

2019 Site Selection Strategy and Activities:

In keeping with the purpose and parameters of the committee stated above, the Site Selection committee considered sites in the north given the conference site rotation and specifically the Providence/Newport areas as the Professional Development Service (PDS) workshop was being held in Providence and provided an opportunity to combine efforts. The Providence/Newport area has a history of successful conference rotation site, affordability to NEAIR with potential of making revenue, and, most importantly, affordability to our attendees. NEAIR ran a successful conference at the Omni Providence (formerly the Westin Providence) in 2008, and ran successful conferences at the Newport Marriott in 1999, 2003, and 2013.

The committee reached out to the two hotels within this region that could meet our conference site requirements; the Omni Providence Hotel (formerly the Westin Providence) and the Newport Marriott Hotel. An RFP was sent and bids received in response accommodated the concessions, dates, and rates. A site visit to both hotels confirmed that both sites were newly renovated, offered excellent breakout and plenary session rooms, sported exciting restaurant and things to do in the area choices, and were easily accessible by several means of transportation. References checked were positive for both. While the committee was impressed by the Omni Providence with its old world look and feel, the Marriott offered a contrast to the 2018 Omni William Penn Conference Site, which will have an old world feel. An area of concern was that the Omni Providence greatly lacked networking space. Networking opportunities is one of the key reasons attendees indicate in evaluations as important in attending the NEAIR conference. The newly renovated space at the Newport Marriott provides ample and attractive networking areas to hold and enjoy the conversations so needed and valued for energizing us in our work.

The Newport Marriott Hotel renovations included reconfiguring their entire meeting room space area, which has been an issue the past three times we held a conference there. The Marriott spent over \$35 million in a complete re-imagining of the spaces and services from their hotel check-in, the Atrium and lobby area, to their meeting room space. The hotel added an inside and outside bar restaurant. The Marriott guest and conference service at this hotel is excellent and the committee is confident that our attendees will receive a high quality conference experience at affordable pricing. This August, the

¹ Sensitivity of total liability and use in negotiations added to Site Selection Committee Procedures after the July 2013 Steering Committee meeting.

NEAIR Steering Committee voted in favor of the site selection committee's recommendation to hold the 2019 annual conference at the Newport Marriott Hotel.

Site Year	Cities/States Investigated	Site Approved	Year/Contracted Chair
2017	Newport & Providence, Rhode Island	Newport, RI	2019 Annemarie Bartlett
2016	Pittsburgh, PA	Pittsburgh, PA	2018 Ann Marie Senior
2015	Boston, MA, Pittsburgh, PA, Jersey City, NJ	Jersey City, NJ	2017 Mark Palladino
2014	Baltimore, MD	Baltimore, MD	2016 Emily Dibble
2013	Burlington, VT, Stowe, VT, Jersey City, NJ	Burlington, VT	2015 Bruce Szelest
2012	Philadelphia, PA/Baltimore, MD	Philadelphia, PA	2014 Catherine Alvord
2011	Providence & Newport, RI Newport, RI	Newport, RI	2013 Steve Thorpe
2010	Philadelphia, PA/Washington, DC	Bethesda, MD	2012 Gayle Fink

Conference Hotel Liability

	FY 2017-18 July - Dec	FY 2017-18 Jan - June	FY 2018-19 July - Dec	FY 2018-19 Jan - June
2017 Westin Jersey City*	\$ 147,300.00			
2018 Omni William Penn**	\$ 72,047.50	\$ 153,596.25	\$ 203,595.00	
2019 Newport Marriott**	\$ 30,806.00	\$ 30,806.00	\$ 61,612.00	\$ 61,612.00
LIABILITY BY TIME PERIOD	250,153.50	\$ 184,402.25	\$ 265,207.00	\$ 61,612.00

*as of October 2017

**no deposits required; liability is if NEAIR cancels contract

Future Considerations:

As many of our institutions are tightening travel and professional development budgets, conference and hotel expenses in the meeting and hospitality industry are increasing in cost, complexity, and risk of liability. The opportunity to re-evaluate NEAIR's site selection process and Standard Conference Experience may be in order. Key considerations are meeting the professional development needs of the membership in addition to the affordability and cost effectiveness of the site to the members and the association. For future conference locations, site selection in more urban locations could be considered. Lastly, site selection should keep in mind that the 50th anniversary of NEAIR is only five years away (2023) and to be thinking about site selection leading up to securing the 2023 conference location.

Strategic Plan Goals and Strategies:

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.
 - Anticipate growth in light of how the organization can best fulfill its mission and promote its "NEAIRINESS" [a.k.a. personal touch, hospitality, and collegiality].
 - Site selection for annual conferences will consider current and potential organizational growth.

Respectfully Submitted:

Annemarie Bartlett, President-Elect and Site Selection Committee Chair

Ann Marie Senior, President, Advisor

John Tardiff, NEAIR Treasurer, Advisor

Beth Simpson, Conference Event Planner

GRANTS COMMITTEE
Annual Report – November 20, 2017

The Grants Committee consisted of five members: one member who serves on the NEAIR Steering Committee (the Chair) and four members who are volunteers from the NEAIR general membership who serve three-year terms, and the Past Chair who is a non-voting member.

There are four grant opportunities for members: the AIR Forum Scholarship, the Ambassador Grant, the Memorial Conference Grant, and the Research Grant. NEAIR and AIR jointly sponsor another opportunity for individuals serving on the NEAIR Leadership Team—the NEAIR Leadership Team Travel Grant. Information regarding the timing of the grants and the number of applications received are in Table 1.

Table 1. 2017 NEAIR Grants Timing and Number of Applications Submitted

Grant	Call for Proposals Announced	Application Deadline	# of Eligible Applications
AIR Forum Scholarship	2/07/2017	3/03/2017	0
NEAIR Leadership Team Travel Grant	2/01/2017	2/27/2017	2
Ambassador Grant	4/10/2017	5/12/2017	2
Memorial Conference Grant	6/30/2017	8/15/2017	10
Research Grant	4/24/2017	6/30/2017	3

2017 Activity Summary

The Grants Committee supported the transition of the online grant application process to the new Member Leaps website and proposal management system. The Committee adjusted the deadlines for the Memorial Conference Grant to be after the NEAIR annual conference proposal acceptance notifications.

The eligibility criteria for the AIR Forum Scholarship were revised: 1) the length of time for a NEAIR membership eligibility was reduced from 5 years to 3 years to support early career opportunities and 2) prior recipients of any NEAIR grants will now be eligible for the AIR Forum grant after 3 years have passed.

The Grants Committee put forth a call for proposals via email for all five types of awards and four grant opportunities were awarded.

Award Recipients

- The *2017 Ambassador Grant* was awarded to James Dick, Research Analyst at Prince George Community College in Maryland to attend the April 2018 Higher Education Data Warehouse Conference in Corvallis, OR.

- The 2017 *Research Grant* was awarded to Honda Hirosuke at the University of Maine at Augusta and Heather Kelly at the University of Delaware for their research “Survey of the Efficiency and Effectiveness of IR/IE Offices.”
- The 2017 *NEAIR Leadership Team Travel Grant* was awarded to Allison Walters, 2017 Program Chair and to Melanie Larson, Membership Chair to support attendance at the 2017 AIR FORUM in Washington D.C.
- The 2017 *Memorial Conference Grant* Recipients were: Laura Qin, Three Rivers Community College, and Timothy Millard, Jefferson College of Health Sciences in honor of Larry Metzger. Larry spent his career at Ithaca College. His clear, forward thinking and determination made a lasting impact on the College. He served on the NEAIR Steering Committee as secretary from 1987-89 and in the presidential roles from 1990-93.

2017 Fiscal Information

In FY 2017, \$4,699 was spent for grant awards. NEAIR secured an additional \$1,000 from the Association for Institutional Research through the Affiliated Organization Travel Grant which is applied toward the NEAIR Leadership Team Grant.

NEAIR Strategic Plan Goals and Strategies

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

Strategy: Offer a broad range of professional development opportunities for institutional researchers at all stages of their careers.

Current Status: The NEAIR Grants Committee provides funding to help expand the professional development opportunities available to NEAIR members. The type of grants, number of awards, and criteria are evaluated periodically by Grants Committee members to insure the needs of the membership are met.

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 by,

Tiffany Parker, Mount Wachusett Community College
Chair

2016-2017 Grants Committee:

Charis Ng, SUNY Downstate Medical Center

Seth Ovadia, Syracuse University

June Ragone, Rowan University

Henry Zheng, Lehigh University

MEMBERSHIP COMMITTEE

Annual Report - November 20, 2017

It's been a busy year on the Membership Committee. We share the following highlights:

NEAIR social media continues to be a leader in our field and is active both in person at the conference and PDS as well as remotely throughout the year. Members can join NEAIR's LinkedIn and Facebook groups and follow the Twitter @NEAIR_IR by clicking the links on the NEAIR homepage. We also created social media guidance this year, ensuring we will continue to be on the leading edge of using social media to connect institutional researchers.

Our Twitter feed currently stands at 360 followers, and if you haven't joined the conversation yet, you are missing out on a true virtual community. In fact, last December, eAIR featured an article about NEAIR and our members' success in making and keeping up connections through social media. Members gather, swap ideas, provide feedback and enjoy a general sense of comradery year-long on these virtual channels.

Speaking of connections, the mentoring program, which we offer twice yearly--once to facilitate in-person matches at the conference, and a second, virtual match in the spring--continues to be a core part of our committee's offerings. A few years ago, we made the decision to de-couple the mentoring and newcomers experience because we know that career and life transitions are not restricted to one's first year in IR, and we all benefit from the wisdom and support of a good mentor throughout our careers. Roughly a quarter of conference participants are engaged in the mentoring program this year. We are grateful to our volunteer mentors in particular; many return to the program year after year, picking up a growing flock of mentees. This is the essence of "NEAIRiness" and a true testament of how we support one another as colleagues and friends. The mentoring program could not survive without their dedication.

A change highlighted across many committee reports this year is the new NEAIR web site. We are grateful to the technology committee for leading this charge and will continue to look at ways to leverage our robust new platform. Members who have not yet signed up for notices on the list-serve or the jobs board are encouraged to do so. **And a reminder that the NEAIR jobs board isn't just for active job-seekers; it is for anyone who wants to better understand trends in our field.** We all benefit from getting an occasional email reminder highlighting particular skills in demand or summarizing office growth and/or changing configuration.

We are particularly excited to be offering two new sessions at the conference this year based on feedback we received about member needs. Committee members are offering a preconference session Sunday afternoon, "Navigating NEAIR: A Newcomers Toolkit," designed to help new members make the most of their network, membership benefits, and conference experience. During this session, participants will also have a chance to meet NEAIR leadership and learn how they can become involved in the organization. To our knowledge, this session is the first of its kind in our field, and we look forward to it leading to strong connections and an elevated conference experience for all our first-time attendees. We are also facilitating a networking and discussion session, "Not a Newcomer Anymore: Strategizing Your Mid-Career" on Monday. As

the NEAIR community grows and changes, we will continue to be proactive about offering relevant membership programming.

Our primary committee goals are facilitating professional growth for our members on the individual and occupational level and supporting a small-town sense of community regardless of the size of our association. Many members can tell you not just about their SPSS, IPEDS and Tableau emergency phone-a-friend contacts, but also about the weddings and bar mitzvahs they have attended and dinners they have shared over the years. At the same time, we recognize the growth in our field and the demand for our skills have translated into ever-growing conference headcounts paired with between 20-30% of participants joining us for the first time in any given conference year, meaning our kind, welcoming culture is one we need to mindfully cultivate.

Newcomers sometimes express surprise about how our members support one another's successes so wholeheartedly. They quickly understand that being part of a larger community of engaged and supportive practitioners is our preferred method of both advancing the field overall, and also of avoiding a sense of isolation related our roles and often small IR workgroups, (plus our members are amazingly smart, kind and awesome humans). As a committee, we are committed to using opportunities at the annual conference, PDS, and virtual spaces throughout the year to facilitate the sense of NEAIR-iness unique to our region and to supporting the professional growth and success of our membership as a whole.

We acknowledge that none of this would be remotely meaningful without members who do the true work of making and maintaining these connections. We hope, regardless of professional experience, number of conferences attended, or years in the field, all members consider the invitation to participate, be it formally by responding to future calls for volunteers or informally through engagement and growing their own networks of peers.

Respectfully submitted by,

Melanie Larson, Chair

Elizabeth Clune-Kneuer, Immediate Past Chair

Elizabeth Campbell, Mentor ('16-'19)

Diana Danelian, Job & News Posting ('14-'17)

Claire Goverts, Social Media ('14-'17)

Shawn LaRoche, Social Media ('15-'18)

Daniel Larson, Social Media ('16-'19)

Adam Ostrowski, Mentor ('16-'19)

M. Allison Reilly, Newcomer/Mid-Career ('15-'18)

NOMINATIONS COMMITTEE

Annual Report– November 20, 2017

Election Process:

For 2017, we moved the elections timeline up by a few months, launching the call for nominations at the beginning of March. Through the call, we received thirty one nominations, nearly double the amount received in 2016. In addition to the call, the committee identified an additional 14 members as potential candidates to complete the ballot. With a large number of nominees for every open position, the committee decided that having more competition on the ballot was desirable. The Committee put forth the a ballot consisting of: two candidates for President-Elect, three candidates for Secretary, four candidates each for Steering Committee, Community College Sector and Steering Committee Member-at-Large. Two candidates were selected for Nominations Committee – Community College Sector and seven were chosen to run for the five Nominations Committee Members-at-Large positions.

Elections opened for voting on July 6 and closed on August 12 with 210 votes cast, nearly even with the 219 cast in 2016. Out of 688 eligible members, this represents roughly a 31% election participation rate. This was the first election on the newly implemented NEAIR website and it appears that the process went smoothly with no errors or issues. One position ended in a tie and, following the NEAIR constitution (Article XIV, Sec. 4), a tie breaking vote was held among the current Steering Committee on August 14. With the conclusion of the tie-breaker, winning and losing candidates were contacted and the results were announced to the membership in an email on August 24, 2017 as below:

Election Results:

- President-Elect: **Shannon Tinney Lichtinger**, Howard Community College
- Secretary: **Gurvinder Khaneja**, Ramapo College of NJ
- Steering Committee, 4 Year Private Sector Institution: **Joel Bloom**, Long Island University
- Steering Committee Member-at-Large: **Claire Goverts**, The College at Brockport - SUNY
- Nominations Committee – Community College Sector Institution: **Shawn LaRoche**, Mount Wachusett Community College
- Nominations Committee Members-at-Large:
 - **Heidi Barth**, Community College of Baltimore County
 - **Marcia Finch**, Neumann University
 - **Karen Froslid-Jones**, American University
 - **Kristin Sullivan**, Merrimack College
 - **Henry Zhang**, Lehigh University

Emeritus Membership:

The committee opened the call for emeritus membership on June 23 with a deadline of July 14. In total, we had four nominations. One member was subsequently deemed ineligible for emeritus status as they unretired after the close of the call. The board voted to approve the following retired members for emeritus status:

- Sally Frazee, Temple Univerisity
- Beth Frederick, University of the Arts
- Jacki Stirn, J.S. Higher Education Associates

NEAIR Strategic Plans and Goals: Leadership & Governance:

Goal: To strengthen the governance structure to ensure that it is effective in supporting the mission of the Association and representative of the membership. Per the NEAIR constitution, the Nominations Committee's work includes the solicitation of nominees for elected leadership positions, selection of candidates for the ballot, overseeing the election process, and notifying members of the election results.

Strategy: Encourage involvement of highly qualified individuals into leadership positions within the Association.

Respectfully submitted,
Mark Palladino, Chair

2017 Nominations Committee
Betsy Carroll
Maren Hess
Marc LoGrasso
Mary Goodhue Lynch
Denise Nadasen
Laura Uerling

FINANCE COMMITTEE
Annual Report—November 20, 2017

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

The Finance Committee serves NEAIR by furthering its Strategic Goal of adopting best practices for financial management and long term fiscal health. During this past year, the Finance Committee continued reviewing and recommending best practices that protect the organization's fiscal health. During the NEAIR Treasurer transition, an audit was conducted. Thirdly, the Finance Committee reviewed the treasurer's proposed FY 2018 budget and recommended it for adoption by the NEAIR Steering Committee. Finally, the Finance Committee formally established the Investment Committee in NEAIR's Policies & Procedures.

Financial Audit

Members of the Finance Committee and NEAIR Offices conducted an audit of financial records as part of the treasurer transition. It was found that all audited financial statements were supported by adequate financial documents. There were no instances of fraud found nor instances of poorly documented financial transactions.

Best Practices for Financial Management and Fiscal Health

The Finance Committee was charged with reviewing other safeguards that may complement the protections found in NEAIR's organizational insurance protection policies. This year, the Finance Committee reviewed possible organizational policies that could be adopted by NEAIR. After review of current organizational structure and operations, it was found that no additional policies were needed at this time. However, the Finance Committee recommended that NEAIR members more prominently affirm NEAIR organizational mission and values.

Going forward, NEAIR members will be requested to affirm the NEAIR organizational mission and values. The implementation of this affirmation will be part of the membership renewal process. The purpose is to further emphasize the professional conduct expected of NEAIR members while participating in organization-sponsored activities and business. Should legal action against the organization be brought forward, this affirmation of organizational mission and values is a demonstrable step indicating behaviors that contradict NEAIR's values are neither tolerated nor endorsed by NEAIR; and the organization will not be held responsible for behavior that runs counter to these values.

FY 2018 Budget

The Finance Committee met to review a draft budget for 2017-2018, and recommended adoption, following thorough discussion of the planned expense of the 2017 Annual Meeting that will exceed the expected revenues from the event. Planning expenses that exceed revenues can run counter to sound fiscal management.

The contributing factor for this fiscal year was our current conference planned and approved by a previous Steering Committee in the comparatively more expensive NYC metropolitan area.

When viewed in the context of multiple fiscal years review, however, NEAIR is fiscally sound because past locations have incurred lower expenses. Informal practice has been to consider expenses and revenues over multiple years, but this practice has placed responsibility for selection of a conference site and its associated expenses with a different Steering Committee than the Steering Committee responsible for approving that year's budget.

In the coming year, the Finance Committee will evaluate the budget process, which is a single year budget, and see if a multi-year budget model can be implemented. The primary rationale behind a multi-year budget process is to accommodate the NEAIR mission to reach members in high cost areas balanced with reaching members in low cost areas. A multi-year approach would more fiscally sound approach to organizational budgeting.

Investment Committee Established in NEAIR Policies & Procedures

The NEAIR Policies and Procedures were updated for the Finance Committee. New Policies and Procedures were created for the Investment Committee and formally establishing the Investment Committee as an ad hoc committee chaired by the Finance Committee Chair. The members of the Investment Committee include the President-Elect, President, immediate Past President, and Treasurer, and when applicable, the Treasurer-Elect and the Finance Chair-Elect are also members. The purpose of this committee is to ensure that all officers are apprised of the endowment and carry out NEAIR's shared fiduciary responsibility by verifying that the endowment allocation follows the guidelines of the NEAIR Investment Policy Statement (IPS). Any changes to the endowment would require a revision to the IPS and these revisions would be brought forward by the Investment Committee.

Investment Committee Oversight of NEAIR Endowment

The NEAIR endowment was established as a strategic organizational financial protection. The plan is for the endowment to grow large enough to cover the maximum organizational expenses, specifically the contractual obligations related to a conference, in a year without revenue. Per the charge of the Investment Committee, the committee met periodically over the course of the fiscal year to review the financial statements prepared by Biddle Capital Management (BCM). During each meeting, the Committee discussed the actual investment allocation compared to the targeted allocation and verified that BCM was following NEAIR's IPS. The Investment Committee is satisfied with BCM's adherence to the IPS and believes that the financial management of NEAIR's Endowment is being handled appropriately.

Respectfully submitted,

Chad Muntz (Chair)

Braden Hosch (Chair-Elect)

Stephen Sheridan (Past-Treasurer)

John Tardiff (Treasurer)

Cristi Carson (2015-2017)

Gurvinder Khaneja (2015-2017)

Laura Qin (2016-2018)

Mary Roetzel (2016-2018)

Ann Lehman (2017-2019)

Megan Ryan (2017-2019)

TECHNOLOGY COMMITTEE
Report to Steering Committee—November 20, 2017

Non-financial Software/Application Password

The Technology Committee explored options for storing and sharing passwords of non-financial software or web-based applications. The current plan is to collect the logins and passwords annually in conjunction with the conflict of interest process. These passwords will be stored in a Google document on the near.ir3 account. The President, Beth Simpson and the Technology Chair will access access. Limiting access should provide adequate security for this type of application.

Review of Policies and Procedures

Several committee members reviewed the Technology Committee section of the policies and procedures document. An initial review suggests that some of this is outdated. A goal of the Technology Committee in the coming year will be to update the sections of this document relevant to our committee.

Association Software

Led by Chris Choncek and his migration team and the tireless efforts of Beth Simpson MemberLeaps was successfully implemented as a replacement of YM. MemberLeaps is a more intuitive platform for the volunteers to use and will result in a cost-savings to NEAIR. Overall the feedback to date has been positive and it our hope to add functionality over time. While there was some discussion about the possibility of using a mobile conference app that was being developed by MemberLeaps it was decided to use Yapp for the 2017 conference, see item below.

Conference mobile app

Rajiv Malhotra has worked diligently along with Ken Smith on negotiating the renewal of Yapp at the conference. He negotiated a waiver of the fee to upload a csv file saving work and frustration. We will have a simple search capability for pages such as sessions, sponsors and attendees. Last year we used a version that still had quite a few beta functions and many of this should be improved this year. A draft of the app was made available to the conference committee and others for their review.

Respectfully submitted,
K. Tracy Barnes, Chair

2016-2017 Technology Committee:

K. Tracy Barnes
Jerold Laguilles
Jeannette Lim
Rajiv Malhotra
Melissa Thorpe



2016-2017 LEADERSHIP TEAM

Officers:

President	Ann Marie Senior
Secretary ('14-'17)	Jennifer Dunseath
Treasurer ('16-'20)	John Tardiff

Steering Committee Members:

President-Elect	Annemarie Bartlett
Past President	Mark Palladino
Program Chair	Allison Walters
Local Arrangements Chair	Jane Zeff
Technology Chair ('14-'17)	K. Tracy Barnes
Member-At-Large ('14-'17)	Chad Muntz
Member-At-Large ('15-'18)	Melanie Larson
Member-At-Large ('15-'18)	Tiffany Parker
Member-At-Large ('16-'19)	Braden Hosch
Member-At-Large ('16-'19)	Raldy Laguilles
Administrative Coordinator (ex-officio)	Beth Simpson

STANDING COMMITTEES

Finance Committee

Chair	Chad Muntz
Chair-elect	Braden Hosch
Treasurer	Stephen Sheridan
Member ('14-'17)	Gurvinder Khaneja
Member ('15-'18)	Mary Roetzel
Member ('15-'18)	Laura Qin
Member ('16-'19)	Ann Lehman
Member ('16-'19)	Megan Ryan

Nominations (One Year Term)

Chair	Mark Palladino
Member - Private	Maren Hess
Member	Betsy Carroll
Member	Mary Goodhue Lynch
Member	Marc LoGrasso
Member	Denise Nadasen
Member	Laura Uerling

Grants Committee

Chair	Tiffany Parker
Chair-Elect	TBE 2017
Immediate Past Chair	Shannon Lichtinger
Grants Reviewer ('14-'17)	Seth Ovardia
Grants Reviewer ('14-'17)	Charis Ng
Grants Reviewer ('14-'17)	June Ragone
Grants Reviewer ('16-'19)	Henry Zheng

Professional Development Services (One Year Term)

Chair	Annemarie Bartlett
Local Arrangements	Melanie Sullivan
Ex Officio	Beth Simpson

Site Selection (One Year Term)

Chair	Annemarie Bartlett
President	Ann Marie Senior
Treasurer	John Tardiff
Conf Event Planner	Beth Simpson

Membership

Chair	Melanie Larson
Chair-elect	TBE 2017
Immediate Past Chair	Elizabeth Clune-Kneuer
Job & News Posting ('14-'17)	Diana Danelian
Mentor ('16-'19)	Elizabeth Campbell
Mentor ('16-'19)	Adam Ostrowski
Newcomer/Mid-Career ('15-'18)	M. Allison Reilly
Social Media ('14-'17)	Claire Goverts
Social Media ('15-'18)	Shawn LaRoche
Social Media ('16-'19)	Daniel Larson

Technology

Chair	Tracy Barnes
Chair-elect	Raldy Laguilles
Mobile App ('16-'19)	Rajiv Malhotra
Member ('14-'17)	Melissa Thorpe
MemberLeap	Jeannette Lim



2016-2017 LEADERSHIP TEAM

Local Arrangements (One Year Term)

Chair	Jane Zeff
Associate LAC	Christopher Vinger
AV Session Checkers	Wendy Weiler
Closing Raffle	Betsy Carroll
	Rajiv Malhotra
	Christopher Choncek
Dinner Group	Layla Shumnock
	Phebe Soliman
Special Meals Coordinator	Linda Sites

Conference Support

Conference Event Planner	Beth Simpson
Conf Website ('15-'18)	Rich Hetherington
Sponsor Coord ('16-'19)	Gina Calzaferrri
Onsite Registration	Jacqueline Andrews
Pre-Conference Workshops	Betsy Carroll

Program (One Year Term)

Chair	Allison Walters
Associate Program Chair	Wendy Weiler
Best Paper ('16-'19)	Tom McGuinness
Evaluation ('16-'19)	Marcia Finch
Focus Group & Closing Raffle	Betsy Carroll
	Rajiv Malhotra
	Chris Choncek
Interpretive Services	J.R. Bjerklie
Member Benefits	Melanie Larson
Mobile App ('16-'19)	Rajiv Malholtra
Poster Session ('15-'18)	Krisztina Filep
Proposal Review ('15-'18)	J.R. Bjerklie
Publications ('15-'18)	Tom McGuinness

Ad Hoc Committees

Association Software Research

Chair	Tracy Barnes
Member	Annemarie Bartlett
Member	Betsy Carroll
Member	Chris Choncek
Member	Beth Simpson

Investment

Chair	Chad Muntz, Finance Chair
Member	Stephen Sheridan, Treasurer
Member	Mark Palladino, Past President
Member	Ann Marie Senior, President
Member	Annemarie Bartlett, President-Elect

Migration

Chair	Chris Choncek
Member	Tracy Barnes
Member	Beth Simpson
Member	Allison Walters
Member	Jeannette Lim
Member	Kenneth Smith
Member	Michael Maieli
Member	Becky Prior
Member	Jessica Ickes

Research

Chair	Mitch Nesler
Past President	Mark Palladino
Member	Chris Choncek
Member	Alan Sturtz
Member	Beth Simpson

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