



**Please bring this packet of information with you to the
Annual Business Meeting Luncheon on
Monday, November 5, 2007**

ANNUAL BUSINESS MEETING INFORMATION

- Annual Business Meeting Agenda, November 5, 2007
- President's Report
- Annual Business Meeting Minutes, November 6, 2006
- Treasurer's Report
- Standing Committee Reports:
 - Professional Development
 - Publications
 - Site Selection
 - Nominations
- Other Committee Reports
 - Grants
 - Mentoring
 - Web Advisory
 - Strategic Planning Committee



**Annual Business Meeting Agenda
New Brunswick, New Jersey
November 5, 2007**

Call to Order Martha Gray

Approval of Minutes from 2006 Annual Business Meeting Martha Gray

Treasurer's Report Heather Kelly

Awards & Commendations Martha Gray

Recognition of Vendors' Support of the Conference Elizabeth Deignan
Eleanor Swanson

Standing Committee Reports

Professional Development Committee Denise Krallman
Site Selection Committee Steve Thorpe
Publications Committee Jean Marriott
Nominations Committee Report of Election Results Marge Wiseman

Other Committee Reports

Grants Committee Heather Roscoe
Mentoring/Newcomers Committee Linda Junker
Web Advisory Committee Roland Hall
Strategic Planning Committee Heather Kelly

Passing of the Gavel Martha Gray, Denise Krallman

New Business Denise Krallman

Preview: 2008 NEAIR Annual Conference in Providence Cate Rowen
Cherry Danielson

AIR Annual Forum in Seattle, WA Mary Ann Coughlin
William Knight

Adjournment Denise Krallman

NEAIR President's Annual Report – November 5, 2007

This is one of the most gratifying times of the year for us to pause and recognize the many key accomplishments and contributions that have been made during the past twelve months. In its 34th year, the North East Association for Institutional Research has continued to move forward with strong planning efforts and with the execution of its mission. I am confident that you will agree that the highlights reflected in this report are indicative of a vibrant forward-thinking professional organization.

One of the strengths of NEAIR has been its members' interests in continually assessing and improving our services and professional development opportunities for new and experienced professionals. With this in mind, early in 2007 the Steering Committee approved the formation of a Strategic Planning Committee composed of a representative group of twelve NEAIR members. The Committee is currently engaged in thoughtful discussions about where NEAIR is now, where it should go in the next three to five years, and how it should get there. So far, members of the committee have identified some key areas for review: professional development, organizational structure, finances, future growth, and member services. Plans for these areas will be considered in depth with input from other NEAIR members. A draft strategic plan should be available in the next several months for additional member comments prior to finalization and implementation by the Steering Committee.

The NEAIR web site redesign was implemented with two major goals: first, to improve the contents and navigation within the site and second, to preserve our history (past leadership rosters, past conference info, best paper award recipients, emeriti members, Distinguished Service Award recipients, etc.) The first goal has been accomplished; our website is informative, inviting and easily navigable. In line with the second goal, we've developed an archive area on the website. Being a 34 year old organization brings with it a deep history complete with many "things" that we should preserve. NEAIR has a rich collection of historical facts, documents and publications that are worthy of archiving; some are items of public interest and others are important for the smooth functioning of the organization. This secure electronic archive repository is another effort to ensure that we know where we have been and that we continue to improve and build on our past.

The significant increase in the number of talented hardworking members involved and engaged in NEAIR during 2006-07 was remarkable. New opportunities were created to expand the number of volunteers in many facets of the organization (e.g., the conference program, local arrangement planning, the strategic planning initiative, the internal audit review, and the blind review process for conference proposals). This infusion of creative and energetic members was invigorating for all of us and continues to strengthen our networking and professional development opportunities.

Our annual conference continues to be the premier professional development event in the north east. Over the past several years, various NEAIR and SAIR (Southern Association for Institutional Research) leaders have brainstormed about a possible joint annual meeting for both organizations with the notion that it could potentially provide members with a richer

conference program, more workshops and increased opportunities for networking. This year the NEAIR Steering Committee and SAIR Board formally explored this option by surveying our respective memberships. Based on extensive discussions with SAIR and the results of our NEAIR survey, both leaderships voted to discontinue plans for a joint conference in 2010.

In an effort to better plan for the future, the conference Site Selection Committee was charged to explore and recommend locations for the 2009 and 2010 conferences. With the rising costs of events of this magnitude, we have found securing conference sites and locking in hotel rates early are prudent things to do. As a result, the Site Selection Committee has proposed and the Steering Committee has approved The Sheraton Inner Harbor (Baltimore, MD) in 2009 and The Saratoga Hotel (Saratoga Springs, NY) in 2010 for our conference locations.

All the NEAIR standing and ad hoc committees contributed to the success of this year. Please also review their annual reports and learn of their forward-thinking activities and accomplishments for 2006-07.

It has indeed been an honor, a pleasure and lots of fun serving as the NEAIR President for this past year. I am humbled by the vast contributions of all who served the organization with their expertise, time and commitment this past year. We are truly poised to continue in our role as one of the premier regional institutional research organizations in the world. Onward!

Respectfully submitted by

Martha D. Gray
NEAIR President 2006-07

Annual Business Meeting Minutes
Philadelphia, Pennsylvania
November 6, 2006

1. Call to Order/President's Highlights (Marjorie Wiseman)

NEAIR President Marjorie Wiseman called the meeting to order at 1:23 p.m. She offered her thanks to Amy Flynn, Tom Wetzel and the rest of the hotel staff. She also thanked the Conference Team: Program Chair Nancy Ludwig, Associate Chair Ellen Peters, Local Arrangements Chair Alison Walters, Pre-conference Workshop Coordinator Cindy Clarke, Vendor Coordinator Tim Walsh, Best Paper Coordinator Marilyn Blaustein, Website Coordinator Roland Hall, Conference Website Coordinator Annemarie McMullin Bartlett, Kathleen Keenan Poster Session Coordinator, Mindy Wand and Shu-Ling Chen Conference Evaluators, and Beth Simpson the NEAIR Administrative Coordinator.

2. Approval of Minutes from the 2005 Annual Business Meeting (Marjorie Wiseman)

A motion to approve the minutes of the 2005 Annual Business Meeting was made, seconded, and approved unanimously.

3. Treasurer's Report (Heather Kelly)

Heather Kelly reported that NEAIR is in good financial shape. She directed the membership to the formal report inside the business meeting packet. The reports cover five years of activity. She reported that we ended fiscal 06-07 with a surplus. A certified CPA performed an audit on NEAIR's financial record keeping. She will work with the Steering Committee on the audit recommendations. The Treasurer's Report was filed.

4. Awards & Commendations (Marjorie Wiseman)

Marjorie Wiseman read the names of the new NEAIR 5 and 10 year membership pin recipients.

Marjorie Wiseman gave a brief history of the Distinguished Service Award. Ellen Peters and Susan Broyles introduced Peggye Cohen as the recipient of the 2006 Distinguished Service Award.

2005 Program and Associate Program Chairs Mitch Nesler and Bruce Szelest announced that the 2005 Best Paper Award winner was Ellen Boylan, the Best First Paper Award winner was Eileen McDonald, and the Best I.R. Practitioner Award winner was Patrick Myzek.

Marjorie Wiseman offered special thanks to Michelle Appel for her assistance over the past year. She also recognized and thanked the outgoing Steering Committee members, Cathy Alvord, Julie Alig, and Phyllis Fitzpatrick.

5. Recognition of Vendors' Support for the Conference (Timothy Walsh)

Timothy Walsh thanked all of the vendors for their knowledge of IR tools and their financial support of NEAIR.

Off Agenda (Marjorie Wiseman)

Marjorie Wiseman announced that NEAIR had put a request for proposals to the NEAIR members to solicit interest in bids for contracted administrative services for the organization. As a result Beth Simpson Administrative Services has been awarded a three year contract.

5. Standing Committee Reports

a. Professional Development Services Committee Report (Martha Gray)

Martha Gray reported that we conducted 4 drive-in workshops in Hartford this past summer with a total of 65 attendees. Detailed information is in the business meeting packet. NEAIR received an AIR BIRC grant for \$2,000 that offset part of the costs.

b. Site Selection Committee (Martha Gray)

Martha Gray reported that she worked with Helms-Briscoe, a professional event planner, to solicit bids for 2008 conference locations for a select group of cities. Based on the site selection requirements, site visits and cost factors, the Steering Committee approved the Westin in Providence R.I. as the 2008 conference site. They also laid groundwork for the 2009 site. They are exploring possibilities of a joint conference with SAIR. She thanked the members of the committee for their service during the year.

c. Publications Committee (Cathy Alvord)

Cathy Alvord thanked last year's committee chaired by Gayle Fink and said that a detailed report was in the business meeting packet.

Marjorie Wiseman announced that a time problem was causing a change in the agenda delaying part

6.d. Nomination Committee Report of Election Results (Michelle Appel)

7. Other Committee Reports

a. Grants Committee (Phyllis Fitzpatrick)

Phyllis Fitzpatrick thanked the members of the committee and referred the NEAIR membership to a detailed report in the business meeting packet.

b. Mentoring/Newcomers Committee (Alan Sturtz)

Alan Sturtz offered thanks to all mentors. There are 77 newcomers to the NEAIR conference, and the committee matched 18 mentors to mentees. Details are in a report in the business meeting packet. He thanked Linda Junker the incoming Mentor/Newcomer Committee Chair for her assistance.

c. Web Advisory Committee (Roland Hall)

Roland Hall reported that a detailed report is in the business meeting packet. He thanked Annemarie McMullin Bartlett and Beth Simpson for their work during the year.

Return to Agenda at section 6.d. Nomination Committee Report of Election Results (Michelle Appel)

6.d. Michelle Appel announced that in order to accommodate changes in the Steering Committee member terms to three years, Alan Sturtz, Jeff Himmelberger and Heather Roscoe had their terms extended one year. She thanked the Lou Cox of the U.S. Naval Academy for facilitating the online election process.

Michelle Appel then announced the newly elected members and officers and asked them to stand to be identified.

For Nominating Committee:
Member – Four Year Public: Bruce Szelest
Member-at-Large: Corby Coperthwaite
Member-at-Large: Mike Dooris
Member-at-Large: Janet Easterling
Member-at-Large: Mark Eckstein
Member-at-Large: Gayle Fink

For Steering Committee:
Member-Community College: George Rezendes
Member-at-Large: Jessica Shedd

For President Elect:
Denise Krallman

A motion was made to confer emeritus status on David Brodigan and Wendell Lorang. It was seconded and voted unanimously.

8. Passing of the Gavel (Marjorie Wiseman, Martha Gray)

Marjorie Wiseman passed the official President's gavel and a presidential hat to Martha Gray. Marjorie Wiseman thanked Michelle Appel, the Steering Committee, and Beth Simpson for their support over the past year.

9. New Business (Martha Gray)

a. NEAIR – New Brunswick Preview (Louise Murray)

Martha Gray introduced 2007 Local Arrangements Chair Louise Murray who invited all to the 2007 conference at the Hyatt Hotel in New Brunswick, New Jersey.

b. AIR – Kansas City Announcement (Christine Keller)

Martha Gray introduced NEAIR members Mary Ann Coughlin, AIR President –Elect, and Sandy Johnson, AIR Past President. Mary Korflage invited all NEAIR members to the 2007 AIR Forum which will be held from June 2 through 6 in Kansas City.

10. Adjournment (Martha Gray)

A motion to adjourn was made, seconded, and approved unanimously. At 2:15 p.m. Martha Gray declared the meeting adjourned.

Treasurer's Report as of 30 June 2007
November 5, 2007

Over the past five years, NEAIR has experienced increased costs for running our conference and our organization. Our total income for the 2006-2007 fiscal year was \$175,123.43 while expenses for the year totaled \$162,065.99. At the end of the year, we had a surplus of \$13,057.44. This year's Treasurer's Report reflects the Policies and Procedures recommendation that the organization should hold a reserve (Fund Balance) equal to one half the annual conference's gross revenues (\$66,813.40). The 2006-2007 Ending Balance of \$24,928.92 reflects this recommendation.

The Philadelphia Conference and Pre-Conference workshops grossed \$133,626.80. Expenses totaled \$128,538.99. Expenses include future conference planning and conference site selection. The net profit was \$5,087.81.

In 2002-2003 and 2003-2004 steering committee expenses were higher than normal. This was due to the fact that the post-conference meeting, normally held at the conclusion of the conference and at the conference site, was moved to a different time and place. It was decided in 2004-2005 that a joint steering and conference planning meeting would be conducted in order to save on costs. In 2005-2006 and 2006-2007 the steering committee expenses increased because the steering committee and conference planning meetings were held separately due to the fact that the joint steering committee and conference planning meeting proved problematic. In addition, the conference site selection committee incurred increased expenses as sites were visited and decided for 2008, 2009 and 2010.

Since FY03-04, NEAIR has utilized a private contractor for an Administrative Coordinator. Beginning in FY05-06, due to the fact that a large part of the Administrative Coordinator responsibilities are associated with the annual conference, 40% of the Administrative Coordinator expenses are charged to the annual conference.

The NEAIR Leadership Team continues to make concerted efforts to contain costs associated with running the organization while increasing the organization's fiscal viability.

Respectfully submitted,

Heather A. Kelly, Treasurer

Treasurer's Report
Comparison of End of Year
2002-2003 through 2006-2007

as of 30 June 2007	Annapolis	Newport	Portsmouth	Saratoga	Philadelphia
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Beginning Balance (as of July 1)	\$63,677.27	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88
Income					
Conference	\$66,625.00	\$65,521.00	\$87,729.36	\$101,054.39	\$116,761.80
Conference Sales				\$5.00	
Conference Workshops	\$15,680.00	\$13,442.00	\$14,443.50	\$12,715.00	\$16,865.00
Memberships	\$20,400.00	\$21,150.00	\$27,840.00	\$30,420.00	\$28,720.00
Drive-In Workshops		\$3,540.00	\$4,075.00	\$3,395.00	\$8,925.00
Other Income (Taxes, Royalties, etc.)	\$80.50	\$470.73	\$179.50	\$151.00	
Interest	\$408.47	\$163.51	\$940.34	\$2,475.44	\$3,851.63
Total Income	\$103,193.97	\$104,287.24	\$135,207.70	\$150,215.83	\$175,123.43
Expenses					
Ad Hoc Committees				\$3,680.68	\$3,772.64
Administrative Coordinator		\$17,000.00	\$22,875.00	\$10,625.00	\$11,280.00
Conference	\$54,476.49	\$72,201.81	\$75,917.55	\$88,510.57	\$113,586.32
Conference Site Selection				\$76.05	\$2,592.21
Conference Workshops	\$6,720.13	\$4,400.85	\$7,250.87	\$5,797.07	\$5,172.05
25th Anniversary					
Future Conference Planning	\$2,113.47	\$2,493.26	\$4,898.07	\$8,850.91	\$7,188.41
Membership Secretary, Operations	\$11,071.24	\$730.09			
Insurance		\$672.00	\$676.00	\$799.00	\$607.00
President					
Operating Expenses		\$2,829.21	\$2,564.77	\$4,049.51	\$1,046.32
PDS Committee				\$94.65	
Steering Committee	\$16,110.63	\$14,037.61	\$5,855.87	\$9,185.29	\$9,782.66
Other Expenses (Taxes, Royalties, etc.)	\$470.00	\$175.00	\$256.25	\$670.00	\$235.00
Web Design/Hosting	\$385.00	\$525.05			\$300.00
Grants	\$800.00	\$2,885.00	\$1,840.71	\$4,094.82	\$1,830.63
Drive-In Workshops	\$0.00	\$3,956.38	\$3,352.22	\$2,906.52	\$4,672.75
Uncategorized Expenses				\$130.00	
Total Expenses	\$92,146.96	\$121,906.26	\$125,487.31	\$139,470.07	\$162,065.99
Surplus/(Deficit)	\$12,160.48	(\$17,619.02)	\$9,720.39	\$10,745.76	\$13,057.44
Fund Balance (1/2 Annual Conference Gross Revenues)					\$66,813.40
Ending Balance	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88	\$24,928.92 ****

**** Policies and Procedures states it is recommended that the Association hold a reserve equal to one half the annual conference's gross revenues (Fund Balance). The 2006-2007 Ending Balance reflects this recommendation.

Notes:

- During 2002-2003 a penalty of \$320.00 was paid to the IRS for a late filing of Schedule A. We were later refunded this money.
- NEAIR made a conscious decision in 2003-2004 to spend down the Ending Balance, rather than pass costs on to the membership. As a result, at the end of FY 03-04, there was a deficit of \$17,619.02; lowering the Ending Balance to \$58,218.73.
- The conference expenses in FY 05-06 include \$7,000 for administrative coordinator fees in addition to the administrative coordinator line item. The conference expenses in FY 06-07 include \$7,520 for administrative coordinator fees in addition to the administrative coordinator line item.

NEAIR Professional Development Services (PDS) Committee
Annual Report - November 5, 2007

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

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

After discussion on possible sites with the NEAIR region, the committee decided to offer the workshop in New York to encourage an increased participation of IR professionals in that state. So Albany, NY was chosen as the city and the committee contacted SUNY Albany (Bruce Szelest) who agreed to host the workshops July 24, 2007.

The committee worked to select workshops that would appeal to different levels of experience but with an emphasis on the small college and community college environment. Therefore the following four were offered: Institutional Dynamics & IR, An IR Director's Perspective of CCSSE, IPEDS Tools for Newcomers and How to Conduct Your Surveys on the Web.

A current membership in NEAIR was not required to attend the drive in workshops. Since the event was in late July, it was decided that requiring the \$60 NEAIR membership fee that late in the membership year was not appropriate. So the registration fee for NEAIR members was \$100 and for non-members was \$120.

The Albany drive in workshop attendance was not as well attended as in previous years (with only 26 registrations), however those who did attend were positive in the individual workshops as well as in the overall workshop evaluation. Nearly 30% of the attendees were from 2-year colleges and almost half were from private institutions.

The PDS Committee would like to thank the drive in workshop presenters, and SUNY Albany for helping provide this professional development event. We hope that NEAIR will continue to offer this opportunity for its members and IR professionals in the region.

Respectfully submitted,

Denise Krallman, Chair
Cherry Danielson
Emily Dibble
Jeff Himmelberger
Mitch Nesler

Publications Committee
Annual Report – November 5, 2007

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

As well, the Committee has worked with the NEAIR administrator and the Web Advisory Committee to evaluate and offer feedback about the new website launch. This remains an ongoing process. The committee has been charged with maintaining the integrity of the website for editing changes, missing links, data omissions, etc. A review of the web pages and recommended changes has been incorporated prior to the new site launch.

The Committee will be gearing up for the annual review of submitted Proceedings from this year's 2007 Conference. We are looking to increase the number of submitted papers this year to enhance membership benefits for those individuals who could not attend the conference. The Committee also seeks recruitment of new volunteers as readers, so if you are willing, please contact the Publications Chair.

Respectfully submitted,

Jean Marriott, Chair
Dona Alpert
Shannon Smythe Fleishman

**NEAIR Site Selection Committee
Annual Report - November 2007**

The charge to the Site Selection Committee was to

- explore locations for the 2009 annual conference and recommend a site to the Steering Committee
- investigate locations for the 2010 annual conference and if possible make a site recommendation to the Steering Committee.

As with the prior year, the Site Selection Committee worked with Julie Daniels, a highly recommended professional event planner from HelmsBriscoe, to explore conference locations. She served to solicit bids from hotel properties, help with site visits, and assist with hotel contract negotiations. NEAIR was not required to enter into a contract or pay fees for her services. HelmsBriscoe's fees will be paid by the hotel that we select based on the number of room nights used by the conference attendees. Hotels build funds into their marketing/advertising budgets to cover this nationally recognized service and therefore do not arbitrarily inflate hotel or catering costs to cover the fees.

Using NEAIR's documented conference site criteria and suggestions from the Steering Committee and membership, the Site Selection Committee solicited bids for the 2009 conference from hotel properties in Baltimore, MD; Portsmouth, NH; New Haven/Hartford, CT; and Saratoga, NY. The committee received two bids from Baltimore that were acceptable and the committee visited those properties. In addition, a bid was received by the Saratoga Hotel in NY.

Based on the Site Selection's recommendation and extensive discussions, the Steering Committee chose the Sheraton Inner Harbor in Baltimore, MD for the 2009 conference. The hotel is perfectly sized for the NEAIR conference and we will have control over all meeting spaces during the conference. Based on our successful business with the Sheraton properties (most recently Philadelphia), we were able to secure a significant discount on the room rate of \$175 per night. The hotel is within two blocks of the Inner Harbor attractions.

In addition to identifying a site for the 2009 conference, the Site Selection Committee also recommended the Saratoga Hotel in Saratoga, NY for the 2010 conference. The Steering Committee approved this recommendation. The Saratoga Hotel hosted the 2005 NEAIR conference. The room rate for the Saratoga Hotel will be \$159/night.

Respectfully submitted,

Steve Thorpe, Chair
Julie Alig
Mike Dooris
Heather Kelly
Denise Krallman

**Nominating Committee
Annual Report – November 5, 2007**

This year there were 10 positions that needed to be filled. The positions were:

PRESIDENT (3-year term as President-elect, President and Past President)
TREASURER (3-year term which purposely overlaps with current Treasurer)
STEERING COMMITTEE MEMBER (4-year Public sector)
STEERING COMMITTEE MEMBER-AT LARGE
NOMINATING COMMITTEE MEMBER (4-year Private sector)
NOMINATING COMMITTEE MEMBERS-AT LARGE (5)

The Call for Nominations was very fruitful and yielded a very strong list of forty-seven nominees. Committee members called most of the nominees to check on their willingness to actually run for office and from there developed the final list of candidates that appeared on the ballot.

This year, as in previous years, the voting process relied heavily on the expertise and generosity of Lou Anne Cox at the U.S. Naval Academy. She developed the ballot and set up the actual procedure. Many thanks and much of the credit goes to her!

The voting took place October 1 through October 12, 2007, with a total of 192 votes cast.

Listed below are the successful candidates:

President Elect – Mitch Nesler, Empire State College
Treasurer- Eleanor Swanson, Monmouth University
Steering Committee Member (4-Year Public Sector) – Allison Walters, U. of Delaware
Steering Committee Member (at-large) – Mark Palladino, Philadelphia University
Nominating Committee Member (4-Year Private Sector) – Pat Mizak, Canisius College
Nominating Committee Members (at-large)–Karen DeMonte, U. of Delaware
Mary Lynch, Massasoit Community College
Diann Simmons- UMass, Boston
Shannon Tinney – U. of Md., Baltimore Cty.
Tim Walsh – Temple University

The Committee wishes to thank all those members that had agreed to run for office for their support of NEAIR and hope for their continued involvement in the Association.

Respectively submitted,

Marjorie Wiseman, Chair
Corby Coperthwaite
Mike Dooris
Janet Easterling
Mark Eckstein
Gayle Fink
Bruce Szelest

Grants Committee Annual Report - November 5, 2007

Summary of Activities, November 2006 to November 2007

- Before this cycle, the deadline for all grants was September 1st, which could be problematic for the NEAIR Conference and Ambassador Grants in two ways: 1) it is close to conference registration which may not allow time to find other funding if not awarded or to make travel plans if awarded, and 2) applicants who might like to present at the conference if accepted are forced to either submit presentation proposals and retract if they are not awarded, or not submit a presentation proposal at all. The Steering Committee approved a motion by the Grants Committee to move the deadline for NEAIR Conference & Ambassador Grant proposals to May 1st to alleviate these problems. One 2007 awardee stated that due to being awarded so far in advance they felt comfortable proposing to present.
- Informational packets for each grant type were created and posted on the website. They consolidate all of the information a potential applicant would need into one easily accessible document.
- Rubrics were designed to facilitate the reviews of the Research, Conference and Ambassador grant proposals. They were posted on the website as a resource for interested applicants. The committee discussed including a “Soundness of methodology” measure on the Research rubric. While there was significant support for the idea, the informational packets did not list this as a criterion for selection. Therefore, we decided not to include it for the 2007 process but plan to discuss including it in 2008.
- Calls for NEAIR Conference, Ambassador, and Research Grant proposals were issued in newsletters and via e-mail prior to the deadlines. Proposals were received by Beth Simpson, Administrative Coordinator, who forwarded them to the past Chair (Phyllis Fitzpatrick), who reviewed them for completeness. Phyllis then forwarded them, blind, to the Chair (Heather S. Roscoe), who distributed them the committee members for review.
 - Grants were awarded to:
 - NEAIR Conference Grants (*3 proposals resulting in 2 awards*):
 - Ingrid Skadberg, Quinsigamond Community College
 - Brian Donohue-Lynch, Quinebaug Valley Community College
 - NEAIR Research Grants (*1 proposal resulting in 1 award*):
 - John Nugent & Michael Reder (co-researchers), Connecticut College, to conduct an audit of Fall 2007 First-Year Seminar Syllabi.
 - NEAIR Ambassador Grants (*Zero complete proposals resulting in no awards*)
 - NEAIR SIO Grant (*Zero proposals resulting in no awards*)
- I would like to take this opportunity to thank the members of the Grants Committee for their hard work and support. A special thank you is given to Phyllis Fitzpatrick, past chair, for her attention to detail in reviewing all applications to make sure they were truly “blind” submissions and to Beth Simpson for her tireless work as the receiver of the applications.

Respectfully submitted,

Heather S. Roscoe, Chair
Shu-Ling Chen
Phyllis Fitzpatrick, *ex officio*
Louise Murray
George Rezendes

**Mentor and Newcomer Program Committee
Annual Report – November 5, 2007**

Summary of Activities, November 2006 to November 2007

- Confirmed the 2007 Committee: Jessica Shedd (Chair-elect 2008) and Alan Sturtz
Linda Junker will go off the Steering Committee in November 2007
- Continued to coordinate additional matching of mentor/mentees until June
 - 5 members requested mentoring after the Philadelphia conference
 - 23 total pairings were made this year
- As of October 22, 2007:
 - 16 Mentees have requested mentors
 - 32 current NEAIR members volunteered to be mentors
 - 80 are first time NEAIR conference attendees – of which 33 are new to IR
- Jessica Shedd completed the matching process for the New Brunswick conference while Linda Kelley Junker corresponded with the newcomers to IR
- Worked with Beth Simpson to update both the NEAIR website content and conference page content pertaining to Mentoring and Newcomers
- Submitted electronic articles for the newsletter
- The Mentor/mentee assessment survey was administered in July.

Results of the Philadelphia Mentor/Mentee Assessment Survey

- 8 Mentors responded (36%); 7 Mentees responded (30%)
- 53% responded their interaction was frequent enough
- 20% felt they were well matched; 47% felt they were somewhat well matched
- Most indicated that the frequency of contact was once or twice.

Respectfully submitted,

Linda Kelley Junker, Chair
Jessica Shedd
Alan Sturtz

NEAIR Web Advisory Committee
Annual Report - November 5, 2007

The NEAIR Web Advisory Committee was originally established to develop a website for the association in order to better communicate with members and the broader IR community. Since the development of the association's website, this committee has worked to move the association forward using technology to deliver member services.

For the third year in a row, the Web Advisory Committee worked with AIR to administer the online registration and credit card processing for the association's annual conference. In addition, this was the second year we allowed members to submit proposals online for the conference.

The Web Advisory Committee also developed a website to promote this year's conference and disseminate information on travel, the program, and the host city. The committee's goal was to build on the success of conference websites developed over the past two years by making information easily accessible online.

Finally, the committee redesigned the NEAIR website to better organize the services and information the association provides. We will continue to make enhancements to the website and welcome your feedback.

The committee would like to thank the membership for its continued support of these online services. We hope they will contribute to a rewarding experience at this year's annual conference.

Respectfully submitted,

Roland Hall, Chair
Annemarie Bartlett
Beth Simpson (ex officio)

Ad Hoc Strategic Planning Committee Annual Report - November 5, 2007

The NEAIR Steering Committee voted unanimously to establish a Strategic Planning Committee on February 2, 2007. The charge of this Committee is to engage in a thoughtful discussion of where the organization is now, where it should go in the next three to five years (2008 and forward), and how it should get there. The goal of the Strategic Planning Committee is to ensure that over time NEAIR will move forward with a cohesive plan of service to its members.

The Strategic Planning Committee convened for an all-day “face-to-face” meeting on June 21, 2007 in Hartford, CT. Subsequent work has occurred using task forces and conference call meetings. An information session and focus groups will be conducted at the 2007 Annual Conference in New Brunswick, NJ.

The Committee proposes the following mission, value, and vision statements, as well as areas to focus goals and strategies:

MISSION

NEAIR is an individual membership driven organization that promotes excellence in the field of institutional research through services to members. Central to the fulfillment of this mission are the following core values:

CORE VALUES

We value: (1) a rich and diverse community of members that reflect the various sectors of higher education and is welcoming to individuals with different backgrounds, experiences, and abilities; (2) the open exchange of ideas through collegiality and networking; and (3) the ongoing professional development of members throughout span of career.

VISION

NEAIR aspires to be a premier member services organization by providing the best possible services that promote and grow the IR profession in an ever changing world.

GOALS / STRATEGIES

1. Professional Development and Technology
2. Growth Issues
3. Organizational Structure
4. Finances
5. Member Services and Website

A draft of the strategic plan will be submitted to the NEAIR Steering Committee for review and discussion after the 2007 Annual Conference. The strategic plan will then be posted on the NEAIR website for review and comments by the membership.

Respectfully submitted,
Heather Kelly, Chair
Corby Coperthwaite
Mary Ann Coughlin
Emily Dibble
Michael Dooris
Denise Krallman

Michael Middaugh
Mitch Nesler
Jessica Shedd
Steve Thorpe
James Trainer
Chris Winters