



36th ANNUAL BUSINESS MEETING
Agenda and Reports

**Inner Harbor Sheraton
Baltimore, Maryland
Monday, November 9, 2009**

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



**Annual Business Meeting Agenda
Baltimore, Maryland
November 9, 2009**

Call to Order Mitch Nesler

Approval of Minutes from 2008 Annual Business Meeting Mitch Nesler

Vote on constitutional changes Mitch Nesler/Nancy Ludwig

Treasurer's Report Eleanor Swanson

Awards, Commendations & Member Recognition Mitch Nesler

Recognition of Exhibitor Support of the Conference Elizabeth Deignan

Standing Committee Reports

Professional Development Services Committee Heather Kelly

Site Selection Committee Heather Kelly

Publications Committee Michael D'Alessandro

Nomination Committee Report of Election Results Denise Krallman

Other Committee Reports

Grants Committee George Rezendes

Finance Committee George Rezendes

Mentoring/Newcomers Committee Allison Walters/Jessica Shedd

Web Advisory Committee Mark Palladino

Passing of the Gavel Mitch Nesler/Heather Kelly

New Business Heather Kelly

Preview: 2010 NEAIR Annual Conference in Saratoga Springs Bruce Szelest

2010 AIR Annual Forum in Chicago Jim Trainer/Mary Ann Coughlin

Adjournment Heather Kelly

NEAIR President Annual Report – November 2009

It has been an incredibly fast year! Coming into a position like this where there is only one year to make an impact, I was under the impression that I would be able to get more done in my year as your president. But NEAIR faced some significant challenges this year, so overall, I am very pleased with the progress we have made.

Our very existence was threatened early on in my tenure as president. Last November, the online company that had been processing our conference registration payments withheld our funds and did not communicate with us about their financial situation. The Steering Committee worked together with me to explore all of our legal options. Ultimately, NEAIR was paid in full shortly before the company declared bankruptcy. We were very lucky that our association received its money. In researching new online conference registration systems, the Web Committee, in particular, Chair Mark Palladino, extensively investigated options to ensure that our funds would be protected in the future. The resolution to this issue is that we currently have a daily sweep of our funds into a NEAIR controlled bank account, rather than accruing receipts to be paid out monthly. With vigilant monitoring during our peak conference season, we are ensured that we can only lose one day's receipts at maximum. After an extensive audit of our finances, lead by our treasurer, Eleanor Swanson, additional financial controls and best accounting practices are being put in place by our newly appointed Finance Committee, chaired by George Rezendes.

Proposed revisions to the NEAIR Constitution took up additional time and effort this year, after several years of conversations by the Steering Committee. Thus, the Steering Committee is proposing to eliminate the Publications Chair and replace that position on the Steering Committee with a Web Chair. The functions currently executed by the Publications Chair will remain but will be part of the conference team, reporting to the Program Chair. In addition, a new Membership Committee will replace the ad hoc Newcomers Committee and will be a standing committee. In light of the work of the Strategic Planning Committee in 2007-08, the suggested restructuring of NEAIR will help strengthen our association and will serve to improve our services in the future.

Our Policies and Procedures Manual also underwent significant revisions this year, under the leadership of NEAIR's Secretary, Nancy Ludwig. Nancy and I worked extensively with our current Steering Committee and our past presidents and others in the association to make certain that we have an up to date document that can be used to help guide the leadership of NEAIR.

Under the leadership of Jessica Shedd, NEAIR now has a presence on Facebook. Our association will continue to explore Web 2.0 applications that will enhance communications with and between our members. Of course, the NEAIR Listserv, managed by Fred Cohen through New York University, continues to be a valuable resource to our members.

Our annual conference continues to be the leading professional development event in the north east. Our Program Chair, Steve Thorpe, and our Local Arrangements Chair, Nicole Marano, have truly been the “dream team” to work with, along with the entire conference team.

All the NEAIR standing and ad hoc committees contributed to the success of this year largely due to the dedication of the people who serve on them.

It has indeed been an honor and a true pleasure serving as the NEAIR President this year. While there were some very intense moments, I am amazed and humbled by the commitment and intelligence of the people who served our association. NEAIR is clearly the premier regional institutional research organization and it is members like you who make it so by volunteering your time and effort.

Respectfully submitted by

Mitchell S. Nesler, Ph.D.
NEAIR President 2008-09



2008 Annual Business Meeting Minutes

Providence, Rhode Island

November 3, 2008

1. Call to Order (Denise Krallman)

NEAIR President Denise Krallman called the meeting to order at 12:18 pm.

2. Approval of Minutes from the 2007 Annual Business Meeting (Denise Krallman)

A motion to approve the minutes of the 2007 Annual Business Meeting was made, seconded, and approved unanimously.

3. Treasurer's Report (Eleanor Swanson)

Eleanor Swanson reported that NEAIR had annual income of \$162,952.95 against expenses of \$153,709.58 for a net of \$9,242.37. She expressed concern that things are getting more expensive, but assured the membership that NEAIR leadership is doing its best to hold the fiscal line. An internal audit committee was chaired by Alan Sturtz. She directed the membership to the formal report inside the business meeting packet.

4. Awards & Commendations (Denise Krallman)

President-elect Mitch Nesler joined Denise Krallman at the podium for the awards. Denise Krallman offered her thanks and congratulations for jobs well done to outgoing Steering Committee members Jeff Himmelberger who served on the P.D.S. Committee and Heather Roscoe who served on the Grants Committee. She thanked Bonnie Thomas, the Publications Chair, for her service which becomes most active as the conference ends and papers, posters and presentations are submitted to the Committee. Denise Krallman also thanked outgoing Recording Secretary, Kevin Murphy, for doing a job she knows is difficult. Special thanks were offered to Roland Hall who did an amazing job as the Chair of the Web Advisory Committee over a number of years. She recognized Cate Rowen for an outstanding job as Local Arrangements Chair dealing with the hotel and food arrangements. Associate Program Chair Leon Hill and Program Chair Cherry Danielson were recognized for their wonderful job organizing a conference with record attendance.

Cate Rowen took the podium to thank the members of the Local Arrangements Committee. She thanked Liz Deignan who was the Vendor Coordinator, Ethan Kolek who was the A/V Coordinator, Tracey Barnes who really made things happen locally, and Melanie Larsen who mapped options and helped to put together the website.

Program Chair Cherry Danielson took the podium to recognize members of the Program Team who worked independently and autonomously and made things easy for her. She thanked her Associate Chair Leon Hill, Julie Alig the Best Paper Coordinator, and Cathy Alvord who is documenting the conference in photos. The Best Paper Award should be announced by the 1st of the year. Cherry Danielson thanked Jim Trainer for his service coordinating the peer review of proposals and Mary Louse Gerek, the conference Evaluation Coordinator. She also recognized and thanked Gary Boden, Poster Session Coordinator, Steve Thorpe, the Pre-conference Workshop Coordinator, and Annemarie M. Bartlett who was the Conference Website Coordinator.

Denise Krallman presented a special award to Martha Gray, the outgoing Past-President. She thanked Martha Gray particularly for her forward thinking drive of the strategic planning process.

Martha Gray thanked the membership for giving her a great three years in office and asked them to continue volunteering to be part of the NEAIR experience.

Denise Krallman discussed some previous recipients of NEAIR's Distinguished Service Award and introduced Martha Gray who would introduce the 2008 award recipient.

Martha Gray announced that the recipient of the award was Michael Middaugh. She described him as a premier institutional researcher, an ambassador of institutional research, a teacher, a mentor and a regional and national leader of IR. He has served NEAIR as President, Conference Program Chair, Steering Committee Member and Publications Chair. Nationally, he has served AIR as President, Forum Chair, and Nominating Committee Chair, and as SCUP President. Martha Gray asked the membership to join her in congratulating Mike as the 2008 NEAIR Distinguished Service Award Recipient.

Michael Middaugh accepted the award with thanks to the organization and to all of its members. He said that NEAIR has been his professional home for 29 years and described NEAIR as a friendship society.

He also announced that the NEAIR Past-Presidents have decided to offer members the opportunity to contribute to a fund in memory of Larry Metzger, and in closing, made a plea to all to undergo appropriate cancer screening.

5. Recognition of Vendor's Support of the Conference

Elizabeth Deignan offered her thanks to all of the vendors and asked the members to please visit the vendor booths before the end of the conference.

6. Standing Committee Reports

a. Professional Development Services Committee Report (Mitch Nesler)

Mitch Nesler directed the members to a report in the Business Meeting packet. The PDS Committee conducted a drive-in workshop in Philadelphia in July. They had 52 attendees, 26 in person and 26 online. He asked that any members from institutions that have appropriate

technology for online broadcast and which would like to host a workshop contact Heather Kelly. He thanked the members of the 2008 committee, Jeff Himmelberger, Linda Mallory, Mark A. Palladino, and Stephen Thorpe.

b. Site Selection Committee (Mitch Nesler)

Mitch Nesler announced that the 2009 conference will be held in Baltimore, the 2010 conference will be in Saratoga, and the 2011 conference will be held in the heart of Boston at the Park Plaza Hotel. He recognized the members of the Site Selection Committee and thanked them for their service. They are Michelle Appel, Kelli Parmley, Jessica Shedd, and Eleanor Swanson. A complete report is in the conference packet.

c. Publications Committee (Bonnie Thomas)

Bonnie Thomas said that her committee's work begins now. She reminded presenters to submit papers, posters, and presentations. She asked that anyone willing to volunteer as a reader contact her. A complete report is in the conference packet.

d. Nominations Committee Report of Election Results (Martha Gray)

Martha Gray announced that the committee had developed written descriptions of each elected position and that the descriptions are available on the NEAIR website. They also developed a form for nominees to use to accept or decline a nomination and to describe their qualifications. She thanked the members of the Nominating Committee and Lou Cox of the U.S. Naval Academy who set up and ran the online voting process. Martha Gray then announced the newly elected members and officers and asked them to stand to be identified.

For Nominating Committee:

Member – Community College: Jean Marriot

Member-at-Large: Annemarie McMullin Bartlett

Member-at-Large: Cristi Carson

Member-at-Large: Linda Junker

Member-at-Large: Louise Murray

Member-at-Large: Anne Marie Senior

For Steering Committee:

Member-Four Year Private: Ellen Boylan

Member-at-Large: Michael Dooris

For Recording Secretary: Nancy Ludwig

For President Elect: Heather Kelly

7. Other Committee Reports

a. Grants Committee (George Rezendes)

George Rezendes said that there is grant money available and directed members to the NEAIR website for details. The winners of this year's grants are listed in the Grant

Committee's written report in the conference packet. He thanked the members of the committee and especially Beth Simpson.

b. Mentoring/Newcomers Committee (Jessica Shedd)

Jessica Shedd thanked committee members Allison Walters, Linda Junker and Nancy Ludwig. They conducted a survey of the New Brunswick mentor/mentee relationships. They reviewed and revised several forms, and a question about the mentor reception has been added to the conference evaluation form. There were 29 mentor requests this year and 24 mentor volunteers. As of two weeks ago, there were 110 first time NEAIR conference attendees planning to attend, 70 of whom were newcomers to IR.

The committee was charged by the Steering Committee with reflecting on becoming a membership committee, and had ongoing discussions about that. They will develop a NEAIR resource data base, and they hope members will participate in that process.

c. Web Advisory Committee (Roland Hall)

Roland Hall said that he has enjoyed his time as the Web Advisory Committee Chair which he is now leaving. He said that a detailed committee report is in the business meeting packet. The committee developed a new web based conference registration process. It will automate a number of administrative tasks to increase efficiency. He thanked committee members Annemarie McMullin Bartlett, Beth Simpson (ex officio), and Mark Palladino who is taking over as the new chair of the committee.

d. Strategic Planning Committee (Heather Kelly)

Heather Kelly directed the members to a copy of the proposed strategic plan that was included in the business meeting packet. She said that chairing the committee has been a rewarding experience, and thanked the members of the committee for the time they spent, the Steering Committee for its input, and all of the NEAIR members who participated in focus groups or otherwise provided feedback

A motion to accept the plan as presented was made, seconded, and approved unanimously.

8. Passing of the Gavel (Denise Krallman, Mitch Nesler)

Denise Krallman asked that all members vote in the AIR election. She thanked the members of the Steering Committee for their support, especially in the time when her mother passed away. She said that NEAIR really is a community of friendship, and thanked the members for allowing her to be president. She officially presented the presidential hat and gavel to Mitch Nesler.

Mitch Nesler thanked Denise for her service as he accepted the gavel.

9. New Business (Mitch Nesler)

a. Preview: 2009 NEAIR Annual Conference in Baltimore (Steve Thorpe)

Mitch Nesler introduced Steve Thorpe who is the 2009 Baltimore Conference Program Chair.

Steve Thorpe invited all of the members to Baltimore for the 2009 conference. The theme of the conference is Harbor in the Storm – Institutional Research in the Age of Accountability. The conference will be held at the Sheraton Inner Harbor from November 7 through 10. The hotel is within easy walking distance of many significant sites. It is easily accessible by air through BWI or by Amtrak.

Baltimore area members Michelle Appel and Jessica Shedd presented NEAIR President Mitch Nesler with tokens of Baltimore.

b. Annual Forum in Atlanta, GA (Jennifer Brown)

Mitch Nesler introduced NEAIR member Jennifer Brown in her capacity as the AIR 2009 Forum Chair. She announced that the Forum is being held in Atlanta and noted that the Forum is not being held over Memorial Day weekend. The theme of the Forum is World Class I.R., and she said she looks forward to seeing members there.

10. Adjournment (Mitch Nesler)

Denise Krallman announced that dessert would be served during the break after the next set of presentations.

Mitch Nesler adjourned the meeting at 1:16 pm.

Appendix A - Constitution

Constitution

Article I Name

The name of this organization shall be the North East Association for Institutional Research, also referred to as NEAIR.

Article II Purpose

The purposes of the Association shall be to: 1) promote Institutional Research in post-secondary education as a professional activity; 2) disseminate information about the methods and content of Institutional Research; 3) provide a forum in which Institutional Researchers can discuss and seek assistance in their common problems; 4) promote the professional development of NEAIR members; 5) conduct an annual conference.

Article III Membership

Section 1. Membership is open to individuals who are engaged in research leading to the improved understanding, planning and operation of institutions of post secondary education and to individuals who are interested in the methodology and results of institutional research. Such individuals become members by payment of annual dues. There shall be no discrimination in membership on the basis of gender, race, religion, handicap, sexual orientation or age. Emeritus members elected by the Association shall receive all rights and privileges of regular membership except the right to vote or hold elective office. Emeritus members shall not be assessed membership dues. Membership fees shall be determined by the Steering Committee.

Section 2. The membership year shall be from Annual Conference to Annual Conference.

Article IV Officers

Section 1. The officers of the Association shall consist of the President, the President-Elect, the Treasurer, the Treasurer-Elect whenever there shall be one, and the Secretary.

Section 2. The term for officers will begin at the conclusion of the Annual Business Meeting following their election and terminate at the conclusion of the Annual Business Meeting appropriate for the length of term specified in Section 3, except that the term of the Treasurer will coincide with the Association's fiscal year.

Section 3. The terms of the President and of the President-Elect shall be one year or until their successors are elected. The term of the Secretary shall be three years or until a successor is elected. The term of the Treasurer shall be three years or until a successor is elected.

Section 4. Any officer may be removed at any time with cause by a majority vote of the Steering Committee then in office at any Special Meeting of the Steering Committee called for that purpose, provided that at least one week's notice shall be given of the proposed action to the entire Steering Committee then in office.

Article V Duties of Officers

Section 1. President. The President shall chair the Steering Committee and preside at the Business Meetings of the Association. The President represents the Association in relations with other professional and educational organizations, foundations, and government agencies except where otherwise noted. The President shall be responsible on behalf of the Association for business meetings and Annual Conference site contracts.

Section 2. Treasurer. The Treasurer shall be responsible for the receipt and disbursement of all funds of the Association and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall be responsible for preparing a budget to be submitted to the Steering Committee for approval and the annual fiscal report to be presented at the Annual Meeting for vote of acceptance. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of the Association.

Section 3. Secretary. The Secretary shall be responsible for the minutes of the meetings of the Steering Committee and of the Annual and any Special Business Meetings. The Secretary, or appropriate designee, shall maintain a historical record of the activities of the Association. The Secretary, or appropriate designee, shall be responsible for all mailings to the general membership and others on the current mailing list.

Section 4. President-Elect. The President-Elect will have such duties as the President shall designate. During his/her term, the President-Elect shall, except for the Nominating Committee, appoint the chairs of all Standing Committees to serve for the period during which the President-Elect serves as President. The President-Elect (or his/her designee) shall chair the site selection committee. The President-Elect (or his/her designee) ~~and~~ is also responsible for Pre-conference workshops and other professional development activities for the year in which they serve as President-Elect

Article VI Fiscal Year

The fiscal year of the Association shall be July 1 to June 30.

Article VII Steering Committee

Section 1. The Steering Committee shall consist of the President, the President-Elect, the Treasurer, the Secretary, the Administrative Coordinator (ex-officio), the immediate Past-President, Chairs of each Standing Committee, and six Members-at-Large, two to be elected each year. Terms of office for Members-at-Large shall be for three years, beginning at the conclusion of the meeting following their election and terminating with the conclusion of the Annual Business Meeting two years later. To provide an orderly transition of financial responsibility, the Treasurer whose successor has been elected shall continue to serve on the Steering Committee during the balance of his/her term of office, and the Treasurer-Elect shall also serve on the Steering Committee from the time of election until his/her term commences.

Section 2. The Steering Committee shall, acting in concert, have full authority to act for and on behalf of the Association, except as otherwise specified in this Constitution. The Steering

Committee shall be responsible for such duties as are required for the management of the Association's affairs.

Section 3. Three at large Steering Committee positions shall be designated as sector representatives to insure that our Steering Committee contains representation across these sectors. The three sectors should be broadly defined as: Two-Year (all two year institutions, inclusive of community colleges, proprietary institutions and technical colleges); Public Institutions (all public institutions, excluding any two-year institutions); and Private Institutions (all private institutions, when applicable excluding any private or proprietary two-year institutions). The nominating committee should use the public and private sector representatives for candidates who represent smaller institutions or institutions that are not traditionally represented in the leadership of NEAIR. Each year the ballot will contain one slot that is designated as a sector slot and the sectors will rotate across a three-year cycle. Each year the entire membership will vote for the sector representative, in addition to voting for one undesignated Member-at-Large slot. Should an individual be voted in as a sector representative and then change to employment outside of that sector, the person shall still be eligible to complete his or her term.

Article VIII Vacancies

Vacancies in any office or on the Steering Committee or the Nominating Committee shall be filled by appointment by the Steering Committee for the unexpired term.

Article IX Meetings

The Annual Business Meeting of the Association shall be held in conjunction with the Annual Conference and shall be announced to the membership in writing at least thirty (30) days prior to the scheduled date of the meeting. Steering Committee meetings will be called by the President. Special Business Meetings may be called by the Steering Committee, provided written notice of the date, time and location for such a meeting is mailed to all current members at least fourteen (14) days prior to the meeting being held.

Article X Quorum

Section 1. A quorum at any business meeting of the Association shall consist of at least one quarter of the Association membership.

Section 2. A quorum at any officially called and announced meeting of the Steering Committee shall consist of a simple majority of the Steering Committee members.

Article XI Committees

Section 1. Standing Committees. There shall be six (6) Standing Committees: Program, Local Arrangements, ~~Publications~~ Technology, Nominations, Professional Development, ~~and Site Selection,~~ and Membership. ~~The Chairs of the Program, Local Arrangements and Publications committees shall recruit and select members for their committees.~~

Section 2. The terms of appointment of the Chairs of the Program, and Local Arrangements ~~and Publications~~ Committees shall be one year to coincide with the term of the President ~~elect~~ and terminating at the conclusion of the following business meeting.

Section 3. The Program Committee shall be ~~for~~ responsible for developing and implementing the programmatic offerings of the Annual Conference.

Section 4. The Local Arrangements Committee shall be responsible for all logistical arrangements for the Annual Conference.

Section 5. ~~The Publications Committee shall be responsible for preparing and printing the Conference Proceedings and any other formal publications of the Association.~~ The Technology Committee is responsible for supporting the technology needed by the association to deliver information and services to the membership. The Chair of the Technology Committee will be appointed by the President and the term of appointment for the Chair shall be one year to coincide with the term of the President.

Section 6. The President, with the approval of the Steering Committee, shall establish *Ad Hoc* Committees as necessary to carry on special activities of the Association. The President will appoint Chairs of *Ad Hoc* Committees.

Section 7. The Nominating Committee shall consist of the immediate Past President as Chair and six persons elected by the membership of the Association and shall be responsible for conducting the election of officers, members at large of the Steering Committee and members of the next Nominating Committee of the Association in accordance with the election procedures set forth in this constitution. The term of office of elected members of the Nominating Committee shall be for one year beginning at the conclusion of the Annual Business Meeting following their election and terminating at the conclusion of the following Annual Business Meeting. Each year, the nominating committee shall contain one sector representative. The sector representative shall rotate, anticipating the rotation system for the sector representatives for the Members-at-Large on the Steering Committee (e.g., if the nominating committee for the next year will propose a ballot including a two-year college representative, then the ballot for the current year should have one slot that would be reserved for a two-year college representative).

Section 8. The Site Selection Committee shall be responsible for recommending future conference sites to the Steering Committee. The chair of the Site Selection Committee will be the President-Elect or ~~another Steering Committee member appointed by the President-Elect and approved by the Steering Committee~~ his/her designee. The committee shall consist of ~~five members:~~ the chair, the treasurer and ~~three~~ additional members from the membership. ~~One member shall be a former program chair and one member shall be a past local arrangements chair. An additional member should be a representative of the Steering Committee.~~

Section 9. The Professional Development Committee shall be chaired by the President-Elect (or his/her designee). The committee shall be responsible for ~~scheduling investigating and implementing the pre-conference workshops programming at the annual meeting, and also Drive in or one day workshops. In addition, the committee shall investigate other~~ professional

development opportunities for the membership (e.g., drive-in workshops, on-line learning opportunities, etc.).

Section 10. The Membership Committee shall: oversee the variety of NEAIR activities to ensure that the membership has access ~~receives~~ to their basic membership benefits, develop new areas of benefits ~~where necessary~~, and communicate these benefits with NEAIR members. The committee shall also provide information to assist new NEAIR members, coordinate the Mentor Program which matches newcomers with volunteer mentors, and work to facilitate networking and collegiality among members.

Article XII Nominations and Elections

Section 1. At least twelve (12) weeks prior to the conference, the Nominating Committee shall issue a call to the members of record for nominations for officers, members at large of the Steering Committee and members of the next Nominating Committee.

Section 2. At least six (6) weeks prior to the conference, the Nominating Committee shall ~~mail or email~~ distribute to all members ~~of record~~ a ballot offering two candidates for every open position.

Section 3. The Nominating Committee shall present the newly-elected officers and committee members to the Steering Committee at least two (2) weeks prior to the conference and to the general membership at the Annual Business Meeting.

Section 4. In the event of a tie for a specific office or committee seat resulting from the mailed ballots cast by the membership at large, a majority vote of the full membership of the out-going Steering Committee on a special ballot taken prior to the Annual Business Meeting shall be used to determine a winner between the tied candidates.

Section 5. No voting member of the Steering Committee shall be considered for any position on the NEAIR ballot during his or her term of service.

Section 6. No member of the nominating committee shall be considered for any position on the NEAIR ballot during his or her term of service for the committee.

Section 7: For any elected position on the Steering Committee, a member must wait for at least five years to run for election to a second or successive term in the same position.

Article XIII Amendments

This constitution may be amended by a vote of two-thirds of the members present at the Annual Business Meeting. To be considered at the Annual Business Meeting, proposed amendments must be ~~mailed to the address of record of~~ distributed to all ~~current~~ members at least four (4) weeks before such meeting.

Treasurer

Annual Report – November 9, 2009

NEAIR came through an interesting year in the black. We should show a surplus of \$10,363.83 for the year except that I mistakenly wrote a check for the administrative coordinator for \$4,900 at the end of June rather than July 1, 2009. Hence, we show a surplus for the year of \$5,463.83.

The Conference was highly successful. We had record attendance and great exhibitor sponsors which yielded revenues of \$136,407.00. The Conference workshops brought in \$19,420 in registrations. Our expenses were \$124,964.06 for the Conference and \$7,810.00 for the workshops, yielding a surplus of \$23,052.94. Part of the surplus, \$4,803.14, was used to fund the 35th anniversary celebration. In the attached table, there is an additional \$5000 charged to Conference expenses because we sent a \$5,000 deposit to the Park Plaza in Boston to secure our reservation for the 2011 Conference.

In spring 2009, NEAIR hired an accountant to perform a procedures engagement to review our book-keeping practices. The accountant's fee of \$3000 explains the increased expenses we show in the "other expenses" category. The procedures engagement uncovered a number of problems that occurred when the NEAIR books were transitioned from Quicken to QuickBooks: hence, the accountant was engaged to resolve the problems. While the cost of her work will be charged to next year's report, her work resulted in positive corrections to our bottom line. You will note that the beginning balance for FY 2008-9 is \$105,485.69 which is some \$4,500 more than would be expected from adding the previous year's fund balance and ending balance. I have entered the correct starting balance to FY 2008-09, but have not attempted to change numbers previous to this year. Additionally, the accountant wrote off checks NEAIR issued that had never been cashed and made other minor corrections so that our ending balance for FY 2008-9 matched our bank statements. These changes add \$986.01 to our bank account and are shown in line item "C.P.A. journal entry for corrections".

A final major change you will see on the annual report is found in line item "Turnstiles and Thriva fees" and "Membership credit card transaction fees". In the past, NEAIR contracted with AIR to accept our credit card transactions and these were treated as expenses for membership, conference, and PDS workshop expenses. Last year, however, we used AIR, Turnstiles, and, most recently, Thriva and PayPal to handle our credit card transactions, resulting in difficulty in teasing out how to apportion the costs of on-line registrations. The accountant recommended consolidating the costs associated with on-line, credit card transactions. This is reflected in two places for this report: Turnstiles & Thriva fees and Membership credit card transactions fees.

As many of you know, last year's recession created a scare for NEAIR in that we feared the company that was handling our credit card transactions might go into bankruptcy without paying us. To protect the organization, we have contracted with companies that deposit our monies daily into our bank account and allow us to monitor our transactions on a daily basis. We also realized that the formula for calculating the fund balance to protect NEAIR and its officers was inadequate. We need to increase our Fund Balance to cover 100% of the cost of a Conference to protect the Association.

Respectfully submitted,

Eleanor Swanson, treasurer

**Treasurer's Report
2000-01 through 2008-09**

as of June 30, 2009	Pittsburgh 2000-2001	Cambridge 2001-2002	Annapolis 2002-2003	Newport 2003-2004	Portsmouth 2004-2005	Saratoga 2005-2006	Philadelphia 2006-2007	New Brunswick 2007-2008	Providence 2008-2009
MEMBERSHIP	378	421	402	445	442	492	472	458	512
CONFERENCE ATTENDEES	200 (F:64)	245 (F:91)	277 (F:109)	270 (F:85)	269 (F:85)	298 (F:77)	309 (F:82)	293 (F:81)	341 (F:109)
Beginning Balance (as of July 1)	\$49,296.00	\$65,172.00	\$63,677.27	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88	\$91,742.32	\$105,485.69
Income									
Conference	\$54,689.00	\$66,811.00	\$66,625.00	\$65,521.00	\$87,729.36	\$101,054.39	\$116,761.80	\$114,433.26	\$136,407.00
Conference Sales						\$5.00			
Conference Workshops			\$15,680.00	\$13,442.00	\$14,443.50	\$12,715.00	\$16,865.00	\$16,760.00	\$19,420.00
Memberships	\$18,410.00	\$20,800.00	\$20,400.00	\$21,150.00	\$27,840.00	\$30,420.00	\$28,720.00	\$26,997.25	\$30,882.00
Drive-In Workshops	\$19,985.00			\$3,540.00	\$4,075.00	\$3,395.00	\$8,925.00	\$2,900.00	\$8,180.00
Other Income (Taxes, Royalties, etc.)	\$151.00		\$80.50	\$470.73	\$179.50	\$151.00			\$0.03
Interest	\$3,148.00	\$903.00	\$408.47	\$163.51	\$940.34	\$2,475.44	\$3,851.63	\$1,862.44	\$184.83
Total Income	\$96,383.00	\$88,514.00	\$103,193.97	\$104,287.24	\$135,207.70	\$150,215.83	\$175,123.43	\$162,952.95	\$195,073.86
Expenses									
Ad Hoc Committees						\$3,680.68	\$3,772.64	\$505.90	\$87.12
Administrative Coordinator				\$17,000.00	\$22,875.00	\$10,625.00	\$11,280.00	\$11,760.00	\$16,660.00
Conference	\$47,650.00	\$65,721.00	\$54,476.49	\$72,201.81	\$75,917.55	\$88,510.57	\$113,586.32	\$107,158.30	\$129,964.06
Conference Site Selection						\$76.05	\$2,592.21	\$1,525.88	\$17.20
Conference Workshops			\$6,720.13	\$4,400.85	\$7,250.87	\$5,797.07	\$5,172.05	\$7,308.25	\$7,810.94
Anniversary									\$4,803.14
Future Conference Planning	\$1,031.00	\$2,592.00	\$2,113.47	\$2,493.26	\$4,898.07	\$8,850.91	\$7,188.41	\$9,057.38	\$4,593.20
Membership Secretary, Operations	\$8,627.00	\$12,797.00	\$11,071.24	\$730.09					
Insurance				\$672.00	\$676.00	\$799.00	\$607.00	\$622.00	\$590.90
President									
Promotional Items								\$55.00	\$50.00
Operating Expenses				\$2,829.21	\$2,564.77	\$4,049.51	\$1,046.32	\$416.49	\$436.14
PDS Committee						\$94.65		\$51.10	
Steering Committee	\$3,837.00	\$8,099.00	\$16,110.63	\$14,037.61	\$5,855.87	\$9,185.29	\$9,782.66	\$9,695.97	\$12,200.35
Other Expenses (Taxes, Royalties, etc.)			\$470.00	\$175.00	\$256.25	\$670.00	\$235.00	\$175.00	\$3,150.00
Web Design/Hosting			\$385.00	\$525.05			\$300.00	\$247.50	
Turnstiles & Thriva fees									\$3,762.00
Grants	\$785.00	\$800.00	\$800.00	\$2,885.00	\$1,840.71	\$4,094.82	\$1,830.63	\$1,625.45	\$2,246.88
Drive-In Workshops	\$18,577.00		\$0.00	\$3,956.38	\$3,352.22	\$2,906.52	\$4,672.75	\$3,505.36	\$3,034.49
Uncategorized Expenses						\$130.00			
Membership credit card transaction fees									\$203.61
Total Expenses	\$80,507.00	\$90,009.00	\$92,146.96	\$121,906.26	\$125,487.31	\$139,470.07	\$162,065.99	\$153,709.58	\$189,610.03
Surplus/(Deficit)	\$15,876.00	(\$1,495.00)	\$12,160.48	(\$17,619.02)	\$9,720.39	\$10,745.76	\$13,057.44	\$9,243.37	\$5,463.83
C.P.A. journal entry for corrections									\$986.01
Fund Balance (1/2 Annual Conference Gross Revenues)							\$66,813.40	\$65,596.63	\$66,249.50
Ending Balance	\$65,172.00	\$63,677.00	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88	\$24,928.92	\$35,389.06	\$45,686.03

In 2009 an accountant corrected problems that occurred when NEAIR transitioned from Quicken to QuickBooks accounting software. The corrections resulted in a change in the opening balance. No attempt has been made to correct the beginning balance on this table before 2008-9, but the opening balance for 2008-9 of \$105,485.69 is \$4500 higher than would be expected by totalling the fund balance and ending balance of the previous year.

At the bottom of the table is a line "CPA journal entry for corrections". The accountant made a journal entry to write off checks NEAIR wrote that had never been cashed and a few minor mistakes in data entry.

In 2008-2009, the check for \$4900 for the administrative coordinator was mistakenly posted on 6/29/09 rather than 7/1/09.

Conference expenses include \$5000 deposit for Boston conference in 2011.

Respectfully submitted,
Eleanor Swanson, treasurer
10/23/2009

Professional Development Services (PDS) Committee

Annual Report – November 9, 2009

This year's PDS offering took place at William Paterson University (WPUNJ) in Wayne, NJ on July 14, 2009. Jane Zeff, President of NJAIR, provided significant assistance with the planning logistics. All of the PDS Committee members, minus Jane Zeff, as well as WPUNJ staff were on site the day of the event providing assistance. This offering took place in collaboration with NJAIR's Drive-In Workshop on Excel Pivot Tables presented by Paula Maas. This year's delivery modes included face to face offerings, as well as webinars hosted by WebEx. This year's topics included: 1) SPSS Factor Analysis presented by Mary Ann Coughlin; 2) IPEDS Finance Survey presented by Brandon Gilliland; 3) SPSS Text Analysis presented by Heather Roscoe; and 4) Key Performance Indicators Dashboards presented by Dawn Terkla. The registrations were as follows:

Workshop Topic	Onsite	Online
SPSS Factor Analysis	11	20
IPEDS Finance Survey	5	50
<i>MORNING SESSION TOTAL</i>	<i>16</i>	<i>70</i>
SPSS Text Analysis	10	5
KPI Dashboards	17	30
<i>AFTERNOON SESSION TOTAL</i>	<i>27</i>	<i>35</i>
OVERALL TOTAL	43	105

The registration period for the SPSS workshops was shorter than the non-SPSS workshops in order to provide the software and license codes necessary to participate in the SPSS workshops. The onsite workshops ran smoothly. There were issues with the online webinar offerings. The host institution did not have sufficient band width to smoothly operate the webinars. The IT department at the host institution found a work-around by videoing each of the four workshops. After the workshops concluded, each online attendee was provided a link to a website where the videos of each workshop were posted. The lessons learned include there is substantial demand for webinars and we need to make sure host institutions have adequate infrastructure to support these webinars. In addition, we must be aware of all possible charges to host the webinars. It is worth noting that many of the IPEDS Finance workshop attendees were non-NEAIR members.

The revenue for the PDS offering totaled \$9,597.50 while the approximate expenses were \$4,463.16 leading to an approximate net-revenue of \$5,134.34.

Respectfully submitted,

Heather Kelly, Chair

Ellen Boylan

Linda Mallory

Mark Palladino

Bruce Szelest

Jane Zeff

Site Selection Committee

Annual Report – November 9, 2009

The initial recommendation was for the Site Selection Committee to investigate the possibility of holding the 2012 NEAIR Conference in Philadelphia, PA. NEAIR had its last Conference at this location in 2006. The Philadelphia location has worked well for NEAIR. However, given the uncertainty of the economic climate there was concern planning for and committing to an additional site when the Association is already obligated for sites in 2010 and 2011. For this reason, a motion was made for the Site Selection Committee to defer a proposal and recommendation for one year. The motion was seconded, voted and accepted at the March 17, 2009 Steering Committee meeting.

Respectfully submitted,

Heather Kelly, Chair

Michael Dooris

Jessica Shedd

Eleanor Swanson

Allison Walters

Publications Committee
Annual Report-November 9, 2009

This year the Publications Committee looked closely at the activities of the committee and whether these activities necessitated a need to continue this committee. As part of this investigation we also looked at the possibility of having a NEAIR on-line publication. It was decided that this would be redundant considering all that is available through AIR. In light of our findings, I endorse the recommendation to eliminate the committee and to redistribute the duties to other committees.

This year's other activities of the Publication Committee include the effort to submit available electronic historical Proceedings to the Education Resources Information Center (ERIC), an additional vehicle to showcase our member contribution. The Committee has checked submissions against the ERIC database, and all electronic Proceedings have been posted. On the NEAIR website, information is currently listed regarding Conference Proceedings found through ERIC.

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

The Committee will be gearing up for the annual review of submitted papers from this year's 2009 Conference. We are looking to continue to increase the number of submitted papers this year to enhance membership benefits for those individuals who could not attend the conference. The Committee also seeks recruitment of new volunteers as readers, so if you are willing, please contact me at Michael.D'Alessandro@sunywcc.edu.

Respectfully submitted,

Publications Committee
Michael D'Alessandro, Publications Chair

NOMINATING COMMITTEE
ANNUAL REPORT – NOVEMBER 9, 2009

Per the requirements of the NEAIR constitution, the Nominating Committee's work included the solicitation of nominees for elected positions and for emeriti status, selection of candidates for the ballot and the overseeing of the election process and notification of the voting results.

A Call for Nominations for the elected positions and emeriti status was sent to the membership on June 19th with a due date of July 24th. Over fifty eligible members were nominated for one or more of the positions to be filled. From these nominees, the Committee selected two candidates each for President-Elect, Steering Committee-Community College Sector, Steering Committee-at-Large, and Nominating Committee Member-4-Year Public Institution Sector. Ten were selected as candidates for the Nominating Committee Member-at-Large. The online election was hosted by the Naval Academy with invaluable assistance of Lou Cox. It opened October 5th and closed October 19th with 199 of the 530 NEAIR members voting (38% participation rate).

The successful candidates are as follows:

President-Elect: Gayle Fink
Steering Committee Member – Community College: Emily Dibble
Steering Committee Member-at-Large: Paula Maas
Nominating Committee Member – 4-year Public Institution: Braden Hosch
Nominating Committee Members-at-Large:
 Erin Ebersole
 Maren Hess
 Jeff Himmelberger
 Ingrid Skadberg
 Shannon Tinney

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

Respectfully submitted,

Denise Krallman, Nominating Committee Chair
Annemarie Bartlett, Cristi Carson, Linda Junker, Jean Marriott,
Louise Murray, and Ann Marie Senior

**Grants Committee
Annual Report - November 10, 2009**

The committee is comprised of three members from the membership at large who participate for a three-year period along with two NEAIR steering committee members.

The Steering Committee approved the fund allocation of the Grants' budget for 2009 with the monies allocated as follows:

- Ambassador Grants – \$0.00
- Conference Grants – \$2,400
- Research Grants – \$1,000

Given the state of the economy and travel budgets at many member's institutions the steering committee felt that it was important to provide an additional NEAIR conference grant during 2009. The additional expense associated with providing this opportunity was met by suspending the Ambassador grant for 2009. All documents explaining the various grants along with grant submission requirements are available on the NEAIR website. Calls for Proposals for the NEAIR Conference Grants and Research Grants were issued via e-mail. The deadline for the Conference Grant was May 1, 2009, eight members submitted proposals. Beth Simpson, administrative coordinator, received all proposals and then forwarded them to the past Chair (Heather Roscoe). Heather reviewed all proposals for completeness, removed all identifying information and forwarded the blind proposals to the Chair (George Rezendes) for distribution to the committee members for review. All reviews were completed during the month of May and all applicants' were notified of results prior to June 1, 2009. The research grant applications were due by September 1, 2009. One proposal was submitted. The blind review process used for the Conference Grant was employed for the Research Grant proposal. Reviews were completed during the month of September and the applicant was notified of results in early October 2009.

Grants were awarded to:

- NEAIR Conference Grants:
 - Lauren Haddad Friedman, Eastern Connecticut State University
 - Tao Gong, University of Maryland Eastern Shore
 - Rebecca Matthews, Emmanuel College
 - NEAIR Research Grant:
 - Lauren Haddad Friedman, Eastern Connecticut State University, An Investigation of Student Characteristics, Experiences and Activities Impacting Retention at Eastern Connecticut State University.
- This committee worked diligently to meet all deadlines and receive my thanks for their work. A special thank you is given to Heather Roscoe, past chair, for her efficiency in reviewing all applications to make sure they were truly "blind" submissions and to Beth Simpson for her tireless work as the receiver of the applications. Both individuals were crucial in the grant submission process.

Respectfully submitted:

George Rezendes, Three Rivers Community College, Chair
Mike Dooris, Penn State University, Chair-Elect
Cathy Alvord, Cornell University
Diane Petruccio, Ursuline College
Ingrid Skadberg, Quinsigamond Community College
Heather Roscoe, (ex-officio past chair)

Finance Committee Report

November 10, 2009

An ad-hoc finance committee consisting of George Rezendes as Chair, Rebecca Brodigan, Alan Sturtz and Eleanor Swanson, the NEAIR treasurer, was established by the steering committee this year.. The primary charge to the committee was to assist the Treasurer in advancing NEAIR's Financial Management Goal as established in the approved strategic plan. The goal reads: To adopt best practices for financial management and long term fiscal health. The first order of business for the committee was to develop a draft document outlining it's responsibilities for presentation to the steering committee. A draft document was presented to the steering committee at their August meeting and approved. Additionally the committee reviewed the results of a procedures engagement of the NEAIR finances conducted by the Neral Company. The committee noted that several of the items contained in the Neral report had been identified in past financial reviews. After reviewing the Neral report, the committee felt that it was important to begin to implement two of the recommended changes as soon as possible since a new fiscal year was beginning on July 1st. The first item dealt with bank reconciliations. The NEAIR QuickBooks files needed to be modified so that the bank reconciliation feature of QuickBooks could be used and the monthly reconciliation could be printed reflecting the balancing of the account. The next item was that the budgeting feature of QuickBooks was not utilized. To use this feature the first step would be to determine the budgeted categories and then revise the chart of accounts to reflect those budgeted categories. Establishing the budget within QuickBooks would then allow it to be included as part of the Treasurers Report. The finance committee recommended to the steering committee that Neral Company be hired to assist the Treasurer to implement these recommended changes. The recommendation of the finance committee was approved by the steering committee and those two recommendations from the procedures engagement have been implemented. Future efforts of the finance committee will be to recommend policies and procedures for steering committee adoption that will provide for suitable financial controls and management of NEAIR's assets.

Respectfully submitted,

George Rezendes, Chair

Rebecca Brodigan

Alan Sturtz

Eleanor Swanson, Treasurer

Mentor and Newcomer Program Committee Annual Report - November 9, 2009

The purpose of the NEAIR Mentor and Newcomer Program is to help new members establish substantive contact with experienced practitioners of institutional research. This year's committee worked towards that goal through many different activities.

Mentor Program

A total of 41 mentor/mentee matches were made for the 2008-09 year. Web survey forms were used, replacing the PDF forms used in the past to gather mentor/mentee information for matching. An online survey to assess the program was sent to all participants in early September 2009. Feedback and results will be reviewed by the committee to help improve the program and the matching process.

As part of the Baltimore conference registration and membership renewal process, registrants could indicate if they would like to request a mentor or would like to volunteer to serve as a mentor. As of October 26, 2009, there were 32 requests for Mentors and 41 volunteers to be Mentors. The Mentor Program Participants Reception was held on Sunday just prior to the plenary session. This year all Newcomers to NEAIR were invited to attend the reception.

Newcomers Outreach

For the first time this year, new NEAIR members that did not attend the conference (Providence) received a "welcome packet" from the committee. The packet included a welcome letter, a NEAIR pad of paper and pen, and promotional materials for the Baltimore conference.

The committee reached out to first-time NEAIR conference attendees via email prior to the Baltimore conference to provide tips for getting the most out of their NEAIR conference experience. Two Saturday night dinner groups specifically for newcomers were hosted by Laura Uerling, Jessica Shedd, and Alan Sturtz. In addition, first-time conference attendees received a highlighter pen, NEAIR Newcomer button, and a letter from the committee in their registration packet. As of October 26, 2009, there were 77 members for whom this is their first NEAIR conference. Of those, over 40 are new to the field of Institutional Research.

Membership Resource Database

In addition to responsibilities related to the Mentor Program, this year the committee began to expand its role to encompass serving the entire membership. Specifically the committee began work to develop a member resource database. The database will be a reference for NEAIR members when they are looking for a colleague with expertise in particular IR related functions. This new member benefit will provide a service that increases networking and facilitates the sharing of ideas and expertise throughout the year. A question included in the conference registration process indicated that over 150 members are interested in being a part of the database. The committee plans to begin to build the database immediately following the Baltimore conference.

Additional Activities

Finally, the committee set-up a NEAIR Facebook page, intended to facilitate networking and the sharing of ideas throughout the entire year. The page is in its beginning stages and we hope to build up the page over the next year.

Respectfully Submitted,

Allison Walters, Chair
Eileen McDonnell
Jessica Shedd, Past-Chair
Laura Uerling

Web Advisory Committee Report

Annual Report – November 9, 2009

- The committee spent considerable time researching and evaluating a new event registration system as a result of terminating the contract with Turnstiles in December 2008. The committee reviewed two software packages extensively; Cvent and EventRegister. Based on the thorough review, the committee determined that both products were comparably priced and provided similar feature sets that would more than adequately meet the needs of NEAIR well into the future. At the March SC meeting, the web advisory committee recommended the selection of Event Register for a 1-year term using a PayPal Merchant Account to process credit card payments.
- At the direction of the Steering Committee, following the March SC meeting, Web-Advisory members, along with the Treasurer and the Finance Committee chair, further researched the issue of using a PayPal internet merchant account vs. allowing Event Register to process and disburse registration funds. Eleanor Swanson also researched opening a checking account that would allow us to accept electronic transfers of funds from either Event Register or PayPal. On April 21, we reported back to the SC regarding our findings and after 3 days of discussion the Steering Committee voted to approve the 1 year contract with Event Register and PayPal for online registration and payment processing.
- The committee worked extensively in May of 2009 to set up the registration system and becoming familiar with its core capabilities. Operating with a short time-frame to implement the system in time for PDS registration, our priorities were to be ready to open for PDS registration in mid-June.
- PDS registration opened on June 16 and was processed online through Event Register. All indications are that things went smoothly for all parties involved. Eleanor and Beth reported that backend reconciliation went relatively smoothly and payments were processed on a nightly basis from PayPal into the NEAIR Chase Bank Account as expected. There were no reports of problems from registrants.
- Thanks to the hard work of Beth & Annemarie working with the Event Register Implementation Analyst, Joel DeWitt, the conference website went live on July 24. We were disappointed to initially learn that the ability of the Event Register software to host a conference website was simply a document repository where HTML documents (as well as other documents) can be accessed online. Our initial impression of the software was that it would provide more of a content management system, but its capabilities were not as sophisticated in this area as we were initially led to believe. (Of note, Cvent also did not have an integrated content management system for website development.) We may explore developing a simple in-house content management system for building conference websites in the future.
- Conference registration opened on August 31 and all indications are that the process has gone quite smoothly. Beth spent a good deal of time setting up the conference registration program and the support staff at EventRegister was very helpful in assisting us. The system has operated as expected with few reported problems and reconciliation appears to have been easier than originally anticipated.
- The official email address for NEAIR changed from neair@comcast.net to neair@neair.org. AIR had provided this capability to us at no charge. The reason for moving to this new email address is two-fold. First, Beth is switching ISPs and will no longer have access to the comast.net email address. Second, it is more professional for an organization to have an email contact utilizing its own domain.
- The committee expects to make a recommendation to the steering committee regarding the renewal of the Event Register contract by the spring steering committee meeting.

Respectively submitted

Mark Palladino, Web Advisory Committee Chair

Committee Members: Annemarie Bartlett (web coord.), Mark Palladino (chair), Beth Simpson (web coord.)