



37th Annual Business Meeting
Monday, November 15, 2010
The Saratoga Hilton
Saratoga Springs, New York

AGENDA AND REPORTS

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



**Annual Business Meeting Agenda
Saratoga Springs, New York
November 15, 2010**

Call to Order Heather Kelly

Approval of Minutes from 2009 Annual Business Meeting Nancy Ludwig

Vote on constitutional changes Heather Kelly/Nancy Ludwig

Treasurer's Report Eleanor Swanson

Awards, Commendations & Member Recognition Heather Kelly

Recognition of Exhibitor Support of the Conference Gurvinder Khaneja

Standing Committee Reports

Professional Development Services Committee Gayle Fink

Site Selection Committee Gayle Fink

Membership Committee..... Allison Walters

Technology Committee..... Mark Palladino

Nomination Committee Report of Election Results Mitch Nesler

Ad Hoc Committee Reports

Grants Committee Michael Dooris

Finance Committee Emily Dibble

Passing of the Gavel Heather Kelly/Gayle Fink

Preview: 2011 NEAIR Annual Conference in Boston

..... Nicole Marano/Chad Muntz/Melanie Larson

2011 AIR Annual Forum in Toronto Jim Trainer

New Business Gayle Fink

Adjournment Gayle Fink

NEAIR President's Report
November 15, 2010

The NEAIR Leadership Team and Steering Committee have had a very productive year. I have been fortunate to work with such talented and committed individuals. It has been a real pleasure and honor to serve NEAIR as your President. Here are this year's highlights:

- Nancy Ludwig, NEAIR Secretary, with the assistance of Eleanor Swanson, NEAIR Treasurer, drafted policies for Whistleblower, Conflict of Interest, and Document Retention to ensure NEAIR is in compliance with the 990 form. These policies were approved by the Steering Committee.
- Gayle Fink, President-Elect, planned and hosted a successful Professional Development Services (PDS) summer offering.
- Mark Palladino, Chair of the Technology Committee, Allison Walters, Chair of the Membership Committee, and Beth Simpson, Administrative Coordinator, proposed a new software for conference registration. This proposal was accepted and NEAIR has migrated to a new system.
- Michael Dooris chaired the Grants Committee and NEAIR awarded a number of grants to the membership.
- Eleanor Swanson continuously worked with auditors to ensure sound financial practice.
- Nancy Ludwig continuously updated NEAIR's Policies and Procedures Manual.
- Gayle Fink and her Site Selection Committee have proposed a location for our upcoming conference.
- Mitch Nesler chaired the Nomination Committee and a successful election.
- Bruce Szelest, Program Chair, and Jacqueline Andrews, Local Arrangements Chair, have led their teams to plan yet another not to miss annual conference and exceptional professional development opportunity.
- Last, but certainly not least --- the Technology and Membership Committees developed the new NEAIR website hosted by YourMembership.com which was introduced to the membership this fall. The new website has been tagged, "...your institutional research community" and will facilitate disseminating information to the membership and increase the opportunity for members to connect with one another.

As you can see, the NEAIR Leadership Team and Steering Committee have been hard at work this year and have been conscious that their efforts support the NEAIR Strategic Plan. NEAIR is a premier regional institutional research association due to its members and their involvement. I look forward to watching NEAIR continue to grow and prosper.

Respectfully submitted,
Heather Kelly
NEAIR President



Annual Business Meeting Minutes

Baltimore, Maryland

November 9, 2009

1. Call to Order (Mitch Nesler)

NEAIR President Mitch Nesler called the meeting to order at 12:52 PM.

2. Approval of Minutes from 2008 Annual Business Meeting (Mitch Nesler)

A motion to approve the minutes of the 2008 Annual Business Meeting was made, seconded, and approved unanimously.

3. Vote on Constitutional Changes (Mitch Nesler)

Mitch Nesler asked the membership if there were any questions or comments regarding the proposed changes to the NEAIR Constitution. [The proposed changes were sent to the membership prior to the conference for review and comment.] There was no response from the membership; therefore, Mitch Nesler made a motion to approve the proposed changes to the NEAIR Constitution. The motion was seconded and approved unanimously.

4. Treasurer's Report (Eleanor Swanson)

Eleanor Swanson reported that NEAIR is in positive fiscal health. She directed the membership to the formal report inside the business meeting packet. Swanson commented that it had been an interesting year; the association had survived the difficult situation with the 2008 conference registration vendor contract and we had moved from red to black. She noted that there is a surplus of approximately \$5,000. Swanson indicated that the Rhode Island Conference had record attendance and great vendors resulting in a surplus of over \$23,000.

In addition, Swanson noted that this year we contracted with an accounting firm for a procedures engagement and we cleaned the books to account for checks that had not been cashed. She indicated that we are no longer a "mom and pop" operation, and that we should increase our fund balance especially in light of the financial issues we experienced last year due to the troubles with the conference registration vendor contract. Finally, she commented that the association will need an ongoing relationship with an accounting firm.

5. Awards, Commendations & Member Recognition (Mitch Nesler)

Mitch Nesler came to the podium to present the awards, commendations and member recognitions. First, he acknowledged the conference leaders Gayle Fink, Bruce Szelest, Steve

Thorpe, and Nicole Marano. He presented them with a gift and thanked them for their hard work and for a successful conference.

Next, Mitch Nesler thanked outgoing Steering Committee members. Denise Krallman, outgoing president, was acknowledged for her leadership over the last three years and also for the record attendance at the Rhode Island conference. George Rezendes, outgoing Grants chair and Finance committee chair, was thanked for his hard work and dedication. Also, Jessica Shedd was acknowledged for her many years of service. Nesler noted that during her time on the Steering Committee that she served on the web and site selection committees and was chair of the Mentor and Newcomer committee.

Nesler also extended thanks to continuing Steering Committee members. Michael D'Alessandro was acknowledged for serving as the final publications chair. Nancy Ludwig was acknowledged for helping to document the changes to the NEAIR Constitution and for bringing the Policies and Procedures manual in line with practice. Mark Palladino was thanked for his support during the difficulties we experienced last year with the conference registration vendor, and for serving as chair of the Web Advisory committee. Eleanor Swanson was also thanked for her support during the difficult experience with the 2008 conference registration vendor. Mitch Nesler also thanked Beth Simpson, NEAIR Administrative Coordinator, for sharing her incredible knowledge and for being a dedicated NEAIR Steering Committee member. Nesler noted that she is a pleasure to work with and an asset to the association.

In addition, Nesler acknowledged former NEAIR president Michelle Appel with a Presidential Mentorship award. He noted that Appel was generous with her guidance and support all year.

Finally, Nesler acknowledged the hotel staff for their hard work and professionalism.

In closing, Nesler reminded the membership that the AIR ballot is being voted on and that there were several NEAIR members on the ballot. He encouraged the membership to support NEAIR members on the ballot.

6. Recognition of Exhibitor Sponsorship of the Conference (Elizabeth Deignan)

Elizabeth Deignan voiced her thanks to the exhibitors for their sponsorship. Deignan encouraged the members to visit the exhibitor tables while at the conference. She extended her thanks to the conference team and to Gurvinder Khaneja noting that Khaneja will be taking over the role of Exhibitor Coordinator for the upcoming year.

7. Standing Committee Reports

a. Professional Development Services Committee (Heather Kelly)

Heather Kelly directed the members to the PDS report in the conference packet. She extended her thanks to the PDS committee and noted that the committee conducted a

successful drive-in/webinar professional development offering in conjunction with William Paterson University, Jane Zeff, and NJAIR. Kelly also commented that the statistics indicate there is a demand for webinars but that we must consider technical challenges as we plan future webinars.

b. Site Selection Committee (Heather Kelly)

Heather Kelly gave an overview of the site selection activity. She informed the membership that this committee had considered Philadelphia for the 2012 conference site but since the association was already committed financially for the next two years that the Steering Committee postponed making a selection for the next site. The president-elect, Gayle Fink, will make the next site selection along with Site Selection committee members Michael Dooris, Mark Palladino and Steve Thorpe.

c. Publications Committee (Michael D'Alessandro)

Michael D'Alessandro urged all presenters to submit their papers for the conference proceedings. He noted that due to the proposed changes to the NEAIR Constitution that the work of this committee will now fall under the conference team.

D'Alessandro commented that because of his involvement this past year, he was able to help decide where this role will reside in the future.

d. Nomination Committee Report of Election Results (Denise Krallman)

Denise Krallman took the podium to announce the election results. She thanked those who agreed to run and noted that serving NEAIR is an opportunity that everyone should try. Krallman thanked nominating committee members Jean Marriott, Annemarie McMullin Bartlett, Cristi Carson, Linda Junker, Louise Murray, and Ann Marie Senior for providing nominations and Luann Cox of the U.S. Naval Academy who set up and ran the online voting process.

Denise Krallman then announced the newly elected members and officers and asked them to stand to be identified.

For Nominating Committee:

Member – Four Year Public: Braden Hosch

Member-at-Large: Erin Ebersole

Member-at-Large: Maren Hess

Member-at-Large: Jeff Himmelberger

Member-at-Large: Ingrid Skadberg

Member-at-Large: Shannon Tinney

For Steering Committee:

Member-Community College: Emily Dibble

Member-at-Large: Paula Maas

For President Elect: Gayle Fink

8. Other Committee Reports

a. Grants Committee (George Rezendes)

George Rezendes took the podium and commented that the Grants program is an opportunity for the association to provide service to members. This year, the committee decided to suspend the Ambassador Grant in lieu of providing extra funding for Conference Grants. The Grant selection process is carried out via a blind review process. He encouraged all members to consider applying for the NEAIR Grants.

b. Finance Committee (George Rezendes)

George Rezendes directed the association to the Finance Committee report in the conference packet. He indicated that this is a new ad hoc committee that is responsible for supporting the Treasurer and for advancing the many financial goals in the Strategic Plan.

c. Mentoring/Newcomers Committee (Jessica Shedd)

Jessica Shedd presented the Mentoring/Newcomers committee report on behalf of chair Allison Walters who was currently on maternity leave. Shedd gave the highlights of the committee report noting that there were 77 members for whom this was their first NEAIR conference and of these first-time attendees, more than 40 are new to the field of institutional research. She noted that there were two dinner groups for newcomers at this conference and approximately 30 mentor/mentee matches were made. Shedd also noted that development of the Members Resources database was an ongoing effort of this committee and that the committee had established a presence on Facebook. Shedd extended her thanks to the committee members for their hard work during the year.

d. Web Advisory Committee (Mark Palladino)

Committee Chair Mark Palladino referred members to the committee report in the conference packet. He noted that the last year had difficult due to problems with the conference registration vendor. Palladino indicated that the association has selected a new registration system and caution was taken so that the association does not have a repeat of last year's events. He also told the membership that the association's official email address has changed to NEAIR@near.org.

9. Passing of the Gavel (Mitch Nesler/Heather Kelly)

Mitch Nesler took the podium to pass the president's gavel and a presidential hat to Heather Kelly. With humor, he declared he was passing the mighty gavel of power to Kelly and that she should hold it every time she takes a call for NEAIR. After congratulating her, Kelly thanked Nesler for his service but reminded him he still had another year to serve as outgoing president. Kelly also noted that her conference team would have a lot to live up to following the success of the 2009 conference team.

10. New Business (Heather Kelly)

Heather Kelly called for new business items from the membership. No items were brought forward.

Kelly acknowledged the hard work of the membership and indicated that carrying out the recommendations in the Strategic Plan will be at the forefront of what the association does for the upcoming year.

a. Preview: 2010 NEAIR Annual Conference in Saratoga Springs (Bruce Szelest)

Heather Kelly introduced the 2010 conference team of Bruce Szelest (program chair), Cathy Alvord (associate program chair) and Jackie Andrews (local arrangements). Szelest welcomed NEAIR back to Saratoga Springs for next year's conference. He cited Saratoga Spring's museums, spas, restaurants, and the overall appealing environment as draws for members to join us at the 2010 conference. In addition, Szelest commented on the overwhelming support he has already received from members in regard to having the conference in Saratoga Springs. Cathy Alvord informed members that the keynote and plenary speakers have been selected and should have broad appeal to the membership.

Mitch Nesler returned to the stage to welcome Heather Kelly to Saratoga Springs and to present her with mementoes of the location.

b. 2010 AIR Annual Forum in Chicago (Jim Trainer/Mary Ann Coughlin)

Jim Trainer and Mary Ann Coughlin came to the podium to present an overview of the upcoming AIR annual conference. Trainer said that NEAIR is an outstanding organization and he encouraged NEAIR members to support their fellow colleagues on the AIR ballot.

Mary Ann Coughlin discussed the 50th Anniversary activities that will take place at the annual conference in Chicago. She encouraged all to attend noting that the annual conference is a premium opportunity to take advantage of networking activities with other regional and national association members.

11. Adjournment (Heather Kelly)

In closing, Steve Thorpe encouraged members to view the posters on display.

Heather Kelly declared the meeting adjourned at 1:40 PM.

Vote on Proposed Constitutional Changes November 15, 2010

The NEAIR Steering Committee has continued to discuss issues related to the smooth functioning of NEAIR. Based on these discussions, there are proposed changes to the NEAIR constitution. These changes will serve to strengthen NEAIR in the future. The following represent content changes to the Constitution. The content changes fall within two areas. The first proposed change affects the Emeritus membership policy. The second proposed change is the inclusion of a dissolution clause.

1. Revise Emeritus membership text to delete the phrase "elected by the Association."

Article III Membership Section 1.

Existing text: Emeritus members elected by the Association shall receive all rights and privileges of regular membership except the right to vote or hold elective office.

Proposed text: Emeritus members shall receive all rights and privileges of regular membership except the right to vote or hold elective office.

2. Addition of a dissolution clause to be added as Article XIV

Proposed addition:

Article XIV Dissolution

In the event of dissolution, the residual assets of the Corporation will be turned over to one or more organizations which themselves are exempt as organizations described in section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or subsequent Internal Revenue code, or to the Federal, State, or Local government for exclusive public purpose.

The Steering Committee has continued their efforts to strengthen NEAIR. Allison Walters, Membership Chair, and Paula Maas, Membership Chair-elect, coordinated the proposed change that impacts Membership. Eleanor Swanson, NEAIR Treasurer, worked on the addition of a dissolution clause. Nancy Ludwig, NEAIR Secretary, has continued to ensure that the Constitution is an accurate reflection of NEAIR's structure and guiding principles.

Treasurer

Annual Report – November 15, 2010

NEAIR again had a successful year. Overall we took in \$187,437.60, spent \$168,547.99, and ended with a surplus of \$18,889.61. We were, therefore, able to increase our fund balance to \$85,320.07. Because of the importance of the fund balance as insurance against unexpected events, one of the goals of the strategic plan is to increase the fund to cover a full year's expenses. At this point, we are approximately half-way there.

The Treasurer's report has a new format this year based on the bookkeeping system designed by the certified public accountant who performed the engagement procedures review of our books in the spring of 2009. While I have mapped the data back into the old style Treasurer's report to provide comparative data, this narrative refers to the table titled "Income and Expenses."

Financially, the Conference was a great success thanks to good attendance and tough negotiating by the Conference planners. The Conference income was \$147,285 compared to \$124,100.29 in expenses. Membership, our other major source of income, brought in \$32,701.00. In looking at the "net income" line at the bottom of the table, it is important to note that Conference and Membership net income has to defray the expenses incurred by the Committees and for Operations. These two latter categories appear in the "net income" line of the report as negative numbers (-\$11,092.78 for Committees and -\$25,593.01 for Operations).

An area of increased costs in the last three years has involved use of web technology for our registrations and to handle on-line credit card payments (\$10,741.39 last year). Similarly, the complexity of the new 990 tax form has led to our paying more in accounting fees than in the past. Last year was the first year we filed the new 990 and the costs were higher than anticipated because the c.p.a. had to amend the previous year's tax report to bring the two year's into alignment. This was a one-time problem. The only other unusual expense for the year was the purchase of a new laptop for the administrative coordinator (\$1,177.00).

The IRS has ramped up its vigilance of nonprofits as evidenced by the new 990 tax form. Our c.p.a. has been extremely helpful in bringing us into compliance with its requirements, including the development of conflict of interest, whistleblower, and document retention/destruction policies. The 990 for FY 2009-2010 was filed in October.

Finally, congratulations to George Rezendes who will become NEAIR's treasurer at the end of this fiscal year.

Respectfully submitted,

Eleanor C. Swanson, Treasurer

Treasurer's Report
Income and Expenses
July 2009 through June 2010

	<u>Committees</u>	<u>Conference</u>	<u>Membership</u>	<u>NEAIR-Operations</u>	<u>PDS Workshops</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income						
Conference	0.00	114,032.00	0.00	0.00	0.00	114,032.00
Conference Workshop	0.00	18,403.00	0.00	0.00	0.00	18,403.00
Exhibitor Sponsorships	0.00	14,850.00	0.00	0.00	0.00	14,850.00
Interest Income	0.00	0.00	0.00	69.10	0.00	69.10
Membership	0.00	0.00	32,701.00	0.00	0.00	32,701.00
PDS Workshop Income	0.00	0.00	0.00	0.00	7,382.50	7,382.50
Total Income	<u>0.00</u>	<u>147,285.00</u>	<u>32,701.00</u>	<u>69.10</u>	<u>7,382.50</u>	<u>187,437.60</u>
Expense						
Accounting	0.00	0.00	0.00	3,500.00	0.00	3,500.00
Administrative Coordinator	0.00	7,840.00	0.00	8,260.00	0.00	16,100.00
AudioVisual Expense	0.00	23,043.60	0.00	0.00	1,029.45	24,073.05
Awards & Gifts	688.06	964.70	0.00	0.00	0.00	1,652.76
Conference Workshops	0.00	1,415.61	0.00	0.00	0.00	1,415.61
Food	924.22	64,287.28	0.00	0.00	366.60	65,578.10
Grant Program	0.00	0.00	3,387.01	0.00	0.00	3,387.01
Honorarium	0.00	6,100.00	0.00	0.00	750.00	6,850.00
Hotel/Site Costs	2,755.75	2,727.77	0.00	0.00	902.42	6,385.94
Insurance	0.00	0.00	0.00	714.47	0.00	714.47
Meals and Travel	5,492.34	2,938.03	0.00	0.00	1,138.19	9,568.56
Merchant acct/credit card fees	0.00	0.00	0.00	6,996.39	0.00	6,996.39
Miscellaneous	0.00	0.00	0.00	719.30	0.00	719.30
Office Supplies	0.00	0.00	17.98	1,326.36	0.00	1,344.34
Postage	0.00	518.77	33.36	178.30	4.91	735.34
Printing	115.30	5,889.01	0.00	0.00	0.00	6,004.31
Supplies	879.94	7,627.35	0.00	0.00	0.00	8,507.29
Telephone	237.17	23.17	0.00	222.29	62.89	545.52
Web Site	0.00	725.00	0.00	3,745.00	0.00	4,470.00
Total Expense	<u>11,092.78</u>	<u>124,100.29</u>	<u>3,438.35</u>	<u>25,662.11</u>	<u>4,254.46</u>	<u>168,547.99</u>
Net Ordinary Income	<u>-11,092.78</u>	<u>23,184.71</u>	<u>29,262.65</u>	<u>-25,593.01</u>	<u>3,128.04</u>	<u>18,889.61</u>
Net Income	<u>-11,092.78</u>	<u>23,184.71</u>	<u>29,262.65</u>	<u>-25,593.01</u>	<u>3,128.04</u>	<u>18,889.61</u>

Note: The administrative coordinator's cost should have been \$13,160, but her check was mistakenly posted on 6/29/09 rather than 7/1/09 and, so, was counted in the previous fiscal year.

Current Assets as of July 1, 2010

Chase Checking	19,496.59
Chase Savings	36,008.48
Fidelity Checking (Fund Balance)	75,320.07
	130,825.14

At its July 2010 meeting, the Steering Committee voted to increase the Fund Balance by \$10,000 to \$85,320.07.

Expenses for committees and operations are covered by income from conference and membership.

Respectfully submitted, Eleanor C. Swanson, Treasurer. November 15, 2010

**Treasurer's Report
2001-02 through 2009-10**

as of June 30, 2009	Cambridge	Annapolis	Newport	Portsmouth	Saratoga	Philadelphia	New Brunswick	Providence	Baltimore
	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
MEMBERSHIP	421	402	445	442	492	472	458	512	541
CONFERENCE ATTENDEES	245 (F:91)	277 (F:109)	270 (F:85)	269 (F:85)	298 (F:77)	309 (F:82)	293 (F:81)	341 (F:109)	313 (F:81)
Beginning Balance (as of July 1)	\$65,172.00	\$63,677.27	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88	\$91,742.32	\$105,485.69	\$111,935.53
Income									
Conference	\$66,811.00	\$66,625.00	\$65,521.00	\$87,729.36	\$101,054.39	\$116,761.80	\$114,433.26	\$136,407.00	\$128,882.00
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	\$18,403.00
Memberships	\$20,800.00	\$20,400.00	\$21,150.00	\$27,840.00	\$30,420.00	\$28,720.00	\$26,997.25	\$30,882.00	\$32,701.00
Drive-In Workshops			\$3,540.00	\$4,075.00	\$3,395.00	\$8,925.00	\$2,900.00	\$8,180.00	\$7,382.50
Other Income (Taxes, Royalties, etc.)		\$80.50	\$470.73	\$179.50	\$151.00			\$0.03	
Interest	\$903.00	\$408.47	\$163.51	\$940.34	\$2,475.44	\$3,851.63	\$1,862.44	\$184.83	\$69.10
Total Income	\$88,514.00	\$103,193.97	\$104,287.24	\$135,207.70	\$150,215.83	\$175,123.43	\$162,952.95	\$195,073.86	\$187,437.60
Expenses									
Ad Hoc Committees					\$3,680.68	\$3,772.64	\$505.90	\$87.12	\$1,080.74
Administrative Coordinator			\$17,000.00	\$22,875.00	\$10,625.00	\$11,280.00	\$11,760.00	\$16,660.00	\$8,260.00
Conference	\$65,721.00	\$54,476.49	\$72,201.81	\$75,917.55	\$88,510.57	\$113,586.32	\$107,158.30	\$129,964.06	\$114,140.39
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	\$4,515.61
Anniversary								\$4,803.14	
Future Conference Planning	\$2,592.00	\$2,113.47	\$2,493.26	\$4,898.07	\$8,850.91	\$7,188.41	\$9,057.38	\$4,593.20	\$5,444.29
Membership Secretary, Operations	\$12,797.00	\$11,071.24	\$730.09						
Insurance			\$672.00	\$676.00	\$799.00	\$607.00	\$622.00	\$590.90	\$714.47
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	\$1,778.29
PDS Committee					\$94.65		\$51.10		
Steering Committee	\$8,099.00	\$16,110.63	\$14,037.61	\$5,855.87	\$9,185.29	\$9,782.66	\$9,695.97	\$12,200.35	\$10,012.04
Other Expenses (Taxes, Royalties, etc.)		\$470.00	\$175.00	\$256.25	\$670.00	\$235.00	\$175.00	\$3,150.00	\$4,219.30
Web Design/Hosting		\$385.00	\$525.05			\$300.00	\$247.50		\$3,745.00
Grants	\$800.00	\$800.00	\$2,885.00	\$1,840.71	\$4,094.82	\$1,830.63	\$1,625.45	\$2,246.88	\$3,387.01
Drive-In Workshops		\$0.00	\$3,956.38	\$3,352.22	\$2,906.52	\$4,672.75	\$3,505.36	\$3,034.49	\$4,254.46
Uncategorized Expenses					\$130.00				
Merchant account/credit card fees								\$3,965.61	\$6,996.39
Total Expenses	\$90,009.00	\$92,146.96	\$121,906.26	\$125,487.31	\$139,470.07	\$162,065.99	\$153,709.58	\$189,610.03	\$168,547.99
Surplus/(Deficit)	(\$1,495.00)	\$12,160.48	(\$17,619.02)	\$9,720.39	\$10,745.76	\$13,057.44	\$9,243.37	\$5,463.83	\$18,889.61
C.P.A. journal entry for corrections								\$986.01	
Fund Balance (Goal: Annual Conference Gross Revenues)						\$66,813.40	\$65,596.63	\$66,249.50	\$85,302.07
Ending Balance	\$63,677.00	\$75,837.75	\$58,218.73	\$67,939.12	\$78,684.88	\$24,928.92	\$35,389.06	\$45,686.03	\$45,523.07

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. Thus this expense category is higher than it should be for

2008-9 and lower than it should be for 2010.

Respectfully submitted, Eleanor C. Swanson, Treasurer, 11/15/2010

**Professional Development Services (PDS) Committee
Annual Report – November 15, 2010**

This year's PDS offering took place at The College of New Jersey in Trenton, NJ on July 27, 2010. Paula Maas and her staff at The College of New Jersey provided significant assistance with the planning logistics. This year's topics and the number of attendees are listed in the chart below. All sessions were delivered in a face to face format.

Session Title	Presenter	Number Registered
Best Practices in Presenting Data and Information	Terra Schehr, Loyola University	9
Data 102: Tests of Means	Linda Mallory, US Military Academy	15
Modernize your Presentation – Skip the *.ppt. Learn Prezi!	Mitch Nesler, Empire State College	7
Financial Aid Basics for Institutional Research	Gayle Fink, Bowie State University	21

The presentation materials are currently posted on the NEAIR website under Membership Information.

The Steering Committee approved a budget of \$3,000 on June 21, 2010. The revenue received for the workshop was \$4,179 and the expenses were \$2,239 leading to an approximate net revenue of \$1,940.

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

Respectfully submitted,
Gayle Fink, Chair
Ellen Boylan
Michelle Appel
Paula Maas
Linda Mallory

**Site Selection Committee
Annual Report – November 15, 2010**

The Site Selection Committee focused its attention this spring on identifying a 2012 conference location in either Philadelphia or Washington, D.C. with Washington D.C. as the priority location. The parameters for the search included easy access to transportation (air, rail and/or driving), capacity that would enable the conference to be the primary business in the hotel, meeting room space that would seat 75+ in almost all breakout rooms, appropriate vendor space, reasonable room and parking rates as well as location amenities. The Committee wanted to return to an early November date for the conference in 2012 even though the national election will be November 6, 2012. After talking with past NEAIR leaders, the Committee felt that a national election did not preclude having the conference during the first two weeks. NEAIR has had conferences at the same time as national elections in the past.

Ms. Shed took the lead in making many inquiries within DC and it was determined that it was cost prohibitive to both NEAIR and its members. The search was then extended to the DC suburbs – specifically Bethesda. Ms. Shed approached the Hyatt Regency Bethesda and they were interested in our conference. Members of the Committee toured the facility in June and received a proposal. Bethesda is conveniently located just a short Metro ride (DC subway) from the heart of DC including the museums, galleries and the National Zoo. Within a short walk are over 200 shops, restaurants, art galleries, etc. in a six-block radius. The Metro Hub is actually right next to the Hyatt. Bethesda is accessible by Metro from Reagan National Airport and by bus/taxi from Dulles and BWI. Amtrak is an option to Washington's Union Station and then the Metro to Bethesda.

The Hyatt Regency Bethesda proposal was brought to the July 21, 2010 Steering Committee meeting. The Steering Committee approved the contract with the Hyatt Regency Bethesda to host the NEAIR conference November 3 – November 6, 2012.

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

Respectfully submitted,
Gayle Fink, Chair
Jessica Shedd
Michael Dooris
Mark Palladino
Stephen Thorpe
Eleanor Swanson

Membership Committee Annual Report - November 15, 2010

The Membership Committee (formerly the Mentor and Newcomer Committee) was heavily involved in the selection and configuration of the YourMembership.com membership software. The committee worked with the Technology Committee and Beth Simpson to prepare the front end and back end of the website for launch in June. The new website at www.neair.org offers members many more networking features including a career center, online discussion forum, and advanced member searching by resource area. The committee spent most of its time this year in the development and promotion of the website and its new member registration module. We feel that the purchase of this new member software and website addresses the NEAIR Strategic Plan Member Services goal of providing members quality information and services, specifically by way of its first strategy "Increase level of appropriate technology used by NEAIR to deliver information and services to membership."

The Membership Committee continued its work in administering NEAIR's Mentor Program. During 2009-10, a total of 38 mentor/mentee matches were made. As part of the Saratoga Springs conference registration, registrants could request a mentor or volunteer to serve as a mentor. As of October 26, 2010, there were 17 requests for Mentors and 33 volunteers to be Mentors. The Mentor Program Participants Reception was held on Sunday just prior to the plenary session. All Newcomers to NEAIR were invited to attend the reception as well. NEAIR mentor and newcomer documents were revised and are available at <http://www.neair.org/?page=mentor>.

The Membership Committee made special efforts to welcome newcomers. New NEAIR members that did not attend the Baltimore conference last year 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 Saratoga Springs conference. The committee reached out to first-time NEAIR conference attendees via email prior to the Saratoga Springs conference to provide tips for getting the most out of their conference experience. Committee members led two dinner groups specifically for newcomers on Saturday night. 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, 2010, there were 69 members for whom this is their first NEAIR conference. Of those, over 39 are new to the field of institutional research.

The Steering Committee approved an annual budget of \$700 for the Membership Committee on June 21, 2010. During the 2010-11 fiscal year, this money was used for purchasing NEAIR mouse pads (for all members) promoting the new website, and sending them to those members who did not attend the conference.

Based on member feedback, the Membership Committee recommended to the Steering Committee that the emeritus member statement in NEAIR's Constitution be amended (which will be voted on today by the membership at the Annual Business Luncheon). The Membership Committee also recommended policy changes to the required years of membership needed for emeritus status, as well as the application process. These will be updated on www.neair.org after the successful vote to amend the Constitution and at the conclusion of the conference.

Respectfully submitted,
Allison Walters, Chair
Paula Maas, Chair-Elect
Eileen McDonnell
Laura Uerling

Technology Committee
Annual Report – November 15, 2010

2009 Conference proceedings were published in members only section of the NEAIR website by the end of November, just 3 weeks after the end of the Baltimore conference.

A new laptop computer was purchased for the association in December 2009. The NEAIR laptop was several years old and in need of replacing as the policy had been for replacement every 2 years. Beth reports that the new Dell laptop running Windows 7 and Office 2007 is performing well.

Active Network, the vendor for conference registration in 2009, informed us in January of their intent to move clients off of our current software, Event Register, to a new platform called RegOnline. This prompted the Tech Committee to re-evaluate our needs and consider other vendors that could better meet the changing needs of the organization for a similar cost. In particular, the committee viewed this as an opportunity to address the fifth goal of the strategic plan (To continually provide members quality information and services). After careful consideration and evaluation, the Tech Committee brought a recommendation to move to YourMembership.com to the spring Steering Committee meeting. The YourMembership.com platform offered a more comprehensive set of features when compared to the RegOnline platform. The SC deliberated and asked to delay the decision until further evaluation of YourMembership.com could be completed. On April 29 the recommendation to move to YourMembership.com was reintroduced. On May 11 the motion was passed by the Steering Committee and a contract was signed by May 14 and the implementation team went to work immediately. After six weeks of hard work, the original timeline for implementation was met with the new NEAIR site launching on June 24 and PDS registration opening on June 25.

NEAIR elections took place via the new NEAIR website's survey capabilities. Elections opened on August 13 and closed on Sept 6. The survey capabilities of the new website allowed us to bring the elections in house.

The listserv was replaced by the NEAIR forums on the new website on August 20. While there was some initial negative reaction from some members, other members have begun to adopt the new format. The most important factor in adoption will be continuing to encourage members to subscribe to the forum so that they receive notifications of new postings. The move addresses the ongoing concerns expressed by the steering committee of having archiving and search capabilities for the listserv.

Registration for the conference successfully opened on September 6, 2010. The YourMembership.com registration system has performed as expected and with few difficulties. The membership committee continues to provide members with advice on making the most of the new features of the website.

The committee officially welcomed three new members. Chad May, Director of Institutional Research at Holy Family University, Chris Choncek, Director of Institutional Research at Point Park University, and Dan Nugent, Management Information Associate at Penn State University.

- After several years as the Conference Website Coordinator, Annemarie Bartlett requested to be relieved of her duties. We greatly appreciate her work in maintaining the conference website over the years. Chris Choncek has taken over the conference website responsibility.
- Chad May and Dan Nugent were brought on to support the implementation and ongoing maintenance of the new NEAIR website.

Respectively submitted,
Mark Palladino, Technology Committee Chair

Committee Members:

Mark Palladino (chair), Annemarie Bartlett (Conf Website.), Beth Simpson (web coord.), Bruce Szelest (Program Chair/ex officio), Chad May (YourMembership Support), Chris Choncek (Conf Website), Dan Nugent (YourMembership Support), Jackie Andrews (LAC/ex officio)

Nominating Committee Annual Report – November 2010

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.

The new NEAIR website was used for the voting process, rather than requesting an individual member to run the election as has been done in recent years. Given the use of the new website, there was a slight delay in the call for nominations going out to the membership. However, there was a good response to the call for nominations and there were very few technical glitches, making the election process very smooth.

A Call for Nominations for the elected positions and emeriti status was sent to the membership over the summer. Over thirty 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, Treasurer, Steering Committee-Public Sector, Steering Committee-at-Large, and Nominating Committee Member-4-Year Private Sector. Ten were selected as candidates for the Nominating Committee Member-at-Large. The online election was conducted with the assistance of Beth Simpson and Technology Committee Chair, Mark Palladino. Elections opened on Friday Aug 13 and closed on September 6 with 200 of the 530 NEAIR members voting (38% participation rate).

The successful candidates are as follows:

President-Elect:	Stephen Thorpe
Treasurer:	George Rezendes
Steering Committee Member - Public Sector:	Ann Marie Senior
Steering Committee Member At-Large:	Mary Goodhue Lynch
Nominating Committee - Private Sector:	Jane Kimble
Nominating Committee Members At-Large:	Kelli Armstrong
	Rommel Guadalupe
	Chad Muntz
	Denise Nadasen
	C. Ellen Peters

The Nominating Committee wishes to thank all those members who indicated a willingness to serve NEAIR in an elected position, especially those who self-nominated and those who were nominated and considered running. We look forward to the continued involvement and support of these members.

Respectfully submitted,
Mitch Nesler, Chair
Braden Hosch
Erin Ebersole
Maren Hess
Jeff Himmelberger
Ingrid Skadberg,
Shannon Lichtinger

Grants Committee Annual Report - November 15, 2010

The Grants 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. NEAIR offers three primary types of grant opportunities: Ambassador Grants and Conference Grants (awarded in the spring) and Research Grants (awarded in the fall). NEAIR follows similar blind review processes in all three cases. Initially, the administrative coordinator and the immediate past-chair review the proposals for completeness and conformity with proposal requirements, before forwarding the proposals with ID numbers in place of personal identifiers. The committee evaluates proposals using criteria published on the NEAIR website. As noted in the July 2010 Committee report, in 2010, four **Ambassador Grant** proposals were reviewed and one was awarded; three **Conference Grants** proposals were reviewed and two were awarded.

Research Grants provide funds for NEAIR members to conduct research. The maximum award is \$1,000. The intent is to fund projects of interest to the NEAIR membership. NEAIR Research Grant funding may be used for materials, data acquisition (including travel for interviews), telephone and mailing costs, support for student employees for data entry or other project needs, and manuscript or poster preparation, and the like. It may not be used for indirect costs, salary support for the researchers, or for conference or travel costs to disseminate the findings.

The initial request for Research Grant proposals was released to the NEAIR listserve on July 9, 2010. Proposals are normally due on September 1, and recipients are normally notified by October 1. The timeline was changed slightly for 2010 due to minor delays associated with the migration of materials to NEAIR's new website, with a proposal due-date of September 10 and a target date of October 10 for notification. Aside from that slight timing change, the committee followed its usual blind review process for Research Grants. The chair and current committee members scored four proposals against a criteria matrix. The chair e-mailed notification of results to Research Grant applicants on October 5, 2010. The recipient of the NEAIR 2010 Research Grant, in the amount of \$1,000, is Rhonda M. Gabovitch of Bristol Community College (in Fall River, Massachusetts); she is also a doctoral candidate in the UMass-Boston higher education administration program. The title of her project, which she plans to share at the 38th annual NEAIR meeting in Boston, is "Institutional Conditions to Improve the Educational Outcomes of Part-Time Community College Students."

The chair thanks the committee members, Beth Simpson, and George Rezendes for their good work. Respectfully submitted:

NEAIR Grants Committee:
Michael Dooris, Chair
Chair-Elect, Emily Dibble
Member, Cathy Alvord
Member, Diane Petruccio
Member, Ingrid Skadberg
Past Chair (ex officio) George Rezendes

**Ad hoc Finance Committee
Annual Report – November 15, 2010**

The role of the ad hoc Finance Committee aligns most closely with the Strategic Plan Goal of adopting best practices for financial management and long-term fiscal health. Success in achieving the other goals in the Strategic Plan depends, to varying degrees, on the fiscal soundness of the organization.

Established in 2009 as an ad hoc advisory committee reporting to the NEAIR Steering Committee, the finance committee oversees the development of the annual budget, ensures the accurate tracking, monitoring and accountability of organization funds, and ensures adequate financial controls are being maintained.

Ongoing efforts of the finance committee include recommending policies and procedures that provide suitable financial controls and management of NEAIR's assets.

Procedures Engagement: Scheduling

A procedures engagement is an evaluation of the completeness and accuracy of the organization's financial records and the internal control system in place for the handling of cash receipts, cash disbursements and account reconciliations.

NEAIR policies call for a procedures engagement to be performed by an external CPA at the end of the Treasurer's term (June 2011). An external procedures engagement was last performed in April 2009. The policies also call for annual/internal procedures engagements.

A key challenge is getting the procedures engagement calendar synchronized to minimize duplication of effort. The committee is exploring ways to make efficient use of resources (members' time and talent; money for paying a CPA) while ensuring adequate financial controls and staying in compliance with organizational policies.

Fund Balance: Investment Decisions

The fund balance provides insurance against unexpected events. Stewardship of the NEAIR fund balance includes making recommendations regarding how and where the money should be invested on behalf of the organization. Currently, the fund balance is maintained in a checking account at Fidelity Bank.

The committee will be researching investment options that could provide greater opportunities for growth within the limits of acceptable risk.

Respectfully submitted,

Emily Dibble, Chair

Becky Brodigan

George Rezendes

Alan Sturtz

Eleanor Swanson, Treasurer

