



**39<sup>th</sup> Annual Business Meeting**  
**Monday, November 5, 2012**  
**Hyatt Regency**  
**Bethesda, Maryland**

**AGENDA AND REPORTS**

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

**Officers:**

President	Stephen Thorpe
President-Elect	Catherine Alvord
Secretary ('11-'14)	Allison Walters
Treasurer ('11-'14)	George Rezendes

**Steering Committee Members:**

Past President	Gayle Fink
Program Chair	Mark Palladino
Local Arrangements Chair	Shannon Lichtinger
Technology Chair	Chad May
Member-At-Large ('09-'12)	Emily Dibble
Member-At-Large ('09-'12)	Paula Maas
Member-At-Large ('10-'13)	Ann Marie Senior
Member-At-Large ('10-'13)	Mary Goodhue Lynch
Member-At-Large ('11-'14)	Maren Hess
Member-At-Large ('11-'14)	Laura Uerling

**Administrative Coordinator (ex-officio)**

Beth Simpson

**Standing Committees**

**Local Arrangements (Standing Committee)**

<b>Chair</b>	<b>Shannon Lichtinger</b>
Exhibitor Coordinator	Gurvinder Khaneja
AV Coordinator	Jessica Shedd
LAC Coordinators:	Arlene Baylock
	John Burczek Dreier
	Elizabeth Clune-Kneuer
	Connie Pierson

**Membership (Standing Committee)**

<b>Chair</b>	<b>Mary Goodhue Lynch</b>
Chair-elect	Maren Hess
Member	Laura Uerling
Member	Betsy Carroll
Member	Jane Kimble
Member	Ingrid Skadberg
Past Chair	Paula Maas

**Nominations (Standing Committee)**

<b>Chair</b>	<b>Gayle Fink</b>
Member – 2 YR Public Sector	Gurvinder Khaneja
Member	Michelle Appel
Member	Becky Brodigan
Member	Elizabeth Clune-Kneuer
Member	Cherry Danielson
Member	Alexander Yin

**Prof Development Services (Standing Committee)**

<b>Chair</b>	<b>Cathy Alvord</b>
Member - Program Chair-Elect	Alan Sturtz
Member	Emily Dibble
Member	Nancy Ludwig
Member	Laura Uerling

**Program (Standing Committee)**

<b>Chair</b>	<b>Mark Palladino</b>
Associate Program Chair	Jessica Shedd
PCW Coordinator	Alan Sturtz
Evaluation Coordinator	Laura Uerling
Newcomer/Mentor Coord	Mary Goodhue Lynch
Peer Review Coordinator	Mark Eckstein
Poster Session Coord.	Paula Maas
Publications Coordinator	Cristi Carson

**Site Selection (Standing Committee)**

<b>Chair</b>	<b>Cathy Alvord</b>
Treasurer	George Rezendes
Past LAC/Program	Nicole Marano
Admin Coord (ex officio)	Beth Simpson

**Technology (Standing Committee)**

<b>Chair</b>	<b>Chad May</b>
Conf Web Coordinator	Chris Choncek
LAC (ex officio)	Shannon Lichtinger
Program Chair (ex officio)	Mark Palladino
Admin Coord. (ex officio)	Beth Simpson

**ad hoc Committees**

**Finance Committee**

**Chair**

Treasurer  
Member  
Member  
Member  
Member  
Member

**Emily Dibble**

George Rezendes  
Julie Alig  
Rebecca Brodigan  
Gayle Fink  
Roland Pearsall  
Alan Sturtz

**Grants Committee**

**Chair**

Chair-Elect  
Member  
Member  
Member  
Past Chair (ex officio)

**Ann Marie Senior**

Laura Uerling  
Lisa Daniels  
Peter Feigenbaum  
Jane Zeff  
Michael Dooris

**Conference Proposal Peer Reviewers**

Mark Eckstein, Peer Review Coordinator

Jacqueline	Andrews	Kristy	Huntley	Melissa	Thorpe
Louis	Attinasi	Elizabeth	Johnston-O'Connor	Steve	Thorpe
Rosanne	Bangura	Lisa	Keating	Rachel	Tsang
Melissa	Barnett	Ezekiel	Kimball	Laura	Uerling
R.	Benson	Daniel	Larson	Courtney	Wade
Gary	Boden	Melanie	Larson	Alex	Wagner
Ellen	Boylan	Ann	Lehman	Michael	Whitcomb
Christina	Butler	Carol	Lerch	William	Wilson
Jason	Canales	Paula	Maas	Charlotte	Woodward
Betsy	Carroll	Rajiv	Malhotra	Jasmine	Yang
Elizabeth	Clune-Kneuer	Tom	McGuinness	Alexander	Yin
Margaret	Cohen	Peggy	McKernan	Lillian	Zhu
Theodore	Coladarci	Pat	Mizak		
Lauren	Conoscenti	Louise	Murray		
Lisa	Daniels	Denise	Nadasen		
Cherry	Danielson	Mitchell	Nesler		
Mary Ann	DeMario	Doug	Nutter		
Veena	Dhankher	Tiffany	Parker		
Chrisanthy	Diamantopoulos	Kim	Pavlick		
Kate	Doria	Ellen	Peters		
Michael	Duggan	Maria	Piteros		
Judy	Dunham	Paul	Prewitt-Freilino		
Jennifer	Dunseath	Heather	Roscoe		
Nora	Galambos	Elizabeth	Shaffer		
Hong	Gao	Judith	Shaw		
Susan	Gracia	Layla	Shumnok		
Jessica	Greene	Sri	Sitharaman		
Phil	Handwerk	Jacquelyn	Stirn		
Laura	Harrington	Susan	Tammaro		
Braden	Hosch	Joy	Tatusko		
Christopher	Hourigan	Danielle	Taylor		



**Annual Business Meeting Agenda  
Bethesda, Maryland  
November 5, 2012**

Call to Order ..... Stephen Thorpe

Approval of Minutes from 2011 Annual Business Meeting ..... Stephen Thorpe

Vote on Constitutional Changes .....Stephen Thorpe/Allison Walters

Treasurer’s Report ..... George Rezendes

Awards, Commendations & Member Recognition .....Stephen Thorpe

NEAIR 2008 Strategic Plan Update .....Gayle Fink

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

Professional Development Services Committee ..... Catherine Alvord

Site Selection Committee ..... Catherine Alvord

Grants Committee ..... Ann Marie Senior

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

Membership Committee.....Mary Goodhue Lynch

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

Nomination Committee Report of Election Results ..... Gayle Fink

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

Ad Hoc Finance Committee .....Emily Dibble

*Goal: To continually provide members quality information and services.*

Technology Committee.....Chad May

Passing of the Gavel .....Stephen Thorpe/Catherine Alvord

New Business ..... Catherine Alvord

Preview: 2013 NEAIR Conference, Newport, RI ..... Carl Ostermann/Alan Sturtz

AIR Forum 2013 .....Heather Kelly

Adjournment ..... Catherine Alvord

**NEAIR PRESIDENT'S REPORT**  
**November 5, 2012**

I want to thank the membership for allowing me to serve as your President for the past year. It has truly been an honor and a privilege to serve you, and to “sidekick” with so many talented and dedicated people that served this year on the Steering Committee and the Conference Team. I would be remiss not to recognize Beth Simpson as well, who keeps us focused and on track throughout the year. I am delighted with the progress that we have achieved this year. I am listing below the highlights from the past year, many of which are discussed in more detail in the committee reports that follow:

- Heather Kelly, former NEAIR president, in conjunction with attorneys in Delaware, has submitted the necessary paperwork to obtain LLC status for NEAIR
- Gayle Fink, Past President, has documented NEAIR achievements relative to our strategic plan, which lays the foundation for the extension of our strategic plan over the coming years
- Cathy Alvord, President-Elect, planned and hosted a Professional Development Services (PDS) summer offering that was held at Bunker Hill Community College
- Ann Marie Senior chaired the Grants Committee and NEAIR awarded over \$2,000 in grants to members of the association
- Mary Goodhue Lynch chaired the Membership Committee that paired several members for the Mentor program, advanced two nominees to the Steering Committee for Emeritus status, and maintained our online Job Postings and Facebook sites
- Mark Palladino, Program Chair, Shannon Tinney-Lichtinger, Local Arrangements Chair, and their respective teams organized and hosted the 39<sup>th</sup> Annual Conference that is sure to invigorate the membership with new ideas and strategies for the future of institutional research
- Martha Gray, former NEAIR president, has worked arduously with Beth Simpson to catalog all historical files of the organization and to organize a filing structure for document retention in the future
- Chad May and the Technology Committee have moved forward on the selection of new software to support our conference proposal process
- Cathy Alvord, President-Elect, and the Site Selection Committee investigated several hotels for the 2014 conference, resulting in a recommendation of the Hyatt Regency at Penns Landing in Philadelphia, PA, which the Steering Committee has approved
- George Rezendes, Treasurer, and in collaboration with the Ad Hoc Finance Committee, has begun development of a multi-year budgeting process
- The Ad Hoc Finance Committee, chaired by Emily Dibble, was approved for permanent committee status by the Steering Committee (which will require approval by the membership at the Annual Meeting)
- Beth Simpson, Administrative Coordinator, was unanimously endorsed by the Steering Committee for a new three-year appointment (one of the best decisions we made!)

As I look to the future, I am confident that NEAIR will continue to be the premier regional institutional research association, and I covet the future success that will happen as a result of our membership and all of the dedicated individuals with whom I have had the pleasure to work with this year.

Respectfully submitted,

Stephen Thorpe  
NEAIR President

## **Annual Business Meeting Minutes**

Boston, Massachusetts

December 5, 2011

### **1. Call to Order (Gayle Fink)**

NEAIR President Gayle Fink called the meeting to order at 1:00 PM. To open the meeting, Fink thanked Beth Simpson, NEAIR's Administrative Coordinator, for her hard work and assistance during the year. Fink also thanked the Steering Committee and gave a general thanks to those who helped make her year as president a successful one.

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

### **2. Approval of Minutes from 2010 Annual Business Meeting (Gayle Fink)**

A motion to approve the minutes of the 2010 Annual Business Meeting was made, seconded, and approved unanimously.

### **3. Treasurer's Report (George Rezendes)**

George Rezendes directed members to the formal Treasurer's report in the conference packet which included the statement for fiscal year 2011 and a summary of finances for the most current eight year period. Rezendes noted that the transitioning of the treasurer role from Eleanor Swanson to himself actually occurred on July 1, 2011, not in November. He informed the membership of the procedures engagement conducted in July, as is NEAIR's practice to undertake this type of review at the point of transition from one treasurer to the next. Rezendes thanked Swanson for her work over the last three years. Rezendes then asked the membership for any questions regarding the finances and Treasurer's report; no questions were brought forth.

Rezendes made a motion to approve the Treasurer's report; the motion was seconded and approved.

### **4. Awards, Commendations & Member Recognition (Heather Kelly)**

Heather Kelly and Bruce Szelest came to the podium to acknowledge the paper awards from the 2010 conference. They noted that the Best Paper award was instituted in 1988 to recognize professional/scholarly work of members. Also in 1988 the Best First Paper award was established. This award recognizes the professional/scholarly work of a member who hasn't presented professional papers at a NEAIR conference. Then in 2005, NEAIR established the IR Practitioner Report to recognize practitioner-based contributions from members. The awards for the 2010 conference were:

- Best Paper: Meredith Billings and Dawn Geronimo Terkla -Tufts University, "Using SEM to Describe the Infusion of Civic Engagement in the Campus Culture."
- Best First Paper: Joel Bloom -The University at Albany, SUNY, "Issues in Web Surveys of Student Populations: Response Rates and Post-Stratification Weighting"
- Best IR Practitioner Report: John Runfeldt - William Paterson University, "Organizing Student Tracker Results using SPSS."
- Also, Marie Wilde of Cedar Crest College was acknowledged for winning the Best IR Practitioner Report for the 2009 conference.

Gayle Fink returned to the podium to continue with the member recognitions and awards. She recognized Heather Kelly for her three years of service to NEAIR.

Also acknowledged were outgoing Steering Committee members: Nancy Ludwig, Secretary 2008-2011; Mike Dooris, member-at-large 2008-2011, chair of the Grants Committee, and member of the ad hoc committee to review the awards structure; Ellen Boylan, member-at-large 2008-2011, chair of the ad hoc committee to review the awards structure; Nicole Marano, program chair 2011; Melanie Larson, local arrangements chair 2011; and Chad Muntz, associate program chair and audio-visual coordinator 2011.

Fink also recognized the many NEAIR groups noting it takes a village to pull off the conference successfully. She acknowledged the work of the conference team, the local arrangements team, the proposal reviewers, and the presenters of papers as well as the pre-conference workshop presenters.

Fink then moved on to the Distinguished Service awards. This year, two members are being recognized and Fink noted that there has only been one other year where two members were recognized for Distinguished Service. Mitch Nesler was asked to join the stage to talk about the recipients. He commented that three themes describe these recipients. First, the recipients are noted for their dedication and mentorship. Second, the recipients are noted for their "extra effectiveness." Finally, he noted that these two recipients have "NEAIRiness," an elusive and engaging quality of an outstanding NEAIR member.

Nesler announced that the first award is being given to Martha Gray. Nesler noted that Gray has served in the nominating committee, as program chair, as PDS chair, and as president. Nesler noted that just holding positions is not enough and that it is what you do in these positions that proves your ability. Gray thanked the membership for the award and those that nominated her for this award. She also thanked the people who mentored her for they inspired and engaged her. She also thanked the many volunteers who worked with her because they also inspired and engaged her.

Jennifer Brown and Eleanor Swanson took the stage to give out the second award. Swanson said that this recipient represents all that the award says; substantial and significant contributions to NEAIR and NEAIR colleagues. Brown commented that the candidate has

the ability to listen, and has a sense of humor that he uses to encourage others. She announced James Trainer as the second award recipient for his success in NEAIR and also in AIR.

Trainer took the podium and said this was his 20<sup>th</sup> consecutive year attending the NEAIR conference and the first conference he attended was only two days after he joined the IR profession. He thanked the many people who have worked with him through the years.

Fink then took the stage and asked the membership for a round of applause for our two new Distinguished Service award recipients. Then, Fink noted that the remainder of the agenda has been designed to focus on NEAIR's work toward the 2008 Strategic Plan.

## **NEAIR 2008 Strategic Plan Update**

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

### **5. Professional Development Services Committee (Steve Thorpe)**

Steve Thorpe directed members to the PDS committee report in the annual business meeting packet. Thorpe commented that the annual PDS was held on July 25, 2011 in Philadelphia. The PDS was well attended and he received great feedback. He thanked the PDS committee and the presenters. He also noted that in the planning the PDS the committee ran a survey of the membership to ask what topics might be of interest for the PDS.

### **6. Site Selection Committee (Steve Thorpe)**

Steve Thorpe told the membership that the site selection committee looked at both Newport, RI and Providence, RI as possible locations for the 2013 conference. He noted that although either location would serve the needs of the membership well, that there were several advantages to choose Newport including the free internet access, a locked in contract for audio-visual, and upgraded rooms. Thorpe indicated that the conference date is set for November 8-13, 2013. He then thanked Beth Simpson and the members of the site selection committee for their help in selecting this site.

### **7. Ad Hoc Grants Committee (Michael Dooris)**

Mike Dooris started by thanking the grants committee for their work. Dooris noted that there are three types of awards: Ambassador Grants, Conference Grants, and Research Grants, and he also commented that the selection process is carried out via a blind review. Further, he mentioned that the rubrics were posted on the NEAIR website. The 2011 grant awards are as follows:

- Ambassador Grant: Rebecca Brodigan of Bowdoin College, 2012 NASPA – Student Affairs Professionals in Higher Education, Phoenix, Arizona
- Conference Grants: Stacey Kadish of Quinsigamond Community College and Douglas Nutter of Bowie State University for the 2011 NEAIR Conference

- Research Grant: Kimberly Puhala of Quincy College, "Creating a Culture of Assessment: Can a Marketing Campaign Increase Response Rates to Online Course Evaluations?"

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

#### **8. Membership Committee (Mary Goodhue Lynch)**

Mary Goodhue Lynch referred members to the committee report in the conference packet. She thanked Paula Maas for her help on this committee. She noted that this conference had the largest attendance of any other NEAIR conference and that 115 of the 380 attendees were new members. Lynch noted that the mentor program is vibrant and stressed that the association is here for members, so members should ask if they need anything. She also reminded members to log into the membership website to make use of the many services the association offers.

#### **9. Nominations Committee Report of Election Results (Heather Kelly)**

Heather Kelly addressed the membership to give them the report of the nominations committee. She thanked the committee for their work and reminded the association that last year we voted to revise the Emeritus Member application; she reminded members to submit applications for emeritus membership to the Steering Committee. The following were welcomed as the new members of the Steering Committee:

Nominating Committee:

Member-at-Large: Michelle Appel, University of Maryland - College Park

Member-at-Large: Becky Brodigan, Bowdoin College

Member-at-Large: Elizabeth Clune-Kneuer, St. Mary's College of Maryland

Member-at-Large: Cherry Danielson, Carleton College

Member-at-Large: Alexander Yin, Pennsylvania State University

Member Community College Sector: Gurvinder Khaneja, Passaic County Community College

Steering Committee Member-at-Large: Maren Hess, St. Vincent College

Steering Committee Member – Private Sector: Laura Uerling, Stonehill College

Secretary: Allison Walters, University of Delaware

President-Elect: Cathy Alvord, Cornell University

#### **10. Ad Hoc Finance Committee (Emily Dibble)**

Emily Dibble started by recognizing the work of committee members Eleanor Swanson, Rebecca Brodigan, George Rezendes, and Alan Sturtz. Also of note are two specific outcomes of this committee:

- The committee is pleased to report that a conference budget was in place before the year started.
- The committee prepared a proposal to make the ad hoc committee a standing committee.

### **11. Ad Hoc Incorporation Committee (Heather Kelly)**

Heather Kelly referred members to the committee report in the conference packet. She noted that the work to investigate incorporation has been ongoing for a number of years and that the members who studied this option did not take the task lightly. She also noted that many lawyers were consulted. To recap, Kelly said that the committee made a motion to the Steering Committee in the spring to go forward with incorporation. From there, the Steering Committee recommended it be brought to the membership which was done via the web in 2011. The outcome of the web vote for incorporation was 97% in favor, 2% abstained, and 1% not in favor. Kelly noted that the committee is working with a law firm in Wilmington, DE. She said members should keep their eyes open as the committee may need to come back to the membership as the effort moves forward. Gayle Fink spoke to the membership and said that this is an important factor for those who serve on the Steering Committee.

### **12. Technology Committee (Chad May)**

Gayle Fink gave the report on behalf of Chad May. She commented that the committee presented the Steering Committee with a proposal to renew the contract for YourMembership.com and it was approved. She also commented that the committee will continue to explore functionality of the YM software that will ultimately benefit the membership.

### **13. Passing the Gavel (Gayle Fink/Steve Thorpe)**

Gayle Fink addressed the membership and said it was time for the new leadership team to take office. Fink thanked all those involved during her time as president. She gave highlights of this conference noting that 426 people attended the conference including vendors and guests.

Fink officially passed the gavel to Steve Thorpe. She presented him with gifts which tied into the theme of the 2012 conference in Bethesda, MD, and she passed Thorpe the official NEAIR hat. Fink thanked Thorpe for his support this year and said he will make NEAIR proud during his time as president.

Thorpe said he was honored and humbled and was looking forward to a great year. He noted some of the themes for the upcoming year were technology, the strategic plan, and incorporation. He thanked Fink and the conference team and noted that 2012 was a time to visualize the future.

### **14. New Business (Steve Thorpe)**

#### **a. Preview of 2012 NEAIR Annual Conference e in Bethesda (Mark Palladino/Shannon Lichtinger)**

Steve Thorpe introduced the 2012 conference team of Mark Palladino (program chair), Jessica Shedd (associate program chair) and Shannon Lichtinger (local arrangements). Palladino gave an overview of the 2012 conference and noted that

speakers were already lined up. Lichtinger talked about the hotel which is the Hyatt in the heart of the cultural district. She noted the many activities, attractions, and museums.

**b. 2012 AIR Annual Forum in New Orleans (Jennifer Brown)**

Jennifer Brown reminded members that the annual AIR Forum will be June 2-6, 2012 in New Orleans. She mentioned that this is the trip we would have taken had it not been for Hurricane Katrina. Brown noted that this is an extraordinary year and she was lucky to serve on the AIR board during a year of transition with the governance. The AIR board is moving through a new governance structure; moving from a legacy system to new systems which will allow us to look at our membership patterns so we can frame our activity to serve the members.

**15. New Business (Steve Thorpe)**

Steve Thorpe returned to the podium and called for new business items from the membership. No items were brought forward.

**16. Adjournment (Steve Thorpe)**

Steve Thorpe made a motion to declare the meeting adjourned at 2:03 PM. The motion was seconded and approved.

## **Proposed Constitutional Change**

In 2009, an ad hoc Finance Committee was created to assist in financial planning for the organization. Over time, the committee has evolved to assist the treasurer in preparing the annual budget and has followed up on recommendations from the internal audits and procedures engagement reviews that occur every three years with the change over in the position of treasurer. To this end, the ad hoc Finance Committee facilitates continuity in monitoring the financial health of the organization. Other responsibilities that have been assigned to the ad hoc committee have included monitoring the budget, assessing adherence of financial activities of NEAIR policies, and recommending policies and procedures to the Steering Committee to provide suitable financial controls and management of NEAIR's assets. The committee has also been charged to develop long-range financial plans to support NEAIR's Strategic Plan.

At the NEAIR Steering Committee meeting held on April 17, 2012, the Steering Committee approved a motion to move the Finance Committee from an ad hoc committee to permanent status as a standing committee of NEAIR. Establishing the Finance Committee as a permanent standing committee requires modification of the NEAIR Constitution, which must be ratified by a vote of two-thirds of the members present at the Annual Business Meeting.

### **Proposed Change: Article XI Committees**

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

### **Proposed New Section under Article XI**

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

## **TREASURER'S ANNUAL REPORT**

### **Annual Report – November 5, 2012**

NEAIR ended the 2011-2012 fiscal year in a strong fiscal position. The fiscal health of NEAIR is a direct result of the strategies that NEAIR has implemented to support its Financial Management strategic goal: To adopt best practices for financial management and long term fiscal health along with the dedication and commitment of NEAIR members who support the organization by attending the annual conference, continuing their annual membership and providing countless hours of volunteer effort to complete the work of NEAIR. The extraordinary effort of NEAIR members is clearly reflected in the balance sheets of the organization. Both membership and conference attendance were at an all time high. Membership for the year was 642 and attendance at the Boston conference was 387 including 113 first-time attendees. An examination of the income-expense statement for fiscal year 2011-2012 shows that total income was \$238,970.18 while total expenses were \$216,154.69, resulting in a surplus for the year of \$22,815.49. Although this appears to be a significant surplus it is important that all members keep in mind that NEAIR's long-term strategy is to "Implement policies and procedures such that membership fees support the operational expenses for the Association, while net revenue-expenses for annual conferences are utilized to support NEAIR's mission."

A part of this strategy is to increase the fund balance to cover 100% of annual operating costs and conference expenses. The steering committee did add \$15,000 to NEAIR's fund balance this year bringing the current fund balance to \$100,381.16. In evaluating NEAIR's progress towards achieving its goal of increasing the fund balance to cover 100% of annual operating costs and conference expenses the average annual operating costs and conference expenses for NEAIR over the past five years has been \$177,000. Therefore, the current fund balance represents 57% of NEAIR's long term goal for that fund balance. The fund balance is important to NEAIR as it provides the organization with insurance against unexpected events which would cause lost revenues in any given year as it is necessary for NEAIR to make financial commitments for conferences several years in advance.

The tables associated with the Treasurer's report have been formatted based on the bookkeeping system designed by the certified public accountant that performed the procedures engagement review of NEAIR's books in the spring of 2009. This can be seen in the first table titled "Statement of Financial Income and Expenses" which immediately follows there are four major categories that NEAIR that tracks income and expenses for. The second table provides a nine year comparison of historical costs for the organization as best as can be done given the reorganization of the chart of accounts that occurred in 2009. The narrative that follows will directly relate to the first table.

Financially, the Conference was a great success thanks to good attendance and the extraordinary efforts of the Conference planners. Conference income was \$183,389.50 compared to \$162,800.98 in expenses. NEAIR's other major source of income, Membership, which appears under NEAIR-Operations brought in \$44,416. Areas of increased costs over the last several years have involved the use of web technology for our registrations and to handle on-line credit card payments (\$13,462.05) as well as accounting costs of \$5,780. The complexity of the new 990 tax form along with the requirement that a procedures engagement be performed as part of

the treasurer's transition has led to the increased accounting fees.

The procedures engagement was completed in July 2011 by Neral & Company, Pa for the purposes of providing the steering committee with an evaluation of the completeness and accuracy of NEAIR's financial records along with reviewing the internal controls that exist for handling cash receipts, cash disbursements and account reconciliations for the past fiscal year. Overall the report provided a very positive evaluation of NEAIR's records and internal controls and is a testament to the outstanding job that Eleanor Swanson has done over the past three years as the NEAIR treasurer. This evaluation also speaks to the complexities that now exist in the treasurer's job given the merchant account reconciliations that are required to be regularly performed.

In an effort to improve the merchant account reconciliation process I have been using a QuickBooks plug-in designed to work with the YourMembership website system that NEAIR is currently using for invoicing and merchant account processing along with online banking services provided by Bank of America. The system has had a significant learning curve but after a year I think it is safe to say that I have developed a system that provides NEAIR with much more detail about its finances and makes the merchant account reconciliation more streamlined to complete.

NEAIR ends the year in good financial health. The changes to the constitution adding the finance committee as a standing committee will provide support to the treasurer along with focused oversight for the organizations finances to insure financial well-being in the future.

Respectfully submitted,  
George J. Rezendes  
NEAIR Treasurer

**North East Association for Institutional Research**  
**Statement of Financial Income and Expense**  
July 1, 2011 through June 30, 2012

	<u>1-Conference</u>	<u>2-NEAIR-Operations</u>	<u>3-PDS Workshops</u>	<u>4-Committees</u>	<u>TOTAL</u>
<b>Income</b>					
<b>Conference</b>	138,227.59	0.00	0.00	0.00	138,227.59
<b>Conference Workshop</b>	19,231.91	0.00	0.00	0.00	19,231.91
<b>Exhibitor Sponsorships</b>	23,441.50	0.00	0.00	0.00	23,441.50
<b>Interest Income</b>	0.00	553.68	0.00	0.00	553.68
<b>Membership</b>	0.00	44,416.00	0.00	0.00	44,416.00
<b>Miscellaneous Income</b>	0.00	26.00	0.00	0.00	26.00
<b>PDS Workshop Income</b>	2,488.50	0.00	10,585.00	0.00	13,073.50
<b>Total Income</b>	<u>183,389.50</u>	<u>44,995.68</u>	<u>10,585.00</u>	<u>0.00</u>	<u>238,970.18</u>
<b>Expense</b>					
<b>Accounting</b>	0.00	5,780.00	0.00	0.00	5,780.00
<b>Administrative Coordinator</b>	6,720.00	17,680.00	0.00	0.00	24,400.00
<b>AudioVisual Expense</b>	32,855.54	0.00	0.00	0.00	32,855.54
<b>Awards &amp; Gifts</b>	336.88	0.00	0.00	888.83	1,225.71
<b>Conference Workshops</b>	285.88	0.00	0.00	0.00	285.88
<b>Food</b>	95,807.92	0.00	563.94	1,494.41	97,866.27
<b>Grant Program</b>	332.95	3,400.00	0.00	0.00	3,732.95
<b>Honorarium</b>	5,950.00	0.00	1,000.00	0.00	6,950.00
<b>Hotel/Site Costs</b>	592.18	0.00	269.57	636.65	1,498.40
<b>Insurance</b>	0.00	543.60	0.00	0.00	543.60
<b>Meals and Travel</b>	3,677.71	0.00	763.46	5,202.88	9,644.05
<b>Merchant acct/credit card fees</b>	0.00	6,234.21	0.00	0.00	6,234.21
<b>Office Supplies</b>	0.00	581.43	0.00	0.00	581.43
<b>Postage</b>	586.59	207.47	0.00	0.00	794.06
<b>Printing</b>	6,119.95	0.00	23.52	0.00	6,143.47
<b>Supplies</b>	6,649.41	213.81	401.34	460.35	7,724.91
<b>Telephone</b>	1,653.13	52.63	0.00	960.61	2,666.37
<b>Web Site</b>	1,232.84	5,995.00	0.00	0.00	7,227.84
<b>Total Expense</b>	<u>162,800.98</u>	<u>40,688.15</u>	<u>3,021.83</u>	<u>9,643.73</u>	<u>216,154.69</u>
<b>Net Income</b>	<u><u>20,588.52</u></u>	<u><u>4,307.53</u></u>	<u><u>7,563.17</u></u>	<u><u>-9,643.73</u></u>	<u><u>22,815.49</u></u>

Assets as of June 30, 2012: \$178,412.73 in Bank of America, \$155,932.25 in Bank of America Savings and \$22,480.48 in Bank of America checking for a Total of \$178,412.73.

Note \$100,381.16 has been designated to the Fund Balance.

NEAIR Treasurer's Report  
2002-03 through 2011-2012

As of June 30 2011	Newport 2003-2004	Portsmouth 2004-2005	Saratoga 2005-2006	Philadelphia 2006-2007	New Brunswick 2007-2008	Providence 2008-2009	Baltimore 2009-2010	Saratoga Springs 2010-2011	Boston 2011-2012
<b>MEMBERSHIP</b>	445	442	492	472	458	512	541	621	642
<b>CONFERENCE ATTENDEES</b>	270 (F:85)	269 (F:85)	298 (F:77)	309 (F:82)	293 (F:81)	341 (F:81)	313 (F:81)	300 (F: 74)	387 (F: 113)
<b>Beginning Balance (as of July 1)</b>	<b>\$75,837.75</b>	<b>\$58,218.73</b>	<b>\$67,939.12</b>	<b>\$78,684.88</b>	<b>\$91,742.32</b>	<b>\$105,485.69</b>	<b>\$111,935.53</b>	<b>\$130,825.14</b>	<b>\$154,276.74</b>
<b>Income</b>									
Conference	\$65,521.00	\$87,729.36	\$101,054.39	\$116,761.80	\$114,433.26	\$136,407.00	\$128,882.00	\$136,419.00	\$161,669.09
Conference Sales			\$5.00						
Conference Workshops	\$13,442.00	\$14,443.50	\$12,715.00	\$16,865.00	\$16,760.00	\$19,420.00	\$18,403.00	\$16,378.50	\$19,231.91
Memberships	\$21,150.00	\$27,840.00	\$30,420.00	\$28,720.00	\$26,997.25	\$30,882.00	\$32,701.00	\$36,340.00	\$44,416.00
Drive-In Workshops	\$3,540.00	\$4,075.00	\$3,395.00	\$8,925.00	\$2,900.00	\$8,180.00	\$7,382.50	\$4,753.50	\$13,073.50
Other Income (Taxes, Royalties, etc.)	\$470.73	\$179.50	\$151.00			\$0.03		\$734.11	\$26.00
Interest	\$163.51	\$940.34	\$2,475.44	\$3,851.63	\$1,862.44	\$184.83	\$69.10	\$78.89	\$553.68
<b>Total Income</b>	<b>\$104,287.24</b>	<b>\$135,207.70</b>	<b>\$150,215.83</b>	<b>\$175,123.43</b>	<b>\$162,952.95</b>	<b>\$195,073.86</b>	<b>\$187,437.60</b>	<b>\$194,704.00</b>	<b>\$238,970.18</b>
<b>Expenses</b>									
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	\$13,440.00	\$17,680.00
Conference	\$72,201.81	\$75,917.55	\$88,510.57	\$113,586.32	\$107,158.30	\$129,964.06	\$114,140.39	\$124,277.60	\$162,515.10
Conference Site Selection			\$76.05	\$2,592.21	\$1,525.88	\$17.20			
Conference Workshops	\$4,400.85	\$7,250.87	\$5,797.07	\$5,172.05	\$7,308.25	\$7,810.94	\$4,515.61		\$285.88
Anniversary						\$4,803.14			
Future Conference Planning	\$2,493.26	\$4,898.07	\$8,850.91	\$7,188.41	\$9,057.38	\$4,593.20	\$5,444.29		
Membership Secretary, Operations	\$730.09								
Insurance	\$672.00	\$676.00	\$799.00	\$607.00	\$622.00	\$590.90	\$714.47	\$530.58	\$543.60
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	\$3,178.38	\$1,055.34
PDS Committee			\$94.65		\$51.10				
Steering Committee	\$14,037.61	\$5,855.87	\$9,185.29	\$9,782.66	\$9,695.97	\$12,200.35	\$10,012.04	\$11,145.67	\$9,643.73
Other Expenses (Taxes, Royalties, etc.)	\$175.00	\$256.25	\$670.00	\$235.00	\$175.00	\$3,150.00	\$4,219.30	\$2,000.00	\$5,780.00
Web Design/ Hosting	\$525.05			\$300.00	\$247.50		\$3,745.00	\$6,608.00	\$5,995.00
Grants	\$2,885.00	\$1,840.71	\$4,094.82	\$1,830.63	\$1,625.45	\$2,246.88	\$3,387.01	\$3,400.00	\$3,400.00
Drive-In Workshops	\$3,956.38	\$3,352.22	\$2,906.52	\$4,672.75	\$3,505.36	\$3,034.49	\$4,254.46	\$2,176.10	\$3,021.83
Uncategorized Expenses			\$130.00						
Merchant account/credit card fees						\$3,965.61	\$6,996.39	\$4,496.07	\$6,234.21
<b>Total Expenses</b>	<b>\$121,906.26</b>	<b>\$125,487.31</b>	<b>\$139,470.07</b>	<b>\$162,065.99</b>	<b>\$153,709.58</b>	<b>\$189,610.03</b>	<b>\$168,547.99</b>	<b>\$171,252.40</b>	<b>\$216,154.69</b>
<b>Surplus/(Deficit)</b>	<b>(\$17,619.02)</b>	<b>\$9,720.39</b>	<b>\$10,745.76</b>	<b>\$13,057.44</b>	<b>\$9,243.37</b>	<b>\$5,463.83</b>	<b>\$18,889.61</b>	<b>\$23,451.60</b>	<b>\$22,815.49</b>
<b>C.P.A. journal entry for corrections</b>						<b>\$986.01</b>			
<b>d Balance (Goal: Annual Conference Gross Reven</b>				<b>\$66,813.40</b>	<b>\$65,596.63</b>	<b>\$66,249.50</b>	<b>\$85,302.07</b>	<b>\$85,381.16</b>	<b>\$100,381.16</b>
<b>Ending Balance</b>	<b>\$58,218.73</b>	<b>\$67,939.12</b>	<b>\$78,684.88</b>	<b>\$24,928.92</b>	<b>\$35,389.06</b>	<b>\$45,686.03</b>	<b>\$45,523.07</b>	<b>\$68,895.58</b>	<b>\$78,031.57</b>

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. NEAIR transitioned to a new chart of accounts during the 2009-2010 fiscal year and thus this comparison represents a mapping between the two different systems beginning with the 2009-2010 fiscal year.

Respectively submitted, George J. Rezendes, Treasurer 11/05/2012



Strategic Plan 2008  
2012 Progress Report

<b>Goal – Professional Development: To provide quality and relevant professional development for NEAIR members.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
Offer a broad range of professional development opportunities for institutional researchers at all stages of their careers.	Review and monitor current services and programs.	PDS & Conference Team	PDS committees have offered summer workshops in both face to face formats as well as online. The instructional approach depends on site facilities and presenter preferences.
	Identify, develop, and promote training for skills needed for career development in postsecondary education.	Ongoing	PDS committees and Conference teams have provided a wide range of training for members new to the profession as well as those with mid- or late-career. Over 300 member participants have attended PDS training in survey research, statistical methods, IR best practices, IPEDS, and emerging topics. Approximately 15-18 preconference workshops are provided which include opportunities for seasoned IR professionals and highlight new challenges.
	Identify, develop, and promote professional development opportunities for seasoned institutional researchers.		
	Encourage best practice in the field of institutional research.		
Provide opportunity for NEAIR members to develop and improve oral and written communication skills.	Strengthen the conference proposal process.	Conference Team	
	At member's request, evaluate conference papers and presentations in order to provide constructive feedback.	Ongoing	A peer evaluator was offered to presenters during the XXX conference. It was met with limited requests. Other conference teams have discussed having a process but have not moved forward. Individual PDS and pre-conference workshops, as well as the conference as a whole are evaluated now using a web-based form. Workshop evaluations are shared with presenters and used by the next conference team to assist in decision making.
Develop multiple modes and settings of delivery for professional development offerings.	Evaluate success and consider continuation of web-based workshops.	PDS & Conference Team	PDS committees have offered summer workshops in both face to face formats as well as online. The instructional approach depends on site facilities and presenter preferences.
	Foster relationships with institutions that can provide and support a variety of delivery modes.		



Strategic Plan 2008  
2012 Progress Report

<b>Goal – Professional Development: To provide quality and relevant professional development for NEAIR members.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
	Encourage IR office to IR office connections.		

<b>Goal – Membership Growth: To be responsive to natural and evolutionary growth as a result of changing demands in postsecondary education.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
Develop methods to monitor membership counts and composition over time.	Anticipate growth in light of how the organization can best fulfill its mission and promote its “NEAIRINESS” [a.k.a. personal touch, hospitality, and collegiality].	Membership Committee  Ongoing	The structure of the Membership Committee has evolved during the time covered by this report. During 2008 – 2009, the Mentor and Newcomer Program Committee helped new members establish substantive contact with experienced practitioners of institutional research. Activities included a mentoring program, a mentoring reception at the annual conference, newcomer outreach (including conference dinner groups and welcome packets), and maintaining a membership resource database. In 2010, the committee was restructured to the Membership Committee to broaden the scope of the Committee’s work to the entire membership to encourage more participation and usage of member benefits, as well as consider additional benefits NEAIR may provide to its members.
	Site selection for annual conferences will consider current and potential organizational growth.	Site Selection  Ongoing	The Site Selection Committee is chaired annually by the President-Elect and selects a site two years in the future. In 2011, the NEAIR Steering Committee endorsed the NEAIR “Standard Conference Experience” document. That document contained minimum suggested guidelines related to professional development opportunities and fiscal management. Specific guidelines were included for site selection. In addition, a



Strategic Plan 2008  
2012 Progress Report

<b>Goal – Membership Growth: To be responsive to natural and evolutionary growth as a result of changing demands in postsecondary education.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
			<p>spreadsheet was developed to better estimate future conference costs. Generally, the committee includes the Treasurer, a former local arrangements chair, and the administrative coordinator.</p> <p>The conference is rotated around the region. Future and past sites selected during the 2008-2011: Newport, RI, Bethesda, MD and Boston, MA. The conference is generally held in November, with the exception of the Boston conference in 2011 (December). Sites are approved by the Steering Committee annually.</p>
Ensure the organizational structure and staffing of NEAIR reflects changes in NEAIR membership counts and composition.	Review Association’s governance structure in relation to membership growth.	Steering Committee  Ongoing	For the past three years, the Steering Committee has explored incorporation to protect both the organization and board members. Changes have been made to the Treasurer’s processes to adhere to accounting practices as well as preparing for incorporation. Committees and their status are also under review currently.
	Broaden opportunities for members to volunteer for smaller tasks necessary for the smooth operation of the Association.	All committees	The annual conference provides the best volunteer opportunities. Committee service offers limited options.
	Evaluate roles and responsibilities of Administrative Coordinator.	NEAIR President  Ongoing	The roles and the responsibilities of the Administrative Coordinator are reviewed before the RFP is distributed.
	Develop contingency plans for Administrative Coordinator responsibilities.	Steering Committee	



Strategic Plan 2008  
2012 Progress Report

<b>Goal – Leadership and Governance: To strengthen the governance structure to ensure that it is effective in supporting the mission of the Association and representative of the membership.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
Encourage involvement of highly qualified individuals into leadership positions within the Association.	Establish a formal program of mentorship for interested members who are identified as prospective Steering Committee members. These individuals would be provided a formal orientation as to what is expected from a Steering Committee member, the skills they need to bring to the table, and the impact of Steering Committee service on their careers in institutional research. Past presidents might make a good resource group for such a mentorship program.	??	Per the NEAIR constitution, the Nominating Committee’s work includes the solicitation of nominees for elected leadership positions, selection of candidates for the ballot, overseeing the election process, and notifying members of the election results. It has not been expanded to address this action item.
	Provide support for members interested in additional leadership roles.	??	
Establish ongoing evaluation of the Association’s governance structure.	Assess the level of membership involvement in governance: individuals who are elected, appointed, and volunteer.	Steering Committee	
	Assess composition of Steering Committee (i.e., size, ad hoc versus standing committees, etc.).		For the past three years, the Steering Committee has explored incorporation to protect both the organization and board members. Changes have been made to the Treasurer’s processes to adhere to accounting practices as well as preparing for incorporation. Committees and their status are also under review currently.
	Make best use of members who run for office but are not elected.		



Strategic Plan 2008  
2012 Progress Report

<b>Goal – Financial Management: To adopt best practices for financial management and long term fiscal health.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
Implement policies and procedures such that membership fees support the operational expenses for the Association, while net revenue-expenses for annual conferences are utilized to support NEAIR’s mission.	Incremental increases for membership and conference fees need to be established. These increases should be based on projected expenses and revenues.	Steering Committee	Since 2011, the Steering Committee has discussed and approved the next fiscal year budget during the spring. Membership fee levels are discussed at that time.
	Increase the fund balance to cover 100% of annual operating costs and conference expenses.		Profits from the annual conference are applied to the fund balance. The goal is to cover the cost of out year contracted conference expenses.
Establish a financial investment policy.	Explore the establishment of a finance committee.	Ad Hoc Finance Committee	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.
	Seek sound financial and investment advice.		
	Propose philosophy for investment instruments.		
	General financial policies need to be regularly reviewed and updated.		
Appoint an Audit Committee that will annually review the Association’s books for a given fiscal year.	Ensure there is appropriate documentation of expenditures and revenues.	Ad Hoc Finance Committee	An annual audit committee reviews the financial transactions of the organization using generally accepted accounting standards. Budget categories have evolved over time. The current Treasurer has moved to Quickbooks to facilitate tracking and payment.
	Review the financial transactions for accuracy and clarity, as well as the use of appropriate budget categories.		
	Evaluate compliance with Steering Committee policies on financial matters.		



Strategic Plan 2008  
2012 Progress Report

<b>Goal – Member Services: To continually provide members quality information and services.</b>			
<i>Strategy</i>	<i>Action Steps</i>	<i>Responsible Committee</i>	<i>Outcomes</i>
Increase level of appropriate technology used by NEAIR to deliver information and services to membership.	Seek opportunities to increase resources in the “Member Only” section of Association website. Potential opportunities include archiving NEAIR listserv questions, creating an “experts” database, and making appropriate online tutorials available to members.	Technology and Membership Committees  Ongoing	The structure of the Technology Committee also evolved during the past four years. During 2008-2009, the group functioned as the Web Advisory Committee. The purpose of the Web Advisory Committee was established to develop a website for the association in order to better communicate with members and the broader IR community. Since the development of the website, this committee has evolved to provide more comprehensive technology services to the association and its members. The Committee name changed to the Technology Committee in 2010 to address the various needs of both the membership as well as the operation of the Association. The committee change coincided with the shift from an AIR supported NEAIR site to the YourMembership (YM) system. The Committee was instrumental in the evaluation and implementation of YM. Committee members support other committees to ensure that information is up-to-date in YM. The Administrative Coordinator has taken on additional responsibilities related to maintenance of the YM system as well as its polling features and event registration.
	Explore establishing new listservs or blogs for special interest groups.		
	Develop a “Frequently Asked Questions” page on Association website.		
	Utilize technology, when appropriate, to keep NEAIR members apprised of the latest postsecondary education policy issues.		
Define, clearly, the difference between “Newcomer to NEAIR” and “New to IR” in order to provide appropriate services while advocating and promoting the field of institutional research.	Continue established Mentor Committee activities.	Membership Committee	See earlier comment about the membership committee
	In addition to the Mentor Committee, explore concept of establishing Newcomer and Membership Committees.	Ongoing	
Strengthen relationship with affiliated groups.	Increase communication with affiliated groups.	All Committees	
	Explore collaborations with affiliated groups.		
	Increase cross-promotion of programs.		

**PROFESSIONAL DEVELOPMENT SERVICES (PDS)  
Annual Report – November 5, 2012**

2012 Activity Summary

The PDS Summer Workshop was hosted by Bunker Hill Community College, Boston, MA on July 10, 2012. The onsite topics, presenters, and attendees were:

Workshop	Presenter(s)	Attendees	Full/Half Day
	Alan Sturtz		
Newcomers to Institutional Research	Melanie Sullivan	19	Full Day
Basic Regression for IR Applications	Mary Ann Coughlin	15	Half Day
Developing an Annual Reporting Plan Utilizing StudentTracker Data	John Runfeldt	12	Half Day
Running a Small IR Office	Roland Pearsall	6	Half Day
Survey Research and Design	Ingrid Skadberg	4	Half Day

Fees followed the Pre-Conference Workshop format. Half-day attendees were charged \$85. For those deciding to attend both of the morning and afternoon half-day sessions, the fee was \$180. The Newcomer's Workshop was \$120 for the full day, again following the Pre-Conference Workshop fees.

2012 Fiscal Information

The revenue received for the workshops was \$3,822 and the expenses totaled \$3,183, resulting in net revenue of \$639.

NEAIR Strategic Plan goals and Strategies:

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

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

2009-2011 Activity Summary:

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

Respectfully submitted,

Catherine Alvord, Chair  
Emily Dibble  
Nancy Ludwig  
Alan Sturtz  
Laura Uerling

## **SITE SELECTION COMMITTEE Annual Report – November 5, 2012**

### 2012 Activity Summary

The Site Selection Committee considered five venues for the 2014 conference: Baltimore, MD and Philadelphia, PA.

The charge to the Site Selection Committee was to explore locations for the 2014 annual conference that will consider current and potential organizational growth and recommend a site to the Steering Committee.

Using NEAIR's documented conference site criteria and suggestions from the Steering Committee, the committee identified Baltimore, MD and Philadelphia, PA as potential conference sites for 2014. These locations were identified as central to the middle and southern locations of the membership as the 2013 conference will be held in Newport, RI, a more middle to northern location for the membership.

The sub-committee of Nicole Marano, George Rezendes, and Beth Simpson visited three sites in Baltimore, MD. Another sub-committee of George Rezendes, Beth Simpson, and Steve Thorpe visited two sites in Philadelphia, PA. Upon review, the sub-committee determined that three of those sites would meet NEAIR conference space/facilities.

### Hotel Recommendation

After consideration of the properties, the Site Selection Committee recommended to the Steering committee the **Hyatt Regency at Penn's Landing, in Philadelphia, PA** for the 2014 NEAIR annual conference, for the following reasons:

#### Meeting Space

- The hotel provides an ambiance conducive for networking with elegant space conveniently situated on two floors.
- A nice open feel with the guarantee of NEAIR being the only meeting for the 2014 November dates.
- The poster session and exhibitor areas will be wrapped around on one floor of the meeting rooms. This will allow the exhibitors to easily interact with the membership.

#### Amenities

- Hotel is bright, sunny with excellent lighting and includes a variety of services, facilities, and guest conveniences.
- Sauna, fitness center, and indoor pool are on premises.
- It is located near waterfront attractions, historical district, museums, theaters and a variety of cuisines.
- Menu – excellent variety and the chef will accommodate those with dietary needs.
- Several of the breakout rooms look over the Delaware River.

Travel

- The Philadelphia International Airport is located 11.7 miles from hotel, approximately a 15 minute drive by car.
- There is also the convenience of the airport shuttle, Amtrak and taxi.

Room Pricing/Amenities

- Guest rooms at \$179 includes complimentary internet.
- Parking has both valet and self-parking options.

Conference Meeting Dates

The conference meeting dates reserved at the Hyatt Regency at Penn’s Landing are November 7-11, 2014.

Approval by Steering Committee

The Site Selection Committee recommendation was approved by the Steering Committee on Thursday, May 17, 2012.

NEAIR Strategic Plan goals and Strategies:

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

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

2009-2011 Activity Summary:

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

Respectfully submitted,

Catherine Alvord, Chair  
 Nicole Marano  
 George Rezendes  
 Beth Simpson  
 Steve Thorpe

***ad hoc* GRANTS COMMITTEE**  
**Annual Report – November 5, 2012**

2012 Activity Summary

The Ad Hoc Grants Committee consists of five members: two members serve on the NEAIR Steering Committee and three members are volunteers from the NEAIR general membership. During FY 2012, the Ad Hoc Grants Committee put forth a call for proposals (via e-mail) for four types of grant awards: Ambassador Grants, Conference Grants, Research Grants, and Supplemental and Organizational Grants (SIO). In response to the call, we received and reviewed 2 Ambassador Grant applications, 8 Conference Grant applications, and 2 Research Grant applications. No Supplemental and Organizational Grant applications (SIO) were received.

The selection process was conducted using a blind review; all applications were submitted to Beth Simpson, the NEAIR administrative coordinator, and then “blinded” by the past chairperson of the Grants Committee (a non-voting member) before they were forwarded to the Grants Committee for review. Rubrics were used to score the grant applications. These rubrics are reviewed annually by the Committee members to ensure relevancy.

During 2012, there were two NEAIR Conference Grant recipients and one Ambassador Grant Recipient.

The 2012 NEAIR Conference Grant recipients were: Debra Allen, University of Maine, Orono; and Michael Clements, Senior Data Analyst, University of Maine at Augusta. Each received an \$800 grant that was directly applied to the grant recipient’s NEAIR Conference registration fee with the remainder to be used to reimburse the travel to and from the conference, hotel room, meals, and/or workshops.

The 2012 Ambassador Grant Recipient was Pamela Lamborne, Associate Director IR & Reporting, Shenandoah University, Winchester, Virginia. She was awarded the Ambassador Grant to help offset the costs of attendance at the 2012 New England Regional Datatel User’s Group meeting that was held on July 25-27, 2012 in Burlington, Vermont.

2012 Fiscal Information

The Grants Committee had a budget of \$3,400 in FY 2012. It awarded two \$800 NEAIR Conference Awards and one \$643 Ambassador Grant Award. Overall, the Grant’s Committee provided \$2,243 in grants this year to NEAIR members.

NEAIR Strategic Plan Goals and Strategies

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

2009 -2012 Activity Summary:

Between 2009 and 2012, the NEAIR Ad Hoc Grant's Committee has awarded \$15,843 to 19 NEAIR members to assist them with attending conferences and/or conducting research that further enhances their professional development and the Institutional Research profession as a whole. The award breakdown during that period is as follows: \$3,043 in Ambassador Grants, \$4,000 in Research Grants, and \$8,800 in NEAIR Conference Grants. As part of the professional development goal, all proposals that were not funded received feedback on how their proposals could have been strengthened.

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

Respectfully Submitted,

Ann Marie Senior, Thomas Edison State College, Chair

Lisa Daniels, Excelsior College

Peter Feigenbaum, Fordham University

Laura Uerling, Stonehill College, Chair-Elect

Jane Zeff, William Paterson University

Mike Dooris, The Pennsylvania State University, Past Chair

## **MEMBERSHIP COMMITTEE**

### **Annual Report – November 5, 2012**

#### 2012 Activity Summary

The Membership Committee continued its work administering NEAIR's Mentor Program. While members may request a mentor until May, most 2011-12 mentor/mentee matches were made during the Boston conference with 35 pairings and one mentor asked to take on two mentees. As part of the Bethesda conference registration (as of October 12, 2012) there were 30 requests for mentors and 46 volunteers to be mentors. Mentors not matched with a mentee were thanked and asked to consider mentoring later in the year should additional requests come in. Like last year, the Mentor Program and Newcomer Reception were scheduled for Sunday, just prior to the plenary session. NEAIR leadership, all mentor/mentee pairs and all newcomers to NEAIR were invited to attend the reception.

The Membership Committee received two nominations for Emeritus status—Glen Lum, recently retired as Director of IR at Harrisburg Community College and Jerry Rackoff, recently retired as Assistant VP of Planning and IR at Bucknell University. The Steering Committee voted to accept both of them in as NEAIR's newest Emeritus members.

All pages, and links to other pages therein, under the *Membership* heading on the website have been reviewed, and updates made as necessary. The *Job Postings* section has been maintained and updated as applications for postings are received. The NEAIR *Facebook* presence has been revived this year, migrating to a new format, adding new members, and increasing activity.

#### 2012 Fiscal Information

The Membership Committee purchased newcomer pins to replenish the supply for the "Welcome Packets" for those new to NEAIR. The packets also include highlighters and mouse pads, of which there are still enough on hand for this year. The committee used the allocation set aside for this purpose to purchase the pins.

#### NEAIR Strategic Plan Goals and Strategies—Member Services

Goal: To continually provide members quality information and services.

Strategy: Increase level of appropriate technology used by NEAIR to deliver information and services to membership.

##### 2009-2012 Activity Summary

With the move to YourMembership.com membership software over the 2009-10 year, NEAIR is now using the technology to: 1) make an "Experts Database" available to our members (within the group "Members" search a key word and get a list of members who have expertise in that area); 2) provide an archived and searchable listsev; 3) encourage networking between our members (member profiles – with photos, use of community groups); 4) provide convenient online employment posting and searching.

Strategy: Define, clearly, the difference between “Newcomer to NEAIR” and “New to IR” in order to provide appropriate services while advocating and promoting the field of institutional research.

2009-2012 Activity Summary

When using the membership profile to sign up for membership, the user has the option to self-identify as either “New to NEAIR,” “New to IR” or both. This information has been used for the past three years to appropriately target communications when reaching out to new members. Newcomers are given special pins as a welcome gift that they may choose to wear on their badges.

Strategy: Strengthen relationship with affiliated groups.

2009-2012 Activity Summary

NEAIR continues to collaborate with AIR, offering the IPEDS preconference workshop *IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness* at both the 2010 and 2011 conferences. In 2011, NEASC and NEAIR collaborated to offer a post-conference workshop immediately following this annual conference—*IR and Accreditation: Leveraging for Sustainable Assessment*. The Steering Committee encourages liaisons with state and other affiliated groups to keep those groups apprised of conference and professional development opportunities through NEAIR.

Respectfully Submitted,  
Mary Goodhue Lynch, Chair  
Betsy Carroll, Member  
Maren Hess, Chair-Elect  
Jane Kimble, Member  
Paula Maas, Past Chair  
Ingrid Skadberg  
Laura Uerling

**NOMINATIONS COMMITTEE**  
Annual Report – November 5, 2012

2012 Activity Summary

The secure NEAIR member website was used for the nomination and election process. A Call for Nominations for the elected leadership positions was sent to the membership over the summer. Thirty members were nominated for one or more of the positions to be filled through the Call for Nominations. The Committee selected two candidates each for President-Elect, Steering Committee Member-at-Large, Steering Committee Member – Community College, and Nominations Committee Member – Public Sector. Ten candidates were selected for the Nominations Committee Members-at-Large. The online election was conducted with the assistance of Beth Simpson, Administrative Coordinator. The Call for Elections opened on Friday, August 17th and closed on Friday, August 31st with 226 of the 653 NEAIR members voting (35% participation rate).

The successful candidates are as follows:

**President-Elect:** Bruce Szelest

**Steering Committee Member-at-Large:** Cristi Carson

**Steering Committee Member – Community College Sector:** Ingrid Skadberg

**Nominations Committee – Public Sector:** Michael Dooris

**Nominations Committee Members-At-Large:** Craig Clagett, Martha D. Gray, Melanie Larson, Nancy Ludwig, and Heather Roscoe,

2012 Fiscal Information

None

NEAIR Strategic Plan Goals and Strategies.

*Leadership & Governance*

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

Respectfully Submitted,  
Gayle Fink, Chair  
Michelle Appel  
Becky Brodigan  
Elizabeth Clune-Kneuer  
Cherry Danielson  
Gurvinder Khaneja  
Alexander Yin

***ad hoc* FINANCE COMMITTEE**  
Annual Report – November 5, 2012

2012 Activity Summary

- The *ad hoc* Finance Committee is pleased to report that the annual budget was once again in place before the year started.
- The Committee updated a formal proposal to change the status of the Finance Committee from *ad hoc* to a Standing Committee. The change process entails revisions to the Constitution, Bylaws, and the Policies & Procedures manual.

The proposal was approved by the Steering Committee in Spring 2012, pending membership approval at the 2012 Annual Business Meeting.

- NEAIR Policies & Procedures manual was reviewed and extensive recommendations were forwarded to the Steering Committee. The Policies & Procedures manual was updated in Summer 2012.
- Recommendations were made to the NEAIR President regarding 2012-2013 leadership for the Finance Committee and composition of the 2012 Procedures Engagement or Audit Committee. The Audit Committee will convene during the 2012 Annual Meeting.

2012 Fiscal Information: NA.

2009-2012 Activity Summary:

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

**Strategy:** Implement policies and procedures such that membership fees support the operational expenses for the Association, while net revenue-expenses for annual conferences are utilized to support NEAIR's mission.

1. **RECOMMENDATION:** Change the status of the Finance Committee from *ad hoc* to a Standing Committee. This entails revisions to the Constitution, Bylaws, and the Policies & Procedures.
2. Expenses continue to increase and services provided to members, e.g. the NEAIR website, have been expanded.

**RECOMMENDATION:** The Steering Committee should regularly review membership fees, PDS and conference fees in conjunction with recommendations for cost-savings consistent with the mission of the organization.

3. **RECOMMENDATION:** The committee recommended that the annual budget be prepared and approved before the start of the fiscal year. This was accomplished for 2010-2011 and again for 2011-2012.

4. RECOMMENDATION: The committee recommended developing a long-range, multiple-year approach to financial planning, replacing the current practice of budget development on a year to year basis.

**Strategy:** Establish a financial investment policy

5. The committee continues to investigate allocation options for the NEAIR Fund Balance, taking into consideration level of risk, rate of return, and liquidity.

RECOMMENDATION: given the volatility of the national economy, the committee recommended that no immediate action be taken to re-allocate the fund balance from its current, relatively safe investment status in a no-risk, FDIC-insured checking account.

**Strategy:** Appoint an Audit Committee that will annually review the Association's books for a given fiscal year.

6. NEAIR Policies specify a professional review of the books before a new Treasurer takes over every three years. The Policies also specify annual internal reviews for the intervening years. The committee anticipates there will be an audit committee performing an internal review at the November 2012 meeting.

A professional review by a Certified Public Accountant was conducted in mid-2011 when the tax report was prepared and the new Treasurer took over.

NEAIR Policies specify that the Audit Committee is appointed by the President.

RECOMMENDATION: The committee recommended having the Audit Committee meet in Summer 2012 and Summer 2013 to perform the internal review, with a professional review in 2014 when the new Treasurer begins work. The committee recommended that least one member of the Finance committee be appointed to the Audit Committee, and that a former Treasurer be appointed to the Audit Committee.

A decision was made reduce costs by holding the internal review at the Annual Meeting.

Respectfully Submitted,

Emily Dibble, Chair

Julie Alig

Rebecca Brodigan

Gayle Fink

Roland Pearsall

George Rezendes, Treasurer

Alan Sturtz

## **TECHNOLOGY COMMITTEE**

### **Annual Report – November 5, 2012**

#### 2012 Activity Summary

2011 Conference proceedings were published in the members' only section of the NEAIR website.

The contract renewal (2012-2013) for YourMembership.com (website and event registration vendor) was presented to the Steering Committee in April 2012 and was approved. The Technology Committee continues to explore the functionality within YourMembership (YM). The Administrative Coordinator has used YM for membership and Steering Committee votes/polls throughout this year once again. In addition, a webpage was created to inform the membership of the organization's intent to become incorporated. NEAIR elections took place via the NEAIR website's survey capabilities. The survey capabilities of the YM website allow NEAIR to administer elections and votes in house. Other new functionalities of the YM system continue to become available as the association becomes more mature in its use of this top breed membership system.

The Bethesda conference website and registration process was built and successfully launched. The NEAIR administrative coordinator and web conference coordinator both worked wonderfully with the conference team to ensure all information was up-to-date and ready to go at appropriate times leading up to the conference. The NEAIR conference pages were reorganized this year and I think they were a lot more easily found and thanks in large part to Beth Simpson the website is really becoming a model professional association website with the scrolling pictures and updated information in the calendar section on the home page.

The technology committee is recommending the use of openconf.com as our conference proposal system and in late November/December will begin to set-up that system and make the appropriate purchase(s) to use their web-based platform to conduct our call for proposals and review process. The technology committee will work with the 2013 conference team in implementing this new system. There might be some slight tweaks to the process but we hope to make as smooth a transition to its use as possible. The schedule below will be used to guide our work moving forward with the adoption of this new system.

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|----------------|--|
| November 2012- | Decision finalized to go with Openconf, begin preliminary work on preparing for its adoption. Present at November Steering Committee meeting, verify all responsible parties who need to be involved, begin process of purchasing the license to use for the 2013 conference.  |
| December 2012- | Proposal software initial setup and configuration in full swing. Hold bi-weekly conference calls with proposal implementation team (Technology committee (including Administrative Coordinator), Appropriate Conference Team members (proposal review coordinator, current and past program chair and/or co-chair, etc.)), to discuss initial setup and configuration details with a deadline of January 15 <sup>th</sup> for all of that work to be complete. |
| January 2013-  | Proposal software setup and configuration complete and tested with appropriate trainings conducted so that we are ready to launch the call for proposals in March/April 2013. A more defined date will be set with the implementation team meets.  |

### *Ongoing Committee work*

The Technology committee would like to continuously review the YM system and its functions and how its helping NEAIR achieve its strategic goals/objectives. This would be on-going review with input from the Steering Committee as issues and problems arise and are identified. We would also like to suggest that we continue to operate on an auto-renewal policy for the YM system until a major change to the YM contract or services warrant further discussion and investigation by the Steering Committee especially if the costs of our use of YM dramatically is increased or other significant change would be brought to the Steering Committee.

The technology committee would like to work more closely with the membership committee to make full use of the YM system and investigate other functionality that might not be in full use currently. The tech committee chair recommends that the membership committee and technology committee schedule a conference call along with the administrative coordinator to have a planning call for 2013 to more fully discuss these issues and items and bring new ideas or projects to the steering committee in November if appropriate or needed. In addition, the technology committee chair along with the administrative coordinator would like to recommend that this year in addition to implementing the openconf.com system that the technology committee take the lead on a review and recommend a potential new look for the NEAIR website that will help celebrate our 40<sup>th</sup> anniversary year and provide some excitement for a major change during this important year.

### 2011 Fiscal Information

NA – continuation of the YM contract falls under administration. New monies, approximately \$1,000 for the openconf.com proposal review system.

### NEAIR Strategic Plan Goals and Strategies –

Goal: To continually provide members quality information and services.

Strategy: Increase level of appropriate technology used by NEAIR to deliver information and services to the membership.

#### 2010-2012 Activity Summary:

- Discontinuing the AIR hosted NEAIR website (2010,2011)
- Implementing the new NEAIR website and event registration package (YourMembership.com) (2010-present)
- Purchase appropriate technology for Administrative Coordinator (2010)
- Support website development for specific events including PDS, annual conference, elections, and other votes as necessary (2010-2012)
- Replaced the old listserv using functionality of the new YM system (2010)
- Contract for a new proposal review system through openconf.com. (2012)

Respectfully Submitted,

Chad May, Chair

Chris Choncek

Shannon Tinney Lichtinger (ex officio)

Mark Palladino (ex officio)

Beth Simpson (ex officio)