



# NEAIR

North East Association for Institutional Research  
*A guiding light for your institutional research community*

## **41st Annual Business Meeting**

**Monday, November 10, 2014**  
**Hyatt Regency Penn's Landing**  
**Philadelphia, Pennsylvania**

## **AGENDA AND REPORTS**

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



**Annual Business Meeting Agenda  
Philadelphia, Pennsylvania  
November 10, 2014**

Call to Order ..... Bruce Szelest

Approval of Minutes from 2013 Annual Business Meeting ..... Bruce Szelest

Treasurer’s Report ..... Stephen Sheridan

Awards, Commendations & Member Recognition ..... Bruce Szelest

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

    Professional Development Services Committee ..... Emily Dibble

    Site Selection Committee .....Emily Dibble

    Grants Committee ..... Shannon Lichtinger for Laura Uerling

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

    Membership Committee..... Maren Hess

*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 ..... Catherine Alvord

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

    Finance Committee .....Cristi Carson

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

    Technology Committee..... Ingrid Skadberg

Passing of the Gavel .....Bruce Szelest/Emily Dibble

New Business ..... Emily Dibble

    Preview: 2015 NEAIR Conference, Burlington, VT .Cherry Danielson/John Ryan

    AIR Forum 2015 .....Gayle Fink

Adjournment ..... Emily Dibble



**Annual Business Meeting Minutes**  
Newport, Rhode Island  
November 11, 2013

**1. Call to Order (Catherine Alvord)**

NEAIR President Catherine Alvord called the meeting to order at 1:10 PM. [Formal committee reports were enclosed with the conference packet.]

**2. Approval of Minutes from 2012 Annual Business Meeting (Catherine Alvord)**

A motion to approve the minutes of the 2012 Annual Business Meeting was made, seconded, and approved unanimously.

**3. Vote on Constitutional Changes (Catherine Alvord/Allison Walters)**

Catherine Alvord reminded the membership that they were provided with the background and proposed content changes to the NEAIR Constitution on October 4, 2013 via email which addressed moving the Grants Committee from an ad hoc committee to permanent status as a standing committee of NEAIR, as well as updating the practice of appointment of standing committee chairs. Allison Walters directed the members to page 11 of their Annual Business Meeting packet to view the text. Walters explained that while the NEAIR Steering Committee approved a motion to this effect on September 30, 2013, establishing the Grants Committee as a permanent standing committee and changes to the language for the appointment of committee chairs 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. Allison Walters made a motion to accept the following proposed changes to the NEAIR Constitution:

**Proposed Changes: Article XI Committees:**

**Section 1.** Standing Committees. There shall be nine (9) Standing Committees: Program, Local Arrangements, Technology, Nominations, Professional Development, Site Selection, Membership, Finance, and Grants. (*underlined changes*)

**Section 5.** The Technology Committee is responsible for supporting the technology needed by the association to deliver information and services to the membership. The committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.

**Section 10.** The Membership Committee shall: oversee the variety of NEAIR activities to ensure that the membership has access to their basic membership benefits, develop new areas of benefits, and communicate these benefits with NEAIR members. The committee shall also provide information to

assist new NEAIR members, coordinate the Mentor Program which matches newcomers with volunteer mentors, and work to facilitate networking and collegiality among members. The committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.

**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 committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.

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

Section 12. The Grants Committee shall be responsible for overseeing the professional development grant programs funded by NEAIR. This shall include reviewing grant applications and selecting and notifying grant recipients. The committee shall consist of a member of the Steering Committee serving as chair and additional members from the membership.

The motion to accept the proposed changes to the NEAIR Constitution as written was seconded, and approved unanimously.

#### **4. Awards, Commendations & Member Recognition (Catherine Alvord)**

Catherine Alvord invited Matthew Hendrickson, the best paper coordinator, to acknowledge the winners of the best paper awards from the 2012 annual conference. Hendrickson congratulated winners of the Best Paper Award, Debra Allen and Theodore Coladarci of the University of Maine for their paper “Examining the Threat of Nonresponse Bias as a Follow-up to the National Survey of Student Engagement”. He next congratulated Chunmei Yao from SUNY Oneonta on winning the Best First Paper Award for “Using Internal Market Ratios to Detect Gender Differences in Faculty Salaries”. Finally, the Best IR and Practitioner Report Award went to Laura Ariovich and W. Allen Richman from Prince George’s Community College for their report “From the Non-Returner Survey to the Retention Survey Part I: Why Students Leave”.

Hendrickson encouraged presenters from this conference to submit their work for consideration for the awards. Award recipients receive a \$200 award, a conference registration fee waiver for the next conference and a presentation slot to present their paper to the membership, along with a slot on the program at the next AIR conference. Finally, the recipients’ immediate supervisor and institutional president will receive a letter of notification and congratulations from the NEAIR president.

Catherine Alvord recognized Steve Thorpe, immediate past-president, for his three years of service to NEAIR. Also acknowledged were outgoing Steering Committee members: George Rezendes, treasurer 2010-2013; Chad May, chair of the Technology Committee 2010-2013; Mary Goodhue Lynch, chair of the Membership Committee 2010-13; and Ann Marie Senior, chair of the Grants Committee 2010-13; and members of the conference team Alan Sturtz, program chair 2013; Carl Ostermann, local arrangements chair 2013; Laura Uerling, conference evaluation coordinator 2013; Marian Sherwood, conference website coordinator 2013; and Tracey Barnes, associate program chair and audio-visual coordinator 2013.

Alvord then recognized all of the hotel staff for their hospitality and all members who have made the conference a success, including the 19 members of the program committee, 75 peer reviewers, four members of the local arrangements committee, four members of the technology committee, the 22 pre-conference workshop presenters and all of those who contributed to more than 100 conference sessions.

Alvord invited Kevin Murphy to the podium to introduce and present the 2013 Distinguished Service Award recipient, Dr. Jennifer Brown. Murphy said Brown has been a NEAIR member since 1983, won Best Paper in 1992, and served NEAIR as president, secretary, and program chair over the years. He commended her for being an inspiring mentor, and for her desire to raise the visibility of the profession. She went on to become president of AIR and worked through some of the most pivotal changes within these organizations. Dr. Jennifer Brown received a standing ovation, and expressed her gratitude to all those who have supported her over the years.

Alvord closed by recognizing all of the exhibitor sponsors who have supported the 2013 conference.

#### **5. 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 2013 and a summary of finances for the most current four year period. Rezendes noted that the IRS 990 has been filed for the year. He also pointed out that NEAIR's total assets are very healthy and the association is in a good financial position. Rezendes reminded the membership that we have been building our fund balance to cover NEAIR's annual operating and conference expenses. We currently carry \$200K in committed liability since we sign hotel contracts three years in advance. The fund balance is now \$115,381.16, which is 62.7% of our goal. Rezendes concluded by noting that NEAIR is committed to transparency, and he would be happy to answer any questions; no questions were brought forth.

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

#### **6. Professional Development Services Committee (Bruce Szelest)**

Bruce Szelest directed members to the PDS committee report in the annual business meeting packet. Szelest commented that the annual PDS was held on July 19, 2013 at The New School, New York, NY. He noted that it was the most successful PDS ever with a total of 119 registrants (70 unduplicated), over 11 different states. They again provided a full-day Newcomers workshop. Szelest thanks Paula Maas, Mya Starling and Annemarie Bartlett who served on the committee.

#### **7. Site Selection Committee (Bruce Szelest)**

Bruce Szelest stated that the 2015 NEAIR conference would be held at the Sheraton Burlington Hotel & Conference Center in Burlington, VT from October 30 through November 3, 2015. Szelest said that the primary goal was to look at sites in a northern area of our region to keep a variety of locations in our rotation schedule. The Sheraton Burlington offers a very nice hotel,

attractive pricing and room rates, along with a very nice NEAIR conference city. Szelest thanked Beth Simpson, George Rezendes and Jackie Andrews for their service on the committee.

## **8. Grants Committee (Laura Uerling)**

Laura Uerling expressed her thanks to the membership for voting to make the Grants Committee a standing committee. She then recognized members Alexa Beshara, Lisa Daniels, Peter Feigenbaum, Jane Zeff, and Ann Marie Senior.

Uerling announced the following grant winners this year:

- The 2013 NEAIR Conference Grant recipients were Phyllis Fitzpatrick, Norwalk Community College and Leslie McCormick of the University of Maine Augusta.
- The 2013 NEAIR Ambassador Grant went to Jason Bryer, Excelsior College, and he attended the 2013 uerR! Conference in Albacete, Spain.
- The 2013 Research Grant was awarded to Kimberly Johnson Fordham University to support her project “Building a Predictive Model of Student Retention”.
- A Supplemental Institutional and Organization grant was awarded to Rebecca Brodigan to help support the Women in IR and Assessment Conference at Bowdoin College.

Uerling encouraged the membership to apply for next year’s grants and to watch for application information in the coming year.

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

## **9. Membership Committee (Maren Hess)**

Maren Hess began by acknowledging the Membership Committee members Mary Goodhue Lynch, Hilarie Ashton, Betsy Carroll, and Jane Kimble. She gave special thanks to Beth Simpson for her support throughout the year.

Hess directed members to full report of the Membership Committee’s activities in the conference packet. Hess highlighted that the committee proposed and the Steering Committee approved the membership year as September 1 through August 31. She also stated that they have enhanced the depth of the member resource database with new fields and more accessible search functionality. NEAIR has a Facebook and LinkedIn presence, and Twitter will be coming soon.

Hess stated that there are 406 attendees at the conference of which there are 72 new IR professionals, and 113 first conference attendees. Fifty-three mentors were matched with mentees. Please contact the Membership Committee if you are still in need of a mentor or if you would like to volunteer to mentor.

Hess also announced that there is one new emeritus member, Don Gillespie from Fordham University.

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

## **10. Nominations Committee Report of Election Results (Stephen Thorpe)**

Stephen Thorpe thanked the members of the Nominations Committee for their service: Michael Dooris, Craig Claggett, Martha Gray, Melanie Larson, Nancy Ludwig, and Heather Roscoe. Thorpe then thanked all those who agreed to be on the ballot, and noted that there is no shortage of talent in NEAIR. The vote had a 37% participation rate.

The following were welcomed as the new members of the Steering Committee:

- President-Elect: Emily Dibble, Bunker Hill Community College
- Treasurer: Stephen Sheridan, Villanova University
- Steering Committee Member – Public 4-year Sector: Elizabeth Clune-Kneuer, Saint Mary's College of Maryland
- Steering Committee Member-at-Large: Shannon Tinney Lichtinger, Loyola University of Maryland

Nominations Committee – Private Sector: Karen Egypt, Georgetown University

Nominations Committee Members-At-Large:

Alexa Beshara, Hudson County Community College

Elizabeth Deignan, Brookdale Community College

Matthew Hendrickson, Northeastern University

Tiffany Parker, Mount Wachusett Community College

Angelo Sorrentino, Ursinus College

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

## **11. Finance Committee (Stephen Thorpe)**

Stephen Thorpe chaired the Finance Committee this year which is its first year as a standing committee. Thorpe noted that the committee has a busy workload and he is grateful for the committee members and their service. The members are: Julie Alig, Cristi Carson, Tom Dahlstrom, Roland Pearsall, and George Rezendes.

Thorpe discussed NEAIR's large fund balance, and reiterated the treasurer's comments earlier that due to liabilities for future conferences and hotel contracts, we need to plan for and protect these assets. The Finance Committee is committed to thinking strategically with the treasurer on how to ensure the association and our assets are protected. They have joined the Delaware Alliance for Non-Profit Advancement (DANA) to point us toward best practices on how to manage and build the fund balance. The committee is also looking at the workload of the treasurer, using a bookkeeping service, and how to more wisely invest the funds we have in reserve. Thorpe concluded that he is confident next year's committee will be successful in taking on these challenges.

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

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

Chad May thanked his committee members, Ingrid Skadberg (chair-elect), Govind Acharya, Chris Choncek, and Beth Simpson for all that she does to keep NEAIR going. May noted that the NEAIR website was re-launched with a new look on November 1, 2013. The new site also displays the new NEAIR logo created by Samantha Binette, creator of the 41st conference logo.

May encouraged members to visit the new NEAIR website ([www.neair.org](http://www.neair.org)) you will see a fresh look on our homepage for our 40<sup>th</sup> anniversary, and it even looks good on a smart phone.

### **13. Passing the Gavel (Catherine Alvord/Bruce Szelest)**

Catherine Alvord once again asked the membership to applaud the hotel staff and express our thanks for their wonderful hospitality throughout our stay. Alvord also expressed gratitude to the NEAIR Administrative Coordinator, Beth Simpson, for keeping us all on track and her assistance planning this 40<sup>th</sup> conference.

Alvord then asked NEAIR's next president, Bruce Szelest, to join her on stage where she presented him with the official NEAIR hat and crab mallet "gavel". She also presented him with several gifts from Philadelphia, site of the 2014 NEAIR conference. The membership welcomed Szelest with a round of applause.

Szelest expressed his excitement to serve such a valuable organization. He said he celebrates the record attendance this year but we should also look at forthcoming challenges. He stated that we should honor our roots and those individuals who have helped bring us all to where we are. He also expressed his gratitude to the steering committee; however, he emphasized that making NEAIR a success takes each member. He thanked everyone for their contributions and participation and encourages individuals to take advantage of the volunteer opportunities over the next year.

### **14. New Business (Bruce Szelest)**

#### **a. Preview: 2014 NEAIR Conference, Philadelphia, PA**

Bruce Szelest shared plans for NEAIR's next conference in Philadelphia, PA. The conference dates are November 8-11, 2014, and will be held at the Hyatt Regency Philadelphia at Penn's Landing. Szelest announced that Annemarie Bartlett, the program chair, has the team already working diligently with the assistance of Melissa Thorpe, associate program chair, and Leon Hill, local arrangements chair, and Beth Simpson. Szelest gave highlights of the program, a panel of local college and university presidents, and a Sunday evening keynote by Ms. Kati Haycock, president of The Education Trust.

#### **b. 2014 AIR Forum (Gayle Fink)**

Szelest then introduced the current AIR vice president, NEAIR's own Gayle Fink to highlight activities and the forum at AIR. Fink greeted the NEAIR membership on behalf of the AIR board of directors, and then noted that, 40% of AIR Board is here today: Ellen Peters, Marne Einarson, Heather Kelly, Martha Gray and Gayle Fink.

Fink explained that the AIR Board of Directors wants to hear the voice of the members. She encouraged all members to reach out to our Board members with questions or feedback. Fink noted that the AIR Forum will be held May 26-30, 2014 in Orlando, FL. She concluded by encouraging members to volunteer for NEAIR as well as AIR.

Szelest then took the podium and called for any additional; no items were brought forth.

### **15. Adjournment (Bruce Szelest)**

Bruce Szelest declared the meeting adjourned at 2:03 PM.



**NEAIR PRESIDENT'S ANNUAL REPORT**  
**NOVEMBER 10, 2014**

As NEAIR hosts its 41<sup>st</sup> conference, I am most pleased to report that while my hand might have been shaky on the wheel at times, the rows in the ground that we as an organization have tilled this past year were remarkably straight and true, and the ground we trod was rich, fertile, and bountiful.

As you know, NEAIR is a member-driven (as in funded, and staffed) professional development organization. Many of our colleagues from across the north east, along with our elected Steering Committee, have contributed to developing the conference program, helped with local arrangements, created new networking opportunities, and kept us on the straight and narrow via an internal audit review. We staffed blind reviews for grants and conference proposals that literally involved hundreds of us. On top of this, NEAIR and its member experts once again provided summer drive-in workshops. And this year, we have what looks to be a near record number of pre-conference workshop attendees, which is a testament in and of itself to you, our membership, as you are the intellectual capital that produces our professional development workshops and member activities. Bravo!

This 41<sup>st</sup> annual conference has been a primary focus of our conference planning team for the past several months. And once again, I cannot thank enough the seemingly countless number of volunteers who have helped make your few days in Philadelphia a memorable networking and professional development experience. If you have not yet had an opportunity to do something for NEAIR in return, it is there for the asking. Just find an officer, or our incomparable Beth Simpson, and give them your business card, or follow-up with an e-mail.

NEAIR is also about more than our annual conference and what we learn these few days in early, often chilly, November. Throughout the year, our standing committees and Steering Committee have been diligently at work to improve our internal processes and tackle issues of import to better serve you, the membership. From formalizing volunteer job descriptions across our committees, to our entre` into social media to strengthen member services, and our foray into utilizing collaborative project planning software to keep track of all the moving parts across all of our committees, you can find the details in the standing committee reports that comprise this annual report. You will be impressed by what you see.

I close with noting that NEAIR has accomplished much while remaining fiscally prudent and sound (details in the Treasurer's report!). There are challenges ahead, as membership and conference attendance grow ever larger, but we are well equipped to succeed - with special thanks to all those who serve, and have served over the past forty-one years.

Warmly,

*Bruce*

Bruce Szelest  
NEAIR President 2013-14

**TREASURER'S REPORT**  
**November 10, 2014**

We are pleased to report that NEAIR is financially strong. Included with this report are three financial statements: Statement of NEAIR Operations Financial Income & Expenses, Statement of Total Financial Income & Expenses and Statement of Financial Position. A review of these reports shows that NEAIR had total income for FY13-14 of \$253,306; \$199,500.10 of that income was attributed to the Conference; and, \$53,805.90 was attributed to NEAIR operations, which includes PDS workshops. Total expenses for the fiscal year were \$225,393.34 resulting in net income of \$27,912.66 for the year. Conference expenses totaled \$185,101.37 for a net income of \$14,398.73. Expenses for NEAIR Operations including PDS workshops totaled \$40,291.91 resulting in a net income of \$13,513.93.

An examination of NEAIR's Balance sheet at the end of FY13-14 shows that the Bank of America Checking Account has a balance of \$37,413.07 and the Savings Account has a balance of \$206,520.33 providing total account balances of \$243,933.40. The accounts receivable balance is \$10,865.00 and undeposited funds held on June 30, 2014 were \$265.00 providing NEAIR with total current assets of \$255,063.40. NEAIR's fund balance is included as part of these assets and currently totals \$115,381.16.

Based on the current steering committee policy that 50% of the net income for the fiscal year should be added to the current fund balance each year the steering committee added \$15,000 to the fund balance during the summer 2014 steering committee meeting bringing the balance to 130,381.16. The fund balance has been designated to cover NEAIR expenses in the event of unforeseen circumstance that would require the annual conference to be cancelled. Increasing the fund balance to cover 100% of NEAIRs annual operating and conference expenses continues to be a goal for the organization. The average total expenses for the organization over the past four years have been \$198,145.80. This average indicates that the fund balance goal should approach \$200,000 indicating that the current fund balance represents 65.2% of the goal. NEAIR needs to continue to steadily increase the fund balance to insure its long term fiscal health.

The four year side-by-side comparison of NEAIR's total income/expenses reveals that NEAIR continues to have a sound fiscal foundation with consistent income and controlled expenses. This fiscal foundation has been established by a strong loyal annual membership and conference attendance. The attached financial statements clearly show NEAIR is in a very good financial position. Members are encouraged to review the attached reports and to ask questions to increase their understanding about NEAIR operations. Active engagement of members coupled with good oversight and long range planning are critical to NEAIR's continued financial success.

Respectfully submitted,

George J. Rezendes  
Outgoing Treasurer

Stephan Sheridan  
Treasurer

North East Association for Institutional Research  
**Statement of Conference Financial Income and Expenses**  
 July 2010 through June 2014

	Jul '10 - Jun 11 Saratoga Springs, NY	Jul '11 - Jun 12 Boston, MA	Jul '12 - Jun 13 Bethesda, MD	Jul '13 - Jun 14 Newport, RI	4-yr Avg
Membership	541	621	642	666	618
Conference Attendance	313	387	309	403	353
First-time Conference Attendance	81	113	74	118	97
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Conference	107,684.00	140,383.09	112,889.50	147,157.50	127,028.52
Conference Workshop	16,378.50	19,231.91	16,340.00	22,935.00	18,721.35
Exhibitor Sponsorships	29,095.00	23,217.82	43,000.00	29,150.00	31,115.71
Miscellaneous Income	0.00	0.00	0.00	257.60	64.40
PDS Workshop Income	0.00	2,565.00	0.00	0.00	641.25
<b>Total Income</b>	<b>153,157.50</b>	<b>185,397.82</b>	<b>172,229.50</b>	<b>199,500.10</b>	<b>177,571.23</b>
<b>Expense</b>					
Administrative Coordinator	8,960.00	8,960.00	10,080.00	11,200.00	9,800.00
Audio Visual Expense	21,128.97	32,855.54	20,359.58	28,054.90	25,599.75
Awards & Gifts	1,257.22	336.88	694.39	996.01	821.13
Conference Workshops	215.18	285.88	0.00	73.88	143.74
Food	61,124.56	95,807.92	81,719.44	103,583.76	85,558.92
Grant Program	150.00	332.95	238.37	184.00	226.33
Honorarium	5,750.00	5,950.00	5,076.00	7,010.00	5,946.50
Hotel/Site Costs	7,394.06	592.18	508.63	0.00	2,123.72
Meals and Travel	6,606.27	3,677.65	4,602.47	7,651.73	5,634.53
Merchant acct/credit card fees	0.00	0.00	3,961.48	6,486.86	2,612.09
Miscellaneous Expense	0.00	0.00	2,194.50	1,519.45	928.49
Postage	722.47	586.59	454.05	576.21	584.83
Printing	5,557.18	6,119.95	4,725.41	6,908.06	5,827.65
Supplies	4,682.44	6,649.41	5,288.84	6,379.93	5,750.16
Telephone	714.08	1,653.13	640.74	859.78	966.93
Web Site	15.17	1,232.84	3,557.80	3,616.80	2,105.65
<b>Total Expense</b>	<b>124,277.60</b>	<b>165,040.92</b>	<b>144,101.70</b>	<b>185,101.37</b>	<b>154,630.40</b>
<b>Net Income</b>	<b>28,879.90</b>	<b>20,356.90</b>	<b>28,127.80</b>	<b>14,398.73</b>	<b>22,940.83</b>

North East Association for Institutional Research  
**Statement of Financial Income and Expense**  
 July 2010 through June 2014

	Jul '10 - Jun 11 Saratoga Springs, NY	Jul '11 - Jun 12 Boston, MA	Jul '12 - Jun 13 Bethesda, MD	Jul '13 - Jun 14 Newport, RI	4-yr Avg
Memberships	541	621	642	666	618
Conference Attendance	313	387	309	403	353
First-time Conference Attendance	81	113	74	118	97
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Conference	0.00	25.00	0.00	0.00	6.25
Interest Income	78.89	553.68	443.79	160.90	309.32
Memberships	36,940.00	44,416.00	46,260.00	45,570.00	43,296.50
Miscellaneous Income	734.11	474.68	0.00	0.00	302.20
PDS Workshop Income	4,838.50	10,508.50	8,441.00	8,075.00	7,965.75
<b>Total Income</b>	<b>42,591.50</b>	<b>55,977.86</b>	<b>55,144.79</b>	<b>53,805.90</b>	<b>51,880.01</b>
<b>Expense</b>					
Accounting	2,000.00	5,780.00	1,900.00	1,990.00	2,917.50
Administrative Coordinator	13,440.00	15,440.00	15,120.00	16,800.00	15,200.00
Awards & Gifts	775.70	888.83	766.94	809.59	810.27
Food	2,559.14	2,058.35	1,422.52	338.00	1,594.50
Grant Program	3,400.00	3,400.00	2,802.06	3,400.00	3,250.52
Honorarium	750.00	1,000.00	1,250.00	2,000.00	1,250.00
Hotel/Site Costs	2,270.12	906.22	1,496.75	225.00	1,224.52
Insurance	530.58	543.60	591.63	750.00	603.95
Meals and Travel	7,692.68	5,966.36	3,381.39	6,126.58	5,791.75
Merchant acct/credit card fees	4,496.07	6,234.21	2,085.27	1,415.55	3,557.78
Miscellaneous Expense	12.00	0.00	0.00	1,091.61	275.90
Office Supplies	282.20	581.43	88.97	554.81	376.85
PDS Workshops	49.83	0.00	0.00	0.00	12.46
Postage	149.45	207.47	262.16	176.08	198.79
Printing	0.00	23.52	280.00	70.22	93.44
Supplies	1,680.80	1,075.50	339.56	325.46	855.33
Telephone	278.23	1,013.24	207.17	370.84	467.37
Web Site	6,608.00	5,995.00	3,686.70	3,848.23	5,034.48
<b>Total Expense</b>	<b>46,974.80</b>	<b>51,113.73</b>	<b>35,681.12</b>	<b>40,291.97</b>	<b>43,515.41</b>
<b>Net Income</b>	<b>-4,383.30</b>	<b>4,864.13</b>	<b>19,463.67</b>	<b>13,513.93</b>	<b>8,364.61</b>

**North East Association for Institutional Research**  
**Statement of Financial Income and Expense**  
 July 2010 through June 2014

Ordinary Income/Expense	Jul '10 - Jun 11 Saratoga Springs, NY	Jul '11 - Jun 12 Boston, MA	Jul '12 - Jun 13 Bethesda, MD	Jul '13 - Jun 14 Newport, RI	4-yr Avg
<b>Income</b>					
Conference	107,684.00	140,408.09	112,889.50	147,157.50	127,034.77
Conference Workshop	16,378.50	19,231.91	16,340.00	22,935.00	18,721.35
Exhibitor Sponsorships	29,095.00	23,217.82	43,000.00	29,150.00	31,115.71
Interest Income	78.89	553.68	443.79	160.90	309.32
Membership	36,940.00	44,416.00	46,260.00	45,570.00	43,296.50
Miscellaneous Income	734.11	474.68	0.00	257.60	366.60
PDS Workshop Income	4,838.50	13,073.50	8,441.00	8,075.00	8,607.00
<b>Total Income</b>	<b>195,749.00</b>	<b>241,375.68</b>	<b>227,374.29</b>	<b>253,306.00</b>	<b>229,451.24</b>
<b>Expense</b>					
Accounting	2,000.00	5,780.00	1,900.00	1,990.00	2,917.50
Administrative Coordinator	22,400.00	24,400.00	25,200.00	28,000.00	25,000.00
Audio/Visual Expense	21,128.97	32,855.54	20,359.58	28,054.90	25,599.75
Awards & Gifts	2,032.92	1,225.71	1,461.33	1,805.60	1,631.39
Conference Workshops	215.18	285.88	0.00	73.88	143.74
Food	63,683.70	97,866.27	83,141.96	103,921.76	87,153.42
Grant Program	3,550.00	3,732.95	3,040.43	3,584.00	3,476.85
Honorarium	6,500.00	6,950.00	6,326.00	9,010.00	7,196.50
Hotel/Site Costs	9,664.18	1,498.40	2,005.38	225.00	3,348.24
Insurance	530.58	543.60	591.63	750.00	603.95
Meals and Travel	14,298.95	9,644.01	7,983.86	13,778.31	11,426.28
Merchant acct/credit card fees	4,496.07	6,234.21	6,046.75	7,902.41	6,169.86
Miscellaneous Expense	12.00	0.00	2,194.50	2,611.06	1,204.39
Office Supplies	282.20	581.43	88.97	554.81	376.85
PDS Workshops	49.83	0.00	0.00	0.00	12.46
Postage	871.92	794.06	716.21	752.29	783.62
Printing	5,557.18	6,143.47	5,005.41	6,978.28	5,921.09
Supplies	6,363.24	7,724.91	5,628.40	6,705.39	6,605.49
Telephone	992.31	2,666.37	847.91	1,230.62	1,434.30
Web Site	6,623.17	7,227.84	7,244.50	7,465.03	7,140.14
<b>Total Expense</b>	<b>171,252.40</b>	<b>216,154.65</b>	<b>179,782.82</b>	<b>225,393.34</b>	<b>198,145.80</b>
<b>Net Income</b>	<b>24,496.60</b>	<b>25,221.03</b>	<b>47,591.47</b>	<b>27,912.66</b>	<b>31,305.44</b>

**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**Annual Report – November 10, 2014**

The PDS committee ran a successful drive-in workshop at the host campus of Goodwin College. Alan Sturtz and Holly Greene managed all local arrangement details. Paula Maas and Emily Dibble recruited workshop presenters as well as an IPEDS workshop in collaboration with AIR. Beth Simpson utilized the NEAIR YM site to handle registrations and billings, as well as to distribute weekly e-mail notifications for the workshop.

We once again offered a newcomers' session, as well as sessions on intermediate stats, business intelligence, maximizing student success, supporting academics, administration and student life, and project management tools. Unfortunately, the project management workshop was canceled due to low enrollment. This year's drive-in attracted 26 attendees for a total of 41 workshop registrations. There were an additional 22 attendees at the IPEDS workshop, four of whom attended a morning workshop. For 18 of the registrants this was their first time attending a NEAIR drive in workshop. Ten of the attendees were new to IR, and seven of the attendees took advantage of joining NEAIR as a member to get member pricing and three free months of membership.

The PDS workshop sessions brought in over \$2,000 in net revenue. A major contributing factor to the success of the workshop was the use of Goodwin's beautiful campus, which provided state of the art breakout rooms, complimentary internet, audiovisual tech support, and food and beverage at a nominal fee all under the oversight of the very capable hands of Sturtz and Greene. In retrospect, some factors contributing to low enrollment were a pre-fiscal year end date for PDS 2014 and the fact that Goodwin College is not near any public transportation.

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.

2009-2013 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
2012	Bunker Hill Community College	Onsite	\$ 689	Catherine Alvord
2013	The New School	Onsite	\$6,483	Bruce Szelest

Respectfully submitted,  
Emily Dibble, Chair

**2013-2014 PDS Committee:**

Holly Greene  
Paula Maas  
Alan Sturtz

## **SITE SELECTION COMMITTEE**

### **Annual Report—November 10, 2014**

Based upon the work and recommendation of the 2012 site selection committee, Dibble chose the Baltimore Inner Harbor for the 2016 conference site. On Monday, June 23<sup>rd</sup>, the site selection committee explored three hotels – Hyatt Regency Inner Harbor, The Renaissance Baltimore Harborplace, and the Marriott Waterfront.

Past site selection and conference experience informed the committee that inner city hotels have higher room rates, parking fees, internet fees, service and food and beverage (F&B) fees. The committee was cognizant of negotiating complementary public internet space and providing for the option of using an outside audiovisual company. Knowing that the 2016 conference would be following a less expensive site in Burlington, VT, our committee's guiding approach was to ensure that an inner city hotel would be affordable to NEAIR and our attendees while maintaining the NEAIR *Standard Conference Experience*.

Additionally, the site selection committee revised the RFP to reflect accurate program needs as well as an increased the room block. In the past ten years NEAIR has not fallen below 564 rooms (80% of 695 needed to fulfill the room block commitment). Importantly, increasing our room blocks increases our attractiveness to hotel sites providing a stronger platform for negotiations. Equally important, a higher room block lowers the need for negotiating with the hotel for more rooms throughout the registration time period by creating the cushion we need to account for members who book a room in advance and then cancel last minute.

#### 2016 Site Recommendation

After careful consideration of the three hotels listed above, all of which met NEAIR conference space/facilities requirements, the site selection committee unanimously recommends the Hyatt Regency Baltimore. The year 2016 is a general election year, and the site selection committee did not want to host the conference over the general election dates. The Hyatt Baltimore was the only hotel that offered November 11 – 15, 2016. However, other key factors in addition to the date are as follows:

- The hotel is giving us abundant and interesting program space with the second layer of meeting rooms overlooking an open Atrium. The hotel has recently made renovations to their front desk area, Bistro restaurant, lobby and Atrium area with guest rooms to be newly renovated by January 2016.
- The Hyatt Baltimore offered NEAIR a 10% discount on food and beverage with an achievable food and beverage minimum requirement of \$70,000.
- While more expensive for our attendees than the 2015 site (Burlington, VT), the Hyatt Baltimore is reducing their room rate to \$179 from \$189, is cutting the parking fee in half to \$14/day from \$28/day, and is providing complimentary internet in the guest rooms as well as all public spaces.
- The Hyatt Baltimore falls along the I-95 corridor and is conveniently accessible by car, plane or public transportation. Additionally, Baltimore is serviced by BWI airport, which is a hub for Southwest Airlines. Shuttle rides average under \$15 and the light rail costs under \$2.
- The ground floor of the Hyatt Regency offers a fireplace and comfortable networking space. Throughout the hotel there are scattered conversation areas that are moveable to suit conference program needs. Most of the guest rooms at the Hyatt have a beautiful view of the harbor.
- The Hyatt Baltimore is connected to the Inner Harbor by a skywalk, which provides a small town feel with its many restaurants, shops, museums, an Aquarium, and above all, has that 'NEAIR flair.'

- NEAIR conference program would have the run of the hotel meeting space until late Tuesday morning when another group slightly overlaps with end of our program. The Hyatt is prepared to keep the groups separate. Because the exhibitors will need to pack up late Tuesday morning, the conference program will end at 11, and we will segue to the ballroom for the closing.

Last year, a recommendation was made that NEAIR prioritize long range planning so that Boston and New York City hotel sites become viable options for future site selection committees. Given the growing demands and attendance of NEAIR conferences, site selection committees are quickly running out of viable (and affordable!) sites. Cities like the Inner Harbor are attractive sites, but Baltimore has greatly increased their pricing and is more along the lines of cities like New York City and Boston. The 2016 site selection committee believes hosting a conference in Baltimore gives us time to see how much the conference is going to grow given the outstanding results of the Newport Conference as well as prepare attendees and our budget for increased F&B pricing. Looking at a five year range of past conference sites, it has been since 2009 that we have been in Baltimore. Given its ideal location along the I-95 corridor, which runs near many of our membership institutions, the committee is confident Baltimore will be attractive to NEAIR members.

Approval by Steering Committee

The Site Selection Committee recommendation was approved by the Steering Committee on Monday, July 14, 2014.

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.

2009-2014 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
2012	Philadelphia, PA/Baltimore, MD	Philadelphia, PA - 2014	Catherine Alvord
2013	Burlington, VT, Stowe, VT, Jersey City, Burlington, VT - 2015		Bruce Szelest

Respectfully submitted,  
Emily Dibble, Chair

**2013-2014 Site Selection Committee:**

Shannon Lichtinger  
Beth Simpson  
Stephen Sheridan (consulting Treasurer)  
Bruce Szelest



## **GRANTS COMMITTEE**

### **Annual Report – November 10, 2014**

#### **2014 Activity Summary**

The Grants Committee consists of six members: two members who serve on the NEAIR Steering Committee and four members are volunteers from the NEAIR general membership. During 2014, the Grants Committee put forth a call for proposals via email for three types of grant awards: Ambassador Grants, Conference Grants, and Research Grants. In response to this call, we received eight Conference Grant applications, two Ambassador Grant applications, and five Research Grant applications.

The selection process was conducted using a blind review; all applications were submitted to Beth Simpson, NEAIR Administrative Coordinator, and then ‘blinded’ by the past chair of the Grants Committee (a non-voting member) before there were forwarded to the Grants Committee for review. Rubrics were used to score the grant applications; these rubrics are reviewed periodically by the Committee members to ensure relevancy.

During 2014 there were two Conference Grant awards, one Ambassador Grant award, and one Research Grant award.

- The *2014 NEAIR Conference Grant* recipients were: Shawn LaRoche, Mount Wachusett Community College and Ellen McGeoch of Cumberland County College. 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 travel expenses to and from the conference, hotel room, meals, and/or workshops.
- The *2014 Ambassador Grant* recipient was Nora Galambos of Stony Brook University. Nora was awarded \$800 to help offset the costs of attendance at the 2014 Joint Statistical Meetings which were held in Boston, MA on August 2-7, 2014.
- The *2014 Research Grant* was awarded to Lauren Conoscenti and Jennifer May of Tufts University to support their project, “Does Size Matter? Effects of Text Box Size of Open-Ended Survey Items on Response Rates and Response Characteristics.” This grant award will provide up to \$1000 to defray costs associated with their research, including materials, data acquisition and data entry assistance.

#### **Changes to the NEAIR Grant program in 2014**

In 2014 the NEAIR Steering Committee approved two changes to the Grant Program:

- The Supplemental Institutional and Organizational (SIO) grant was eliminated due to extremely low applicant numbers.
- The number of Conference Grant awards was increased from two to three for 2015 in response to significant growth in applicants in the last few years. The effect of the

increase in Conference Grant awards will be reviewed in 2016 to determine whether the increase is to become permanent.

## **2014 Fiscal Information**

The Grants Committee had a budget of \$3400 in FY 2013. It awarded two \$800 Conference Grants, one \$800 Ambassador Grant, and one \$1000 Research Grant. Overall, the Grants Committee provided \$3400 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.

*Current Status:* The NEAIR Grants Committee provides funding to help expand the professional development opportunities available to NEAIR members. The type and number of grant awards are evaluated periodically by Grants Committee members to insure they continue to meet the needs of the membership.

## **2009 – 2014 Activity Summary**

Between 2009 and 2014 the NEAIR ad hoc Grants Committee awarded \$23,143 to 29 NEAIR members to assist them with attending conferences and/or conducting research that enhances their professional development and the Institutional Research profession as a whole. The award breakdown during that period is as follows: \$12,000 in NEAIR Conference Grants, \$4643 in Ambassador Grants, \$6000 in Research Grants, and \$500 in Supplemental Institutional and Organizational Grants. As part of the professional development goal, all proposals which were not funded received feedback on how their proposals could have been strengthened.

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

Respectfully Submitted,  
Laura Uerling, Stonehill College, Chair

### **2013-2014 Grants Committee:**

Alexa Beshara, Hudson County Community College

Lisa Daniels, Excelsior College

Peter Feigenbaum, Fordham University

Shannon Lichtinger, Howard Community College, Chair-Elect

Jane Zeff, William Paterson University

## **MEMBERSHIP COMMITTEE**

### **Annual Report – November 10, 2014**

#### **Follow-up on Steering Committee Action Items**

Action Item: Update the LinkedIn account so that membership approval in the NEAIR LinkedIn group is limited to a designee(s) of the Membership Committee.

*Progress: Completed.*

Action Item: Simpson to follow up with Trello about how to mark a card “done” if not moving to the “done” list.

*Progress: Trello Support responded to the inquiry (Case FC2720935) with the following response: “This isn't currently available as an option. You could do something like add a checkmark sticker to cards that are done or change the title of the card to say “Done on mm/dd/yy” but there is no way to disable the due date notification without removing it from the card and still get notifications for due dates on cards that are not done.”*

Action Item: Given the motion to change emeritus criteria, Ms. Clune-Kneuer to revisit the emeritus nomination forms to ensure collecting correct information.

*Progress: The Membership Committee will undertake this as a project in the 2014-2015 year.*

Action Item: The Membership Committee policies and procedures will be updated to state that the immediate past president is responsible for the call for emeritus nominations as well as notification of emeritus member approval.

*Progress: Now articulated on p.26 of NEAIR Policies and Procedures Manual 2011-2014, Updated October 2014.*

#### **Progress since July Steering Committee Meeting**

##### **Membership Committee structure**

- Elizabeth Clune-Kneuer and Maren Hess have been holding weekly or biweekly phone calls in the summer and fall.
- The full Membership Committee held a meeting on September 30, 2014. The full committee has been having a meeting roughly every two to three months, with regular email communication in between meetings.

##### **Social Media summary**

- The twitter account is @NEAIR\_IR and is tied to the NEAIR gmail address
  - As of October 22, 2014, @NEAIR\_IR has 66 followers.
- The LinkedIn account is tied to the NEAIR gmail address.
  - As of October 22, 2014 the NEAIR LinkedIn group had 340 members.

## **Member Resource database**

- Beth Simpson and Dan Nugent has asked the committee to focus on the questions asked of members to assist in identifying members with specific NEAIR involvement. This led to discussion between Maren and Elizabeth about the Member Resource database and its intent. No progress has been made since the July SC meeting. This will need to be revived.

## **Emeritus members**

The new Emeritus members are: Dr. Jacqueline Andrews, Dr. John Kraus, Dr. Michael McGuire, Dr. Sandra Price, Dr. Thomas Frank, and Dr. James Volkwein.

## **Future projects**

The Membership Committee is eager to hear from the membership of NEAIR on ideas to increase involvement, volunteerism, and networking within NEAIR. Projects currently being considered for the upcoming year include: updating the Member Resource database, increasing use of @NEAIR\_IR on twitter, and developing mid-career focused sessions building upon feedback gathered at the NEAIR 2014 annual conference dedicated session.

*It has been a pleasure and an honor to work with my colleagues on the Steering Committee and serve the NEAIR organization over the past three years as a Steering Committee Member-at-Large ('11-'14) and the Membership Chair. Thank you. –Maren Hess*

Respectfully submitted,  
Maren Hess, Chair

## **2013-2014 Membership Committee:**

Betsy Carroll  
Elizabeth Clune-Kneuer, Chair-elect  
Jane Kimble  
Melanie Larson  
Allison Weingarten

**NOMINATIONS COMMITTEE**  
**Annual Report – November 10, 2014**

2014 Activity Summary

- Developed *Nominations and Election Procedures* that will help guide committee responsibilities.
- Compiled recommendations of highly qualified individuals for potential leadership roles. These individuals would be available to engage in various committees to gain knowledge of NEAIR as members-at-large and potentially future leaders.
- To complement the membership's nominations, the Committee recruited for the 'Call for Nominations' to better serve the membership in future leadership.
- Election Process:  
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. Fifty-six 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, Secretary, Steering Committee Member, 4-year Private Sector, Steering Committee Member-At-Large, and Nominations Committee, 2-year College. Six 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 August 13th and closed on September 12th, with 232 of the 663 NEAIR members voting (35% participation rate).

The successful candidates are:

President-Elect: **Mark Palladino**, Philadelphia University  
Secretary: **Jennifer Dunseath**, Rhode Island School of Design  
Steering Committee Member, 4-year Private Sector: **K. Tracy Barnes**, Brown University  
Steering Committee Member-at-Large: **Chad Muntz**, University System of Maryland  
Nominations Committee, 2-year College: **Phyllis Fitzpatrick**, Norwalk Community College  
Nominations Committee Members-at-Large:  
**Lee Allard**, Siena College  
**Ellen Boylan**, Marywood University  
**Chad May**, Holy Family University  
**Paul Prewitt-Freilino**, Wheaton College  
**Alan Sturtz**, Goodwin College

*NEAIR Strategic Plans and Goals: Leadership & Governance:*

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

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

Respectfully submitted,  
Catherine J. Alvord, Chair

**2013-2014 Nominations Committee:**

Alexa Beshara  
Elizabeth Deignan  
Karen Egypt  
Matthew Hendrickson  
Tiffany Parker  
Angelo Sorrentino

**FINANCE COMMITTEE**  
**Annual Report — November 10, 2014**

The Finance Committee was actively involved this year in monitoring NEAIR's Incorporation progress, and in researching best-practices, through the Delaware Alliance for Non-Profit Advancement (DANA), for guidance that was used to draft a position description for a part-time bookkeeper and identify low-risk investment options for the operating fund balance.

NEAIR is awaiting notification from the IRS on its determination of our tax-exemption status as an incorporated entity in the state of Delaware. Once the approval is received, the Finance Committee will use DANA guidelines for non-profit corporations to review NEAIR's Bylaws, and Policies and Procedures to identify areas that require updating to insure that the organization maintains its compliance. The Finance Committee wishes to thank Heather Kelley for her continued efforts in support of this process.

The Finance Committee will work with the Treasurer to review and finalize its recommendations for hiring a part-time bookkeeper in accordance with the findings from a fall 2014 external audit, and DANA guidelines. The bookkeeper's role would benefit the organization by providing the Treasurer with needed support for maintaining and reconciling the records of the organization's revenues and expenditures, and would add a dimension of fiduciary oversight for the organization's operating funds.

The Finance Committee will continue its work with the Treasurer to finalize its recommendations for low-risk investment options for NEAIR's operating fund balance. These recommendations will be reviewed and finalized in accordance with the findings from the external auditor.

The work of the Finance Committee supports NEAIR's Strategic Plan Goal: To adopt best practices for financial management and long term fiscal health by evaluating and recommending policies and procedures for management of NEAIR funds and establishing financial investment policy, and monitor an annual review of the Association's books for a given fiscal year by a financial auditor.

Respectfully submitted by,  
Cristi Carson, Chair

**2013-2014 Finance Committee:**

Julie Alig  
Thomas Dahlstrom  
Roland Pearsall  
George Rezendes  
Stephen Sheridan

**TECHNOLOGY COMMITTEE**  
**Annual Report—November 10, 2014**

2014 Quarterly Activity Summary

Upon consultation with her college's security analyst, Ingrid Skadberg proposed recommendations regarding password management systems and disaster recovery. The security analyst consulted is not an advocate for password management systems. He believes these systems are too easily breached. The fact that we have many rotating volunteers adds to the risk. His recommendation is that someone in the organization maintains and manages the passwords, as well as the user accounts. As with any effective security system, this would allow us to keep track of the users and to have a system of accountability. The security analyst did not recommend posting a password document on our website for only current volunteers to access, even if it is encrypted.

If the organization does not feel this is manageable, a password management system may be used; however, with these systems, hackers can obtain access to many passwords by breaching just one.

Considering the nature of our association, there is also risk in multiple people sharing the same master password. If we have self-identifying information (SII) stored on these systems, Ingrid Skadberg does not recommend this approach.

Regarding disaster management, it is not clear to the committee what back-up services YM offers and whether or not these are sufficient. Back-up cloud services exist, but these might be costly. Carbonite, for example, charges \$269 per year, but there is a discount for non-profits. Another approach would be to back-up our system on a computer at another location. Skadberg's understanding is that this process can be automated. Regardless of what we decide, it is crucial that any SII be encrypted.

The security analyst offered to speak with to the steering committee about any of these topics. Beth Simpson will consider these recommendations.

Upon review of a number of style guides, Ingrid Skadberg requested that Joe Stankovich and Jennifer Lewis review the style guide developed by her college's web developer. It was suggested that the committee use this guide as a template for NEAIR specific styling.

It was brought to the chairperson's attention that Marian Sherwood's term will be expiring.

Ongoing projects: Beth Simpson continues to work through the website edits identified by the committee members, as well as build an archival database.

Respectively submitted,  
Ingrid Skadberg, Chair

**2013-2014 Technology Committee:**

Jennifer Lewis  
Daniel Nugent  
Marian Sherwood  
Kenneth Smith  
Joseph Stankovich

# NEAIR 2013-2014 LEADERSHIP TEAM

## **Officers:**

President	Bruce Szelest
President-Elect	Emily Dibble
Secretary ('11-'14)	Allison Walters
Treasurer ('10-'14)	George Rezendes (June 2014)
Treasurer ('13-'17)	Stephen Sheridan

## **Steering Committee Members:**

Past President	Catherine Alvord
Program Chair	Annemarie Bartlett
Local Arrangements Chair	Leon Hill
Member-At-Large ('11-'14)	Maren Hess
Member-At-Large ('11-'14)	Laura Uerling
Member-At-Large ('12-'15)	Cristi Carson
Technology Chair ('12-'15)	Ingrid Skadberg
Member-At-Large ('13-'16)	Elizabeth Clune-Kneuer
Member-At-Large ('13-'16)	Shannon Tinney Lichtinger
Administrative Coordinator (ex-officio)	Beth Simpson

## **STANDING COMMITTEES**

### Finance Committee

#### **Chair**

Chair-elect	Cristi Carson
Treasurer	TBD (2014)
Member ('11-'14)	Stephen Sheridan
Member ('11-'14)	Julie Alig
Member ('12-'15)	Roland Pearsall
	Thomas Dahlstrom

### Grants Committee

#### **Chair**

Chair-Elect	Laura Uerling
Member ('11-'14)	Shannon Lichtinger
Member ('11-'14)	Lisa Daniels
Member ('11-'14)	Peter Feigenbaum
Member ('12-'15)	Jane Zeff
	Alexa Beshara

### Professional Development Services (One Year Term)

#### **Chair**

Program Chair-Elect	Emily Dibble
Member	Paula Maas
Member	Alan Sturtz
	Holly Greene

### Membership

#### **Chair**

Chair-elect	Maren Hess
Groups ('13-'16)	Elizabeth Clune-Kneuer
Job Postings ('11-'14)	Tiffany Parker
Mentors ('11-'14)	Betsy Carroll
Mid-Career Focus ('13-'16)	Jane Kimble
Newcomers ('11-'14)	Allison Weingarten
Social Media ('13-'16)	Jane Kimble
	Melanie Larson

### Nominations (One Year Term)

#### **Chair**

Member – Private Sector	Cathy Alvord
Member	Karen Egypt
Member	Alexa Beshara
Member	Elizabeth Deignan
Member	Matthew Hendrickson
Member	Tiffany Parker
Member	Angelo Sorrentino

### Site Selection (One Year Term)

#### **Chair**

Treasurer	Emily Dibble
Past LAC or PC	Stephen Sheridan
Admin Coordinator	Shannon Lichtinger
Past Chair	Beth Simpson
	Bruce Szelest

### Technology

#### **Chair**

Chair-elect	Ingrid Skadberg
OpenConf ('13-'16)	TBD (2014)
Website ('13-'16)	Alexander Yin
Website ('13-'16)	Joseph Stankovich
Website ('13-'16)	Jennifer Lewis
YM ('13-'16)	Kenneth Smith
Admin Coordinator	Dan Nugent
	Beth Simpson



# NEAIR 2013-2014 LEADERSHIP TEAM

## Program

### Chair

Associate Program Chair	<b>Annemarie Bartlett</b> Melissa Thorpe
Exhibitor ('13-'16)	Sally Frazee
PCW (2013-14)	Paula Maas
Best Paper Awards	Jennifer May
Conf Website ('12-'15)	Marian Sherwood
Evaluation Coord ('13-'16)	Joel Bloom
Guidebook ('12-'15)	Kenneth Smith
Mentor/Newcomers	Elizabeth Clune-Kneuer Maren Hess
OpenConf ('12-'15)	Alexander Yin
Poster Session ('12-'15)	Carol VanZile-Tamsen
Publications ('12-'15)	Tiffany Parker

## Local Arrangements (One Year Term)

### Chair

AV Coordinator	<b>Leon Hill</b> Melissa Thorpe
LAC Coordinators:	
Member	Beth Frederick
Member	Chad May
Member	Lisa McCauley
Member	Mark Palladino
Member	Lisa Plummer
Member	Anita Reece

## **Conference Proposal Peer Reviewers**

Alexander Yin, Peer Review Coordinator

Lee Allard	Nora Galambos	Jim Miller
Andrea Bakker	Sue Gerber	Louise Murray
Elina Belyablya	Karen Glew	Mitchell Nesler
Elena Bernal	LeRoy Graham	Charlotte Osmolenski
J.R. Bjerklie	Rachel Groenhout	Tiffany Parker
Gary Boden	Rommel Guadalupe	Suzanne Phillips
Jennifer Buckley	Laura Harrington	Paul Prewitt-Freilino
Jason Canales	Robert Heffernan	Heather Roscoe
Betsy Carroll	Braden Hosch	Cate Rowen
Cristi Carson	May Hser	Emily Sabato
Marlene Clapp	Jessica Ickes	Terra Schehr
Elizabeth Clune-Kneuer	Kathleen Keenan	Jason Schweitzer
Peggye Cohen	Michelle Kiec	Jessica Sharkness
Lauren Conoscenti	Edward Kiewra	Jessica Shedd
Brian Cygan	Lester Ko	Carolina Tamara
Mary Ann DeMario	Melanie Larson	Danielle Taylor
Steven Doellefeld	Tricia Leggett	Steve Thorpe
Suhua Dong	Ann Lehman	Carol Trosset
Sarah Donnelly	Shannon Lichtinger	Gail Tudor
michael duggan	Laura Longo	Christopher Vinger
Jennifer Dunseath	Qing Mack	Vennessa Walker
Mark Eckstein	Rajiv Malhotra	Emily Weir
Karen Egypt	Linda Mallory	Marian Whitney
Nasrin Fatima	Laura Massell	Emily Wood
Marcia Finch	Jennifer May	Jasmine Yang
Gayle Fink	Lisa McCauley	
Rhonda Gabovitch	Katia Miller	

## **Best Paper Committee**

Jennifer May, Best Paper Coordinator

Di Chen	Joanna Musial	Qing Lin Mack
Heather Kelly	Marcia Finch	Yuko Mulugetta





