

42nd Annual Business Meeting

**Monday, November 2, 2015
Sheraton Burlington Hotel &
Conference Center
Burlington, Vermont**

AGENDA AND REPORTS

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



**Annual Business Meeting Agenda
Burlington, Vermont
November 2, 2015**

Call to Order Mark Palladino

Approval of Minutes from 2014 Annual Business Meeting Mark Palladino

Treasurer’s Report Stephen Sheridan

Awards, Commendations & Member RecognitionMark Palladino

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

 Professional Development Services Committee Chad May

 Site Selection CommitteeMark Palladino

 Grants Committee Shannon Lichtinger

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

 Membership Committee.....Elizabeth Clune-Kneuer

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 Bruce Szelest

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

 Finance CommitteeCristi Carson

Goal: To continually provide members quality information and services.

 Technology Committee..... Ingrid Skadberg

Passing of the GavelBruce Szelest/Mark Palladino

New Business Mark Palladino

 Preview: 2016 NEAIR Conference, Baltimore, MD Shama Akhtar/Chad May

 AIR Forum 2016 Gayle Fink

Adjournment Mark Palladino



Annual Business Meeting Minutes

Philadelphia, Pennsylvania

November 10, 2014

1. Call to Order (Bruce Szelest)

NEAIR President Bruce Szelest called the meeting to order at 11:41 AM.

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

2. Approval of Minutes from 2013 Annual Business Meeting (Bruce Szelest)

A motion to approve the minutes of the 2013 Annual Business Meeting was made, seconded, and approved unanimously.

3. Treasurer's Report (Stephen Sheridan)

Stephen Sheridan expressed his thanks to outgoing treasurer George Rezendes for his service over the past three years and for all of his work in advancing the fiscal health and policies of NEAIR. Sheridan reported that NEAIR is financially strong, and pointed out the three financial statements included in the conference packet. NEAIR had a total income for FY 2014 of \$253,306, while total expenses for the fiscal year were \$225,393, resulting in net income of \$27,913.

NEAIR's total account balances were \$243,933, which includes our fund balance of \$115,381. At the summer Steering Committee meeting, we added \$15,000 of our net income from the year to the fund balance, in accordance with our current policy, bringing the fund balance to \$130,381. This is 65% of our goal of having a \$200,000 fund balance to cover 100% of NEAIR's annual operating and conference expenses.

Sheridan concluded by informing the membership that NEAIR financial statements have been submitted for audit.

4. Awards, Commendations & Member Recognition (Bruce Szelest)

Bruce Szelest asked Jennifer May, the 2014 Best Paper Chair, to acknowledge the winners of the best paper awards from the 2013 annual conference on behalf of Matthew Hendrickson.

May congratulated winners of the Best Paper Award, Di Chen and Heather Kelly of the University of Delaware for their paper “Understanding the Leaky STEM Pipeline by Taking a Close Look at Factors Influencing Retention and Graduation Rates.” She next congratulated Alexander Yin from The Pennsylvania State University on winning the Best First Paper Award for “An Institutional Model for Degree Completion: A Moneyball Approach.” Finally, the Best IR and Practitioner Report Award went to Yuko Mulugetta from Ithaca College for the report “Going Test-Optional: Gathering Evidence and Making the Decision at Ithaca College.”

May 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.

Bruce Szelest acknowledged Catherine Alvord, immediate past-president, for her three years of service to NEAIR. Also acknowledged were outgoing Steering Committee members: Allison Walters, secretary 2011-2014; Maren Hess, chair of the Membership Committee 2011-2014; and Laura Uerling, chair of the Grants Committee 2011-14; and members of the conference team Annemarie Bartlett, program chair 2014; Leon Hill, local arrangements chair 2014; Joel Bloom, conference evaluation coordinator 2014; Marian Sherwood, conference website coordinator 2014; and Melissa Thorpe, associate program chair and audio visual coordinator 2014.

Szelest asked all of those who contributed to the 2014 conference to stand and be recognized, including: all peer reviewers for conference proposals, led by Alexander Yin; poster session coordinator, Carol Van Zile-Tamsen; Paula Maas, pre-conference workshop coordinator; the local arrangement committee, led by Leon Hill; the dine-around leaders led by Mark Palladino; the conference website, technology/publications coordinators, and guidebook app Coordinator; pre-conference workshop presenters; conference session presenters & invited speakers, along with all of the volunteers who helped at the registration desk and throughout the conference. Szelest gave special recognition to the tireless efforts of NEAIR Administrative Coordinator, Beth Simpson. Finally, Szelest asked the membership to express their appreciation to all of the hotel service staff.

Szelest then invited Kelli Armstrong to the podium to introduce and present the 2014 Distinguished Service Award to Becky Brodigan. Armstrong noted that Brodigan has a long history of service and generosity to colleagues, she is other-centered, and she has served at all levels within NEAIR leadership - President, LAC, Treasurer, Steering Committee member, Nominations Committee member - and has presented and led countless workshops. She has been a success in her professional career, spanning public and private institutions, and most recently founded the Women in IR group. Where Brodigan sees a need, she works to fill it. Brodigan took the stage to receive her award to a standing ovation and expressed her thanks for the support from her home campuses, and all those who have inspired her along the way.

Szelest then noted the record breaking attendance at this year's conference and invited Exhibitor Coordinator, Sally Frazee, to discuss the record breaking numbers of sponsors. Frazee said there were 21 sponsors, 18 at the level of exhibitor showcase. Eleven exhibitors sponsored at the Platinum level to present a session. She noted that our exhibitors are sponsors that financially support the conference keeping the registration fees reasonable, and help cover costs of food and breaks. Everyone was encouraged to thank this year's exhibitors and sponsors and visit their booths in the ballroom foyers.

Szelest noted that the remainder of the agenda has been designed to focus on NEAIR's work toward the 2008 Strategic Plan.

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

5. Professional Development Services Committee (Emily Dibble)

Emily Dibble directed members to the PDS committee report in the conference packet. Dibble stated that the annual PDS was held in June at Goodwin College. They again provided a full-day Newcomers workshop, along with workshops on business intelligence, student success, and intermediate statistics. AIR helped support an IPEDS workshop. Dibble thanked Holly Greene, Paula Maas and Alan Sturtz who served on the committee.

6. Site Selection Committee (Emily Dibble)

Emily Dibble stated that the 2016 NEAIR conference would be held at the Hyatt Regency Inner Harbor in Baltimore, MD from November 11 through November 15, 2016. Dibble was able to successfully negotiate attractive room and parking rates and complimentary internet access, while the location provides access to all the amenities of the Inner Harbor. Dibble thanked Shannon Lichtinger, Beth Simpson, Stephen Sheridan and Bruce Szelest for their service on the committee.

7. Grants Committee (Shannon Lichtinger for Laura Uerling)

Shannon Lichtinger recognized members Alexa Beshara, Lisa Daniels, Peter Feigenbaum, Jane Zeff, and Committee Chair, Laura Uerling.

Lichtinger announced the following grant winners this year:

The 2014 NEAIR Conference Grant recipients were Shawn LaRoche, Mount Wachusett Community College and Ellen McGeoch of Cumberland County College.

The 2014 NEAIR Ambassador Grant went to 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.

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".

Lichtinger 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.

8. Membership Committee (Maren Hess)

Maren Hess began by acknowledging Membership Committee members Betsy Carroll, Elizabeth Clune-Kneuer, Jane Kimble, Melanie Larson, and Alison Weingarten. Hess directed members to read the full report in the conference packet, but highlighted that the committee has been using new methods, like social media, to help build connections and relationships. The committee was pleased with the response and participation in the mid-career session this morning. Hess encouraged all members to participate in member benefits and activities and to provide Elizabeth Clue-Kneuer with any suggestions for next year.

Hess announced the newest NEAIR emeritus members. They are: Dr. Jacqueline Andrews, Dr. John Kraus, Dr. Michael McGuire, Dr. Sandra Price, Dr. Thomas Frank, and Dr. J. Frederick Volkwein.

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

9. Nominations Committee Report of Election Results (Catherine Alvord)

Catherine Alvord thanked the members of the Nominations Committee for their service: Alexa Beshara, Elizabeth Deignan, Karen Egypt, Matthew Hendrickson, Tiffany Parker, and Angelo Sorrentino. Alvord then thanked all those who agreed to be on the ballot noting that the election had a 35% participation rate.

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

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 – Community 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

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

10. Finance Committee (Cristi Carson)

Cristi Carson explained to the membership that we are continuing to follow the process of incorporating NEAIR. While NEAIR is recognized as an incorporated entity in the state of Delaware, the final stage is waiting for the IRS to recognize us with tax exempt status.

Carson explained that the Committee is growing NEAIR's fund balance as mentioned in the Treasurer's Report, and is finalizing its recommendations to move it to a low risk investment option to earn interest. Following the best practices of the Delaware Alliance for Non-Profit Advancement (DANA), the Committee is also looking at hiring a part-time bookkeeper to help support the treasurer and assist with workload while also adding another person to offer oversight.

Carson thanked the members of the committee: Julie Alig, Thomas Dahlstrom, Roland Pearsall, George Rezendes, and Stephen Sheridan.

Goal: To continually provide members quality information and services.

11. Technology Committee (Ingrid Skadberg)

Ingrid Skadberg described the Technology Committee's focus this year on maximizing the functionality of the NEAIR website. She directed members to read the full report in the conference packet, but mentioned that many new materials and proceedings have been uploaded to the website. She also noted that the Steering Committee and subcommittees have adopted a new project management tool, Trello. Skadberg thanked Beth Simpson for all of her assistance, as well as Committee members Jennifer Lewis, Daniel Nugent, Marian Sherwood, Kenneth Smith, and Joseph Stankovich.

Skadberg welcomes anyone interested in serving on the Technology Committee to contact her.

12. Passing the Gavel (Bruce Szelest/Emily Dibble)

Bruce Szelest thanked the membership for expressing confidence in him by electing him to this position two years ago. He attributes his success to the success of all of those who have been involved and supported NEAIR and the conference. Szelest then welcomed Emily Dibble to join him on stage where he presented her with the official NEAIR crab mallet "gavel". Dibble thanked the membership for electing her last year and she looks forward to the great year ahead.

13. New Business (Emily Dibble)

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

Emily Dibble shared plans for NEAIR's next conference in Burlington, VT. The conference dates are October 31 - November 3, 2015, and will be held at the Sheraton Burlington Hotel & Conference Center. Cherry Danielson, Program Chair, asked the membership to volunteer time and service to help create an engaging conference. John Ryan, Local Arrangements Chair, invited everyone to Burlington, showing a video to highlight the city's beauty and many amenities. Danielson and Ryan then presented Dibble with several Burlington themed gifts.

b. 2015 AIR Forum (Gayle Fink)

Gayle Fink, former NEAIR president and current AIR president, encouraged the NEAIR membership to become involved in AIR. She highlighted and applauded the service of former NEAIR leaders, like her, who are now serving on the AIR Board of Directors: Debbie Dailey, Martha Gray, Ellen Peters, and Heather Kelly.

On behalf of AIR, Fink welcomed NEAIR members to attend the AIR Annual Forum in Denver, CO in May 2015. She concluded by asking NEAIR members to continue our involvement in our local, regional, and national organizations.

14. Adjournment (Emily Dibble)

Emily Dibble made a motion to declare the meeting adjourned at 12:35 PM.

NEAIR PRESIDENT'S ANNUAL REPORT
NOVEMBER 2, 2015

As NEAIR co-Presidents, we are pleased to present the following Annual Report at the 2015 NEAIR Conference at the Sheraton Hotel and Conference Center in Burlington, Vermont.

As you will see from the Committee reports in this Annual Report, the Association has moved aggressively on several fronts, particularly in terms of solidifying our financial foundation through the contracting of a part-time book-keeper, establishing a comprehensive *Planned Fee Schedule*, and in nearing completion of an investment program for the NEAIR fund balance reserves. Significant activities were also conducted by each of the standing committees over the past year, and we encourage you to read the 2015 Annual Report in its entirety to familiarize yourself with them and identify opportunities where you can make a difference in NEAIR during the year ahead. These reports are the fruits of your colleague's labors on your behalf. While we acknowledge their good work in their reports, and at our annual business meeting, please do take the time to thank the standing committee chairs and their members personally.

At its core, NEAIR is bigger than its formal governance structure and elected members. NEAIR is indeed a member-driven professional development organization. Our members themselves deliver just about all of our conference program, and this after a blind quality review by other members who, you guessed it, volunteer their time to provide constructive feedback to their colleagues. And as our NEAIR mentor program grows stronger with each passing year, our summer professional development workshops, targeting different regions of the north east institutional research community, continues to bring high quality IR expertise to the membership - and this past summer, with live video streaming of the workshops for those unable to travel. With ever an eye towards improving member services and expanding the funding of our member grant opportunities, organizing our volunteers and aligning our collective efforts with the NEAIR Strategic Plan is the, you guessed it again, all-volunteer NEAIR Steering Committee, and the incomparable Beth Simpson.

Although this year has had its twists and turns, including the unfortunate need for a medical leave by Emily Dibble from the NEAIR presidency, and then more recently with the serious illness that has befallen John Ryan, our Burlington Local Arrangements Chair, this past year has been successful because of strong volunteer commitment, well-constructed governance policies, and our collective commitment to maintaining our NEAIRness. We are pleased to report that NEAIR is as strong as ever financially, in terms of membership size, and in the delivery of member services and benefits.

So, please join us in acknowledging all that NEAIR has accomplished this past year, with special thanks to all those who serve the membership, elected or not, in many different capacities.

Sincerely,
Mark Palladino and Bruce Szelest
NEAIR co-Presidents 2014-15

TREASURER'S REPORT

November 2, 2015

I am pleased to report that NEAIR is in good financial position. Included with this report are two financial statements: the Statement of Conference Financial Income & Expenses and the Statement of Total Financial Income & Expenses. A review of these reports shows that NEAIR had total income for FY14-15 of \$291,527; \$234,063 of that income was attributed to the Conference with the remaining from NEAIR Operations, which includes PDS workshops. Conference expenses totaled \$226,565 for a net income of \$7,497. Total expenses for the fiscal year were \$290,371 resulting in net income of \$1,156 for the year.

NEAIR, at the end of FY14-15, shows a Bank of America Checking Account balance at \$11,874 and the Savings Account balance at \$231,942, providing total account balances of \$243,816. Accounts receivable sit at \$180 and undeposited funds held on June 30, 2015 were \$1,605, all of which provide NEAIR with year-end, total current assets of \$245,600. Included within the Savings Account is what we refer to as NEAIR's "fund balance," designated to cover NEAIR expenses in the event of unforeseen circumstance that would require the annual conference to be cancelled. At the end of FY14-15, that amount remains at \$130,381, exactly where it stood at the end of last fiscal year. Despite the current steering committee policy that 50% of the net income for the fiscal year should be added to the current year's "fund balance," the steering committee, on my recommendation, decided to refrain from doing this due to lower than expected net income for the year. Increasing the fund balance to cover 100% of NEAIR's 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 \$227,926, likely among all-time high average expenditures due increasing conference and operating costs. The prior fund balance goal was \$200,000, which is in line with the conference budget alone. If we to continue with this goal, the current fund balance represents 65.2% of the target "fund balance." No doubt, NEAIR needs to continue to steadily increase the fund balance to insure its long term fiscal health. It is for this reason that the Finance Committee is exploring the benefits of investing the "fund balance" as an endowment, where all returns go toward building the amount over time. Assuming positive returns, the growth would not be solely dependent upon contributions of net income (for more information about possible investment, please see the Finance Committee Report).

The four-year, side-by-side comparison of NEAIR's total income/expenses reveals that while NEAIR continues to have consistent income, expenses have spiked in the past fiscal year. Part of this can be attributed to accounting expenses related to a procedures review, required when a new Treasurer comes into office, and the addition of a contracted bookkeeper, which was approved by the Finance Committee and the Steering Committee last spring. While this new addition is likely to increase total expenses anywhere from two to three percent, I'm happy to report that maintaining the bookkeeper has made my position more manageable and allows the Treasurer to serve more strategically as opposed to being buried in reconciliations (for more information about the bookkeeper, see the Finance Committee Report). The remaining increase in expenditures was related to what was an unexpectedly demanding Calendar Year 2015 on the leadership team that led to our needing increased support from our always reliable Administrative Coordinator, Beth Simpson. Frankly, I'm not sure where we'd be this year without her efforts. Thank you, Beth.

In the coming year, I expect operating expenditures to stabilize, however conference expenditures vary by location and continue to escalate across the NEAIR footprint. This is one of the reasons for the planned incremental fee increases over the coming years. NEAIR's fiscal foundation has been established by loyal annual membership and conference attendance. In addition, exhibitor sponsorship plays an important role in our maintaining the current conference experience. Please take the time to visit their tables and make them feel welcome. At the very least, you'll gain some new contacts.

The attached financial statements clearly show NEAIR is in a sound financial position. Members are encouraged to review the attached documents 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,

Stephan A. Sheridan, Jr.
Treasurer

North East Association for Institutional Research
Statement of Conference Financial Income and Expenses
July 2011 through June 2015

	Jul '11 - Jun 12 Boston, MA	Jul '12 - Jun 13 Bethesda, MD	Jul '13 - Jun 14 Newport, RI	Jul '14 - Jun 15 Philadelphia, PA	4-yr Avg
Membership	621	642	666	765	642
Conference Attendance	387	309	403	436	361
First-time Conference Attendance	113	74	118	134	101
Ordinary Income/Expense					
Income					
Conference	\$ 140,383	\$ 112,890	\$ 147,643	\$ 141,844	\$ 135,690
Conference Workshop	19,232	16,340	22,626	29,344	21,885
Exhibitor Sponsorships	23,218	43,000	30,900	61,875	39,748
Miscellaneous Income	2,565	-	378	1,000	986
<i>Total Income</i>	<i>\$ 185,398</i>	<i>\$ 172,230</i>	<i>\$ 201,547</i>	<i>\$ 234,063</i>	<i>\$ 198,309</i>
Expense					
Administrative Coordinator	\$ 8,960	\$ 10,080	\$ 11,200	\$ 16,456	\$ 11,674
AudioVisual Expense	32,856	20,360	28,055	31,684	28,238
Awards & Gifts	337	694	996	1,630	914
Conference Workshops	286	-	74	4,626	1,246
Food	95,808	81,719	103,584	131,897	103,252
Grant Program	333	238	184	954	427
Honorarium	5,950	5,076	7,010	7,500	6,384
Hotel/Site Costs	592	509	-	2,039	785
Meals and Travel	3,678	4,602	7,652	5,803	5,434
Merchant acct/credit card fees	-	3,961	6,487	8,394	4,711
Miscellaneous Expense	-	2,195	1,519	400	1,028
Office Supplies	-	-	-	2,041	510
Postage	587	454	576	120	434
Printing	6,120	4,725	6,908	6,760	6,128
Supplies	6,649	5,289	6,380	2,012	5,083
Telephone	1,653	641	860	856	1,002
Web Site	1,233	3,558	3,617	3,393	2,950
<i>Total Expense</i>	<i>\$ 165,041</i>	<i>\$ 144,102</i>	<i>\$ 185,101</i>	<i>\$ 226,565</i>	<i>\$ 180,202</i>
Net Income	\$ 20,357	\$ 28,128	\$ 16,445	\$ 7,497	\$ 18,107

North East Association for Institutional Research
Statement of Income and Expense
July 2011 through June 2015

Ordinary Income/Expense	Jul '11 - Jun 12 Boston, MA	Jul '12 - Jun 13 Bethesada, MD	Jul '13 - Jun 14 Newport, RI	Jul '14 - Jun 15 Philadelphia, PA	4-yr Avg
Income					
Conference	\$ 140,408	\$ 112,890	\$ 147,683	\$ 140,809	\$ 135,447
Conference Workshop	19,232	16,340	22,626	29,344	21,885
Exhibitor Sponsorships	23,218	43,000	30,900	61,875	39,748
Interest Income	554	444	161	139	324
Membership	44,416	46,260	45,710	51,310	46,924
Miscellaneous Income	475	-	258	1,000	433
PDS Workshop Income	13,074	8,441	7,830	7,050	9,099
Total Income	\$ 241,376	\$ 227,374	\$ 255,168	\$ 291,527	\$ 253,861
Expense					
Accounting	\$ 5,780	\$ 1,900	\$ 1,990	\$ 8,058	\$ 4,432
Administrative Coordinator	24,400	25,200	28,000	39,976	29,394
AudioVisual Expense	32,856	20,360	28,055	31,684	28,238
Awards & Gifts	1,226	1,461	1,806	2,102	1,649
Bank Fees	-	-	-	195	49
Conference Expenses	286	-	74	4,626	1,246
Food	97,866	83,142	103,922	133,278	104,552
Grant Program	3,733	3,040	3,584	3,754	3,528
Honorarium	6,950	6,326	9,010	8,500	7,697
Hotel/Site Costs	1,498	2,005	225	7,247	2,744
Insurance	544	592	750	404	572
Meals and Travel	9,644	7,984	13,778	13,699	11,276
Merchant acct/credit card fees	6,234	6,047	7,902	10,493	7,669
Miscellaneous Expense	-	2,195	2,614	1,593	1,600
Office Supplies	581	89	555	5,058	1,571
Postage	794	716	752	582	711
Printing	6,143	5,005	6,978	8,385	6,628
Supplies	7,725	5,628	6,705	2,037	5,524
Telephone	2,666	848	1,231	1,193	1,484
Web Site	7,228	7,245	7,465	7,507	7,361
Total Expense	\$ 216,155	\$ 179,783	\$ 225,396	\$ 290,371	\$ 227,926
Net Income	\$ 25,221	\$ 47,591	\$ 29,772	\$ 1,156	\$ 25,935

PROFESSIONAL DEVELOPMENT COMMITTEE
Annual Report - November 2, 2015

The PDS committee held the Summer Drive-in Workshops on July 10, 2015 at Drexel University. The workshop line up was finalized, informational web pages built, workshop information collected from presenters, presenters confirmed, and details worked out with the host site- Drexel University (parking, hotel accommodations secured for presenters and limited block of rooms for attendees, and rooms reserved for each workshop). Overall, registration was very strong as shown below:

2015 Summer PDS Registrations			
Name of Workshop	On Site	Online	Total
Introduction to Statistics using SPSS	11	7	18
Institutional Research + Retention = SUCCESS!	13	11	24
2015 Newcomers to IR	20	0	20
Statistical Techniques for Admissions Modeling and Analysis	17	14	31
Strategic Planning: The Basics	9	7	16
Pivot Tables Changed My Life-They can change yours Too!	6	0	6
Total	76	39	115

The line-up of workshops offered shaped up very nicely (four offered at each AM/PM session). They were a mix of standard ones like the AIR/NCES IPEDS (in which we had 23 attendees to the half day IPEDS Finance Workshop) and Newcomers, some given at past conferences (SPSS, Retention, and Pivot Tables with MS Excel) and some that have never been offered by new workshop presenters.

The PDS workshops were a success financially. Below is a snapshot of the final budget:

2015 Final Budget
 Site: Drexel University
 Date: July 10, 2015

REVENUES	Registration by Workshop	Price Per Workshop	Total Revenues
Half Day, Non-member	17	105	\$1,785.00
Half Day, Member	63	85	\$5,355.00
Half Day, Drexel attendees , Non-member	14	105	\$1,155.00
Full Day, Non-member - Newcomers	6	145	\$870.00
Full Day, Member - Newcomers	9	120	\$1,080.00
Full Day, Drexel attendees	5	145	\$725.00
Refunds	1	85	\$85.00
Gross Revenue	115		\$10,970.00
Net Revenue (minus Drexel Comps and refunds)			\$9,005.00

EXPENSES			
Food (coffee/bev, danish)	65	\$29.15	\$1,895.02
Presenter/Staff Travel			\$1,112.66
Hotel Costs	5	\$165.18	\$1,011.39
Drexel costs	1		\$675.56
Supplies			\$0.00
Printing			\$216.00
Honoraria	7	\$250.00	\$1,750.00
TOTALS			\$6,660.63
NET INCOME			\$2,334.37

Evaluation results showed that overall, NEAIR members were pleased with many aspects of the PDS workshops. Online participants were also generally pleased, despite a few technical issues early on. The majority of online workshop evaluation respondents indicated that they would be likely or very likely to attend another online NEAIR workshop as shown below. Overall evaluation results were positive as well for those that attended in person. The PDS team this year learned a lot and will develop a report to show more in depth evaluation of the PDS workshops this year as well as develop a specific list of do's and do not's as it relates to on-line streaming workshops. Much was learned but given the strong registrations and positive evaluation results, this PDS team recommends when and if possible continuing to offer live streaming as a professional development option.

47. Please rate how likely you would do the following:							
#	Question	Very Unlikely	Unlikely	Likely	Very Likely	Total Responses	Mean
1	I would attend another NEAIR Sponsored workshop on-line via live streaming.	1	4	9	5	19	32.95
2	I would recommend a friend or colleague to attend a NEAIR sponsored workshop on-line via live streaming.	2	4	8	5	19	32.84

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.

Strategy: Develop multiple modes and settings of delivery for professional development offerings.

Respectfully submitted,
 Mark Palladino, Chair
 Betsy Carroll
 Chad May

SITE SELECTION COMMITTEE Annual Report – November 2, 2015

The chair of the Site Selection committee, in discussion with the NEAIR Administrative Coordinator, had decided to re-explore the possibility of Jersey City, New Jersey based on previous work done by the site selection committee in 2013. Jersey City's proximity to lower Manhattan on the banks of the Hudson River is the primary driver of the cost of the area. With the proximity to mass transit, centrality in the northeast region along the 95 corridor and access to Newark Airport, Jersey City has the potential to draw a record attendance to the NEAIR conference as members would be a stone's throw from New York City, a first for the organization. The committee reached out to the Hyatt Regency first as much work had previously been done. However, the initial costs of the Hyatt Regency quote were outside of our budget within a range of dates typically explored by the site selection committee, with room rates at \$299 in early November and \$319 in early December. The least expensive option was the week immediately preceding the Thanksgiving break at \$219. Because of the higher costs, the committee sought out other northeast regional options presented by our Hyatt contact within our price range. These options, including Boston, Pittsburgh and Princeton were researched. Unfortunately, most of these options were in fringe areas of major cities, nearer to airports and removed from walkable parts of the destination. As a result, we decided against pursuing these options further.

2017 Site Recommendation

In returning to Jersey City as an option, we researched and obtained a quote from the nearby Westin Jersey City Newport which returned a more reasonable \$195 room night for the week of Nov 17-22, 2017. We conducted a site visit and negotiated significant concessions on Food & Beverage and we were able to secure the use of our own AV contractor, MCRI, which results in significant savings. Meeting spaces have a great layout and are more than adequate for a conference of our size, with the ability to even meet a record level of conference attendance. The Westin is relatively new, built in 2008, and features beautiful views of lower Manhattan as well as access to nearby shopping, entertainment and dining both in the Newport area of Jersey City, nearby Hoboken, and New York City attractions during the Christmas/Holiday season. Other nearby attractions include Ellis Island, Liberty Science Center, "Empty Sky" 9/11 Memorial, and the Statue of Liberty, all located around Liberty State Park at the southern tip of Jersey City. The hotel is the second highest rated in Jersey City (TripAdvisor) and has received exceptional reviews. Overflow hotel options include a Double Tree hotel and a Courtyard within walking distance. Ultimately, we were pleased that the Steering Committee approved Jersey City as the 2017 conference site as we believe that we would not likely be able to secure a sub \$200 room rate for the greater New York City area anytime in the foreseeable future. Jersey City will make a great destination for our membership delivering the *NEAIR Standard Conference Experience*. Highlights of the signed contract include:

- A 10% discount on Food & Beverage after reaching an achievable 100K minimum requirement
- An achievable 532 minimum room block requirement (80% of 665 RFP block)
- \$195 room rate, just \$16 higher than the rate for the 2016 conference, Baltimore Inner Harbor

View of NYC from Westin Jersey City Guest Rooms



- Complimentary Standard Guestroom Internet Access
- \$15.00 self-parking for up to 24hrs
- Exceptional mass-transit accessibility with an adjacent PATH stop and nearby Newark Airport
- 10 breakout rooms for Saturday and Sunday allowing for a potential record number of pre-conference workshops offerings
- Incomparable proximity to New York City area attractions via mass transit
- Adjacent to a major shopping mall

Approval by Steering Committee

The Site Selection Committee recommendation was approved by the Steering Committee on Thursday, June 18, 2015.

Future Considerations

As noted in last year’s site selection report, locations that can accommodate the current size of the NEAIR conference in major cities are becoming cost prohibitive for the association given rising F&B expenses and rising room rates associated with larger hotels. Given the many constraints and goals of selecting a conference site, the association must be willing to occasionally accept a site that will result in a deficit if it is to reach high cost areas like Boston and New York City. Future site selection committees will need to continue to take into account the alternating locations geographically, while also thinking strategically about the timing of opportunities to select high cost sites when preceded and followed by lower cost locations, to ensure the conference fairly serves the various geographical regions of the membership.

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.

2010-2015 Activity Summary:

Year	Cities/States Investigated	Site Approved	Year/Contracted Chair
2010	Philadelphia, PA/Washington, DC	Bethesda, MD	2012 Gayle Fink
2011	Providence & Newport, RI Newport, RI	Newport, RI	2013 Steve Thorpe
2012	Philadelphia, PA/Baltimore, MD, Philadelphia, PA	Philadelphia, PA	2014 Catherine Alvord
2013	Burlington, VT, Stowe, VT, Jersey City, NJ	Burlington, VT	2015 Bruce Szelest
2014	Baltimore, MD	Baltimore, MD	2016 Emily Dibble
2015	Boston, MA, Pittsburgh, PA, Jersey City, NJ	Jersey City, NJ	2017 Mark Palladino

Respectfully submitted,
Mark Palladino, Chair

2014-2015 Site Selection Committee:

Stephen Sheridan
Shannon Lichtinger
Beth Simpson

GRANTS COMMITTEE

Annual Report – November 2, 2015

2015 Activity Summary

The Grants Committee consists of five members: one member who serves on the NEAIR Steering Committee (the Chair) and four members who are volunteers from the NEAIR general membership. In 2015, the Grants Chair was successful in securing matching funds through the AIR Affiliated Organization (AO) Forum Travel Grant program to expand NEAIR's existing grant program that currently consists of one Ambassador grant, three Conference Grants, and one Research Grant. The two new opportunities are equally supported by NEAIR and AIR through matching funds of \$500 from each organization. The NEAIR Leadership Team Travel Grant is a \$1,000 award that supports a member from the NEAIR governing board, the Exhibitor Coordinator, or the Administrative Coordination to attend the AIR Forum to support the organizational development of NEAIR. The AIR Forum Scholarship is a \$1,000 award that helps a current NEAIR attend the AIR Forum who would otherwise not be able to attend.

The Grants Committee put forth a call for proposals via email for all five types of awards. We received two applications for the NEAIR Leadership Team Travel Grant, one application for the AIR Forum Scholarship, four applications for the Ambassador Grant, five applications for the Conference Grant, and two applications for the Research Grant.

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. All proposals which were not funded received feedback on how their proposals could have been strengthened.

Six grants were awarded: one NEAIR Leadership Team Travel Grant, one AIR Forum Scholarship, one Ambassador Grant, two Conference Grants, and one Research Grant.

- The *2015 NEAIR Leadership Team Travel Grant* was awarded to Sally Frazee, Temple University, to support her travel to the AIR Forum in Denver, Colorado.
- The *2015 AIR Forum Scholarship* recipient was awarded to May Hser, George Washington University, to support her travel to the AIR Forum in Denver, Colorado.
- The *2015 NEAIR Conference Grant* recipients were: Carole Sterritt, Holyoke Community College and Robert Zhang, Chatham University. Each received an \$800 grant that was directly applied to the grant recipient's 2015 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 *2015 Ambassador Grant* recipient was J.R. Bjerklie, University of Maine at Fort Kent, who was awarded \$695 to help offset the costs of attendance at the 2015 NASPA Assessment and Persistence Conference from June 25 – June 27, 2015 in Boston, Massachusetts.
- The *2015 Research Grant* was awarded to Erin Dunleavy and Carien Williams, The Commonwealth Medical College, to support their evaluation of third-year medical students' experiences in the 50/50 clinical training model. The 50/50 training model takes a blended approach to teaching clinical skills such that students engage in traditional block/discipline clerkships as well as longitudinal integrative clerkships (LIC). The block approach provides intensive inpatient training as students rotate through core disciplines while the LIC approach provides training in an outpatient setting with a focus on continuity of care where wellness and preventive medicine are emphasized. This grant award will provide up to \$1,000 to defray costs associated with their research, including materials, data acquisition and data entry assistance.

2015 Fiscal Information

The Grants Committee had a budget of \$5,200 in FY 2015. It awarded one NEAIR Leadership Team Travel Grant (\$500 from NEAIR matched by AIR); one AIR Forum Scholarship (\$500 from NEAIR matched by AIR); two \$800 Conference Grants; one \$695 Ambassador; and one \$1,000 Research Grant. Overall, \$4,295 in grants were awarded to NEAIR members.

The number of Conference Grants increased from two to three for the 2015 Burlington Conference as approved at the July 2014 Steering Committee meeting. Though the Committee received five applications for the Conference Grant only two merited funding in light of the guidelines for that opportunity. The number of Conference Grants will be revisited in March of 2016 prior to Baltimore Conference to determine how many will be offered.

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.

Respectfully Submitted,

Shannon Tinney Lichtinger, Chair, Howard Community College
 Alexa Beshara-Blauth, Ocean County College
 Charis Ng, SUNY Downstate Medical Center
 Seth Ovadia, Syracuse University
 June Ragone, Rowan University

MEMBERSHIP COMMITTEE
Annual Report – November 2, 2015

Summary: Follow-up on June 18, 2015 Steering Committee Action Items

ACTION ITEM: Claire Goverts and Clune-Kneuer will take the DANA social media course.

Not completed but approved from prior Steering Committee Meeting

Key Information on Committee Progress Since April 10, 2015 Steering Committee

Overall Membership & Committee Structure

- Have been helping the Conference team as needed with promotion.
- Coordinated a panel of diverse members for a session for NEAIR15.
- Cross section collaboration for mentoring quotes being distributed on social media

Social Media

- Continuing to support membership through LinkedIn, NEAIR Forum & Twitter. For 2015: Twitter impressions are 20,262; Profile visits are 1,085, Mentions are 99; and new followers are 55.

Job & News Posting

- Job postings are being approved and posted on the web. 94 postings this year with 3955 views.

Mentoring / Mid-Career & Newcomers

- Are with PC & LAC on Mentoring & Newcomers receptions as well as social media for NEAIR15.

Groups

- Created new groups in LinkedIn for New to IR, Mid-Career, and Seasoned Professionals.

Proposed Action Items

Strategic Goals

Goal: Membership Growth: To be responsible to natural and evolutionary growth as a result of changing demands in postsecondary education.

Strategy: Develop methods to monitor membership counts and composition.

Updates: The Membership Committee is working to continue NEAIR connections beyond the Annual Conference and through the year through social media such as YM, LinkedIn and Twitter.

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.

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

Updates: The Membership Committee is working to match individuals with volunteer opportunities within the organization.

Goal: Member Services: To continually provide members quality information and services.

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

Updates: The Membership Committee is exploring additional social media options for engagement, such as YM, LinkedIn, and Twitter.

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.

Updates: No updates.

Strategy: Strengthen relationship with affiliate groups.

Updates: This will be continued to be explored through the Groups position on the Membership Committee when filled. The Membership Committee has cross promoted additional resources when appropriate through social media.

Respectfully submitted by:

Elizabeth Clune-Kneuer (Membership Chair)

Diana Danelian

Claire Goverts

Maren Hess

Melanie Larson

Jennifer May

Alison Weingarten

Twitter Analytics

September 2015 • 28 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 329 impressions
 Going to **#NEAIR15**? Don't forget to enroll as a mentee or volunteer mentor when you register! Find out more - ow.ly/S0e89

Top Follower followed by 533 people
Joshua Brown @HigherEdSoc
 eEDUCATION & INSPIRATION: Studies organizational change & market forces in **#HigherEd**. NSF **#Sociology** grant recipient & past editor of **@RPAJournal**. Posts on wine.

Top mention earned 11 engagements
IPEDS @ipeds_nces · Sep 7
@AIRForum @NEAIR_IR Fall 2015 IPEDS workshops. Anyone can register for free. pic.twitter.com/8lFbYGr2uD

Fall 2015 AIR-hosted IPEDS Workshops

What? Ready to take training sessions taught by experienced practitioners, graduate-level IPEDS data providers and more.	Cost? None!
When & Where? October 20 in Hays, KS October 22 in Burlington, VT November 5 in Springfield, MA November 12 in Columbus, OH	Additional Info? Want to know more or register? www.airforum.org/2015/09/07/fall-2015-air-hosted-ipeds-workshops/

Tweets with photos get noticed
 It's true. Tweets with images drive more engagement and generate more

Month	Tweets	Tweet impressions	Profile visits	Mentions	New followers	
Sep-15	6	3159	59	5	2	28 days
Aug-15	8	1797	112	6	10	
Jul-15	7	2275	115	8	9	
Jun-15	6	3037	166	4	7	
May-15	16	3,568	182	15	5	
Apr-15	14	2,526	128	5	6	
Mar-15	8	1,508	91	17	8	
Feb-15	13	1,123	102	17	4	
Jan-15	13	1,269	130	22	4	
Dec-14	1		36	2	4	
Nov-14	109		109	72	2	
Oct-14	37		91	41	0	
Sep-14	17		31	17	0	

LinkedIn Analytics

As of 4-28-15

Location

Greater New York City Area	18%
Greater Boston Area	16%
Greater Philadelphia Area	8%
Washington D.C. Metro Area	5%
Albany, New York Area	4%
Greater Pittsburg	3%

	4/28/2015	5/4/2015	9/29/2015
Group Members	373	392	415

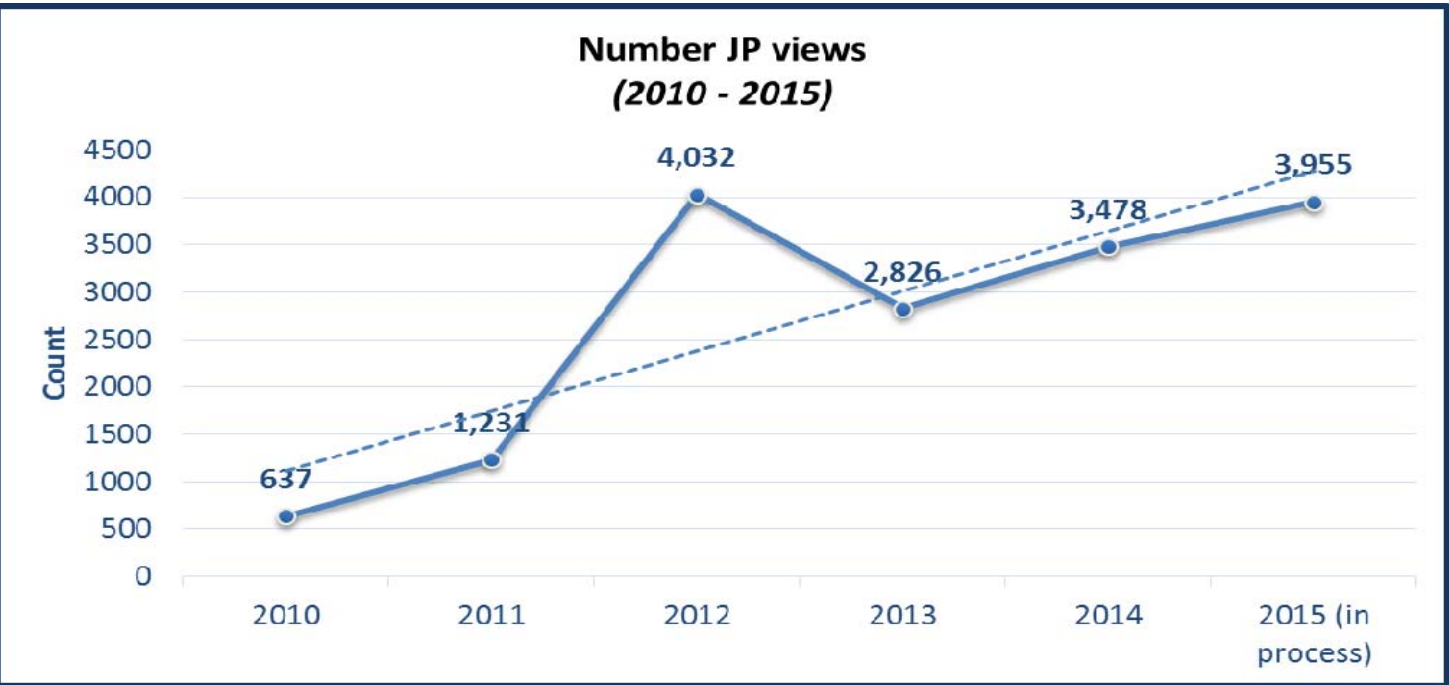
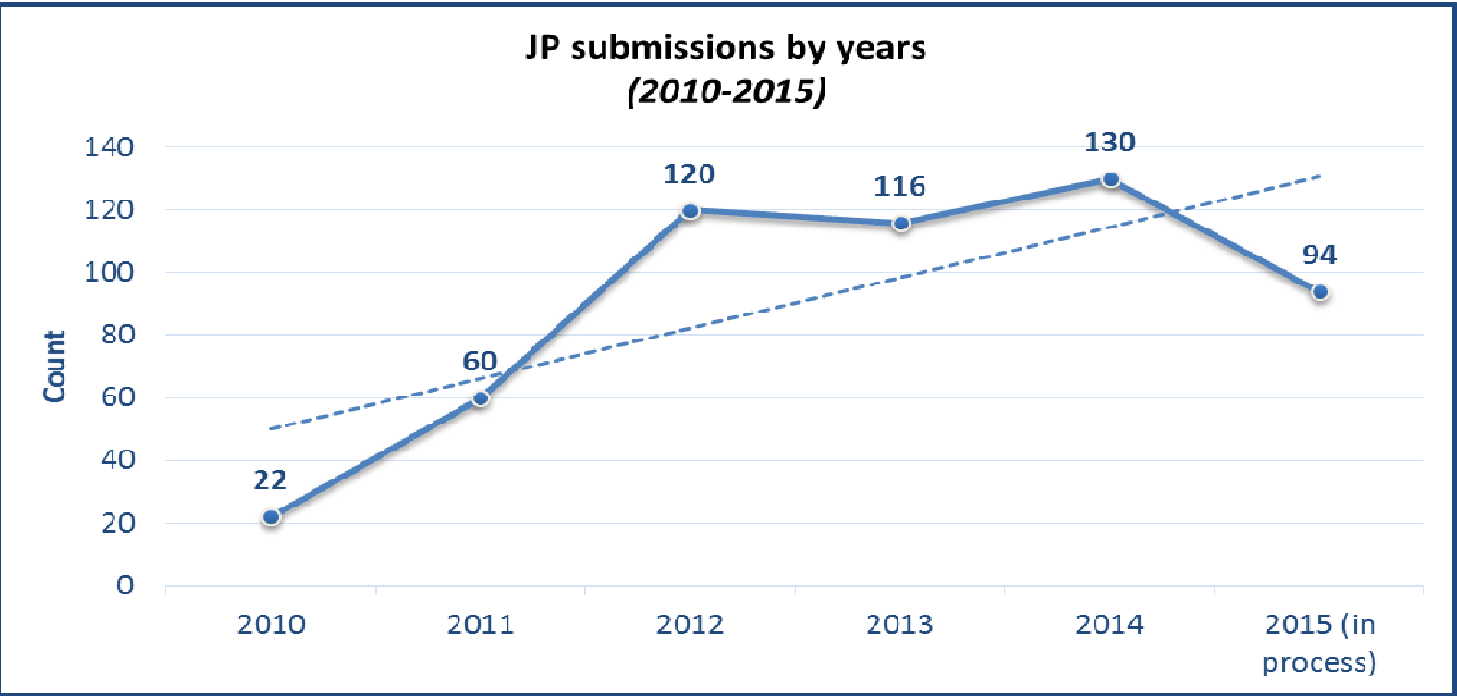
SENIORITY

Director	166
Senior	101
Entry	33
VP	25
Manager	16

Job Placement Analytics as of 9/30/15

Descriptive Statistics for Job Postings (2010 - 2015)

Since August 2010 (first posted date in the database), 542 job postings were published on NEAIR website from 32



NOMINATIONS COMMITTEE Annual Report – November 2, 2015

2015 Activity Summary:

- Used the *Nominations and Election Procedures* established by the 2014 Nominations Committee to guide committee responsibilities and procedures for identifying and selecting qualified nominees.
- Developed a comprehensive listing of committee members (and leaders) over the past ten years to build an inventory of potential nominees and those who are in a position to nominate qualified persons.
- To supplement the membership's nominations, the Committee also reached out to individual members outside the official 'Call for Nominations' e-mail blast.
- Election Process:
A Call for Nominations for the elected leadership positions was sent to the membership over the summer. Thirty-eight members were nominated for one or more of the positions to be filled through the Call for Nominations, and another fifty-five were identified through the reaching out efforts of committee members. There was a good degree of overlap between the two outreach efforts in identifying nominees. The Committee selected: two candidates for President-Elect and three candidates each for Steering Committee, Community College Sector; Steering Committee at-Large, and Nominations Committee, Public Sector. Seven candidates were selected for the Nominations Committee Members-at-Large slate. The online election was conducted with the able assistance of Beth Simpson, NEAIR Administrative Coordinator, using NEAIR's secure voting system within its YM membership platform. The Call for Elections opened on July 23rd and closed on August 31st with 263 of the 734 voting eligible NEAIR members casting votes, for a 36% participation rate.

Results of the 2015 NEAIR Election:

- President-Elect: **Ann Marie Senior**, Thomas Edison State College
- Steering Committee, Community College Sector: **Tiffany Parker**, Mount Wachusett Community College
- Steering Committee Member-at-Large: **Melanie Larson**, Lasell College
- Nominating Committee – Public Sector: **Jason Schweitzer**, Rutgers University–Camden
- Nominating Committee Members-at-Large:
 - **Michelle Appel**, University of Maryland, College Park
 - **Michael Duggan**, Emerson College
 - **Peter Feigenbaum**, Fordham University
 - **Betty Harper**, The Pennsylvania State University
 - **Jessica Shedd**, The University of Texas System

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,
Bruce Szelest, Chair

2014-2015 Nominations Committee:

Lee Allard
Ellen Boylan
Phyllis Fitzpatrick
Chad May
Paul Prewitt-Freilino
Alan Sturtz

FINANCE COMMITTEE

Annual Report—November 2, 2015

The Finance Committee serves NEAIR by furthering its Strategic Goal of adopting best practices for financial management and long term fiscal health. During this past year, the Finance Committee worked with the Treasurer, the Administrative Coordinator, the Past President, the President Elect and the Steering Committee to hire a part-time Bookkeeper, and to develop a financial investment strategy for the Association's fund balance. The Committee has also taken on new responsibilities to annually review the new planned fee schedule.

Bookkeeper. The Treasurer solicited bids from individuals and firms interested in filling the Bookkeeper position and presented these to the Finance Committee for review. Following the review, the Board Officers and the Steering Committee held a conference call on March 31, 2015 to consider the Finance Committee's motion to hire Scott Rubinsky (CPA) as NEAIR's Bookkeeper. The motion passed and the Treasurer worked with Mr. Rubinsky to finalize the contract. The Bookkeeper benefits the Association by providing the Treasurer with much needed support for maintaining and reconciling revenues and expenses. Additionally, the position adds a third dimension of fiduciary oversight for the Association's cash processing procedures. This resolves an ongoing concern for internal control weaknesses and financial risk that has been identified by external auditors.

Investment Strategy. The Administrative Coordinator worked with contacts she has made through her work with the Delaware Alliance for Non-Profit Associations to identify potential financial investment managers, and presented her findings to the Finance Committee for review. This was challenging because of the difficulty in finding a firm willing to manage NEAIR's relatively modest fund balance (\approx \$130,000), provide ongoing financial guidance, and carry the financial liability for the NEAIR Board. Through this vetting process, David Biddle of Biddle Capital Management emerged. David Biddle is committed to the work of nonprofits and is willing to manage small portfolios. The Finance Committee and the Presidents held a conference call with David Biddle on September 17, 2015 to determine the Association's risk tolerance and desired return on investment. This discussion established NEAIR's targeted return rate at 5% per year with a goal of building the value of the reserve fund balance to \$200,000 over a ten year period. Following this discussion, David Biddle prepared a Statement of Investment Policies and Objectives for NEAIR which is being reviewed, and will be recommended to the Board and Steering Committee for final consideration and approval.

NEAIR Planned Fee Schedule. At the summer 2015 Steering Committee meeting, the NEAIR Board approved a comprehensive Planned Fee Schedule, available at <http://www.neair.org/default.asp?page=feeschedule>. At that meeting the Finance Committee was charged, going forward, to review the fee schedule annually and recommend further adjustments, as warranted due to changing circumstances or unforeseen developments.

Respectfully submitted by,

Cristi Carson, Chair

Thomas Dahlstrom

Gurvinder Khaneja

Chad Muntz, Chair Elect

Stephen Sheridan, *ex officio*

Beth Simpson, *ex officio*

TECHNOLOGY COMMITTEE

Annual Report – November 2, 2015

First, I would like to thank the Technology Committee members for the time they devoted to NEAIR during the past year. They are Tracy Barnes, Jennifer Lewis, Ken Smith, Joe Stankovich, and Melissa Thorpe.

NEAIR uses numerous platforms for interacting with members and managing the organization's business. Managing the passwords for these platforms was becoming challenging considering the many volunteers rotating in and out of key positions each year. After consulting with a security expert, a password management system was proposed. The committee also investigated YM's security and disaster recovery services. The services provided by YM are secure and would enable NEAIR to recover our data in the event of an emergency.

The Technology Committee proposed that we develop a style guide for the website and other forms of communication. After researching numerous style guides from other organizations, the committee decided that the style guide used by a NEAIR member college would be adopted as a template for NEAIR. Technology committee members and the administrative coordinator have made extensive revisions, and this will continue to be a work in progress, ultimately including sections for social media and bulk e-mail.

Finally, the Technology Committee made recommendations for archiving member involvement history and making this accessible for reporting purposes. These recommendations are under consideration by the Steering Committee.

Goal: Increase level of appropriate technology used by NEAIR to deliver information and services to membership. Per the Policies and Procedures document, the Technology Committee will be responsible for the ongoing support of the YM membership platform which runs the NEAIR website and an appropriate software for conference proposals in which at this time is Openconf.com . This includes:

- Reviewing and modifying both the structure and content of the website on an ongoing basis as needed by the association
- Establishing standards for visual consistency
- Establishing organization standards for ease of maintenance of the website
- Reviewing the functionality of the technologies that support the NEAIR website to ensure that they continue to meet the needs of the association.
- Hold administrative privileges within YM to help support the administrative coordinator with system maintenance, setup, and support for the annual conference, professional development workshops, etc.

Respectfully submitted,

Ingrid Skadberg, Chair

Tracy Barnes, Chair Elect

Jennifer Lewis, NEAIR Website Coordinator

Ken Smith, Guidebook Coordinator and Website Coordinator

Joe Stankovich, NEAIR Website Coordinator

Melissa Thorpe, YourMembership.com Coordinator



2014-2015 LEADERSHIP TEAM

Officers:	Co-Presidents	Mark Palladino, Bruce Szelest
	President-Elect	Mark Palladino
	Secretary ('14-'17)	Jennifer Dunseath
	Treasurer ('13-'17)	Stephen Sheridan

Steering Committee Members:

Immediate Past President	Bruce Szelest
Program Chair	Cherry Danielson
Local Arrangements Chair	John Ryan
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
Member-At-Large ('14-'17)	K. Tracy Barnes
Member-At-Large ('14-'17)	Chad Muntz
Administrative Coordinator (ex-officio)	Beth Simpson

STANDING COMMITTEES

Finance Committee

Chair	Cristi Carson
Chair-elect	Chad Muntz
Treasurer	Stephen Sheridan
Member ('12-'15)	Thomas Dahlstrom
Member ('14-'17)	Gurvinder Khaneja

Grants Committee

Chair	Shannon Lichtinger
Chair-Elect	TBD 2015
Immediate Past Chair	Laura Uerling
Grants Reviewer ('12-'15)	Alexa Beshara-Blauth
Grants Reviewer ('14-'17)	Seth Ovardia
Grants Reviewer ('14-'17)	Charis Ng
Grants Reviewer ('14-'17)	June Ragone

Professional Development Services (One Year Term)

Chair	Mark Palladino
Workshop Recruitment	Chad May
Local Arrangements	Betsy Carroll
Site Logistics & Registration	TBD

Membership

Chair	Elizabeth Clune-Kneuer
Chair-elect	TBD 2015
Immediate Past Chair	Maren Hess
Groups ('14-'17)	Anj Shaw
Job & News Posting ('14-'17)	Diana Danielian
Mentors ('13-'16)	Melanie Larson
Mid-Career Focus ('13-'16)	Alison Weingarten
Newcomers ('14-'17)	Jennifer May
Social Media ('14-'17)	Claire Goverts

Nominations (One Year Term)

Chair	Bruce Szelest
Member (Community College)	Phyllis Fitzpatrick
Member	Lee Allard
Member	Ellen Boylan
Member	Chad May
Member	Paul Prewitt-Freilino
Member	Alan Sturtz

Site Selection

Chair	Mark Palladino
Treasurer	Stephen Sheridan
Past LAC or PC ('13-'16)	Shannon Lichtinger
Admin Coordinator	Beth Simpson

Technology

Chair	Ingrid Skadberg
Chair-elect	Tracy Barnes
Website ('13-'16)	Joseph Stankovich
Website ('13-'16)	Jennifer Lewis
Website ('13-'16)	Kenneth Smith
Access/YM ('14-'17)	Melissa Thorpe



2014-2015 LEADERSHIP TEAM

Program (One Year Term)

Chair

Associate Program Chair
 Exhibitor ('14-'17)
 Pre-Conf Workshops
 Best Paper ('14-'17)
 Conf Website ('12-'15)
 Evaluation ('13-'16)
 Focus Group &
 Closing Raffle
 Guidebook ('12-'15)
 Member Benefits
 OpenConf ('12-'15)
 Poster Session ('12-'15)
 Publications ('12-'15)

Cherry Danielson

Shirley Wong
 Sally Frazee
 Chad May
 Jennifer May
 Marian Sherwood
 Joel Bloom
 Shama Akhtar
 Chad May
 Kenneth Smith
 Elizabeth Clune-Kneuer
 Alexander Yin
 Carol Van Zile-Tamsen
 Tiffany Parker

Local Arrangements (One Year Term)

Chair

AV Coordinator
 Dinner Group

 Internet Café
 LAC Web pages
 Meal Tickets
 Name Badges
 Session Room Checker

 Signs

John Ryan

Shirley Wong
 Laura Massell
 Jennifer Nuceder
 JR Bjerklie
 Zeke Bernstein
 Hope Baker-Carr
 Hope Baker-Carr
 Adela Langrock
 Betsy Carroll
 Zeke Bernstein

Conference Proposal Peer Reviewers

Alexander Yin, Peer Review Coordinator

Lee Allard	Marcia Finch	Gloria Oikelome
Andrea Bakker	Gayle Fink	Katherine Ostroot
Libby Barlow	Emily Foley	Allison Ostrowski
Annemarie Bartlett	Sally Frazee	Suzanne Phillips
Robin Beads	Nora Galambos	Paul Prewitt-Freilino
Felice Billups	Brandy Gray	Heather Roscoe
J.R. Bjerklie	Rachel Groenhout	Cate Rowen
Gary Boden	Rommel Guadalupe	Nathan Rush
Heather Bouchey	Linda Heineman	Ann Marie Russell
Christina Butler	Braden Hosch	Austin Ryland
Jason Canales	Christopher Hourigan	Jessica Sharkness
Angela Carlson-Bancroft	May Hser	Jessica Shedd
Betsy Carroll	Michelle Kiec	Mary Heather Smith
Cristi Carson	Lester Ko	Kristen Sullivan
Elizabeth Clune-Kneuer	Elisabeth Lackner	Valerie Swain
Margaret Cohen	Raldy Laguilles	Wayne Taliaferro
Theodore Coladarci	Cynthia Langin	Gail Tudor
Lauren Conoscenti	Melanie Larson	Carol Van Zile-Tamsen
Dan Custer	Ann Lehman	Christopher Vinger
Veena Dhankher	Jeannette Lim	Courtney Wade
Stephanie Dolamore	Jack Mahoney	Vennessa Walker
Suhua Dong	Laura Massell	Lynn Wallace
Sarah Donnelly	Tom McGuinness	Allison Walters
Kate Doria	Edmund Melia	Andrew Watters
Jennifer Dunseath	James (Jim) Miller	Michael Whitcomb
Mark Eckstein	Louise Murray	Shirley Wong
Krisztina Filep	Matt North	Alexander Yin



2014-2015 LEADERSHIP TEAM

Best Paper Committee ('14-'17)

Jennifer May, Best Paper Coordinator

Di Chen
Heather Kelly

Joanna Musial
Marcia Finch

Qing Lin Mack
Yuko Mulugetta