

43rd Annual Business Meeting

Monday, November 14, 2016

**Hyatt Regency Baltimore Inner Harbor
Baltimore, Maryland**

AGENDA AND REPORTS

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



**Annual Business Meeting Agenda
Baltimore, Maryland
November 14, 2016**

Call to Order Mark Palladino

Approval of Minutes from 2015 Annual Business Meeting Mark Palladino

Treasurer’s Report Stephen Sheridan

Awards, Commendations & Member RecognitionMark Palladino

Strategic Plan Goal 1: To provide quality and relevant professional development for NEAIR members.

 Professional Development Services Committee Ann Marie Senior

 Site Selection CommitteeAnn Marie Senior

 Grants Committee Shannon Lichtinger

Strategic Plan Goal 2: To be responsive to natural and evolutionary growth as a result of changing demands in postsecondary education.

 Membership Committee.....Elizabeth Clune-Kneuer To

Strategic Plan Goal 3: 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 ResultsBruce Szelest

Strategic Plan Goal 4: To adopt best practices for financial management and long term fiscal health.

 Finance CommitteeChad Muntz

Strategic Plan Goal 5: To continually provide members quality information and services.

 Technology Committee..... K. Tracy Barnes

Passing of the GavelMark Palladino

New Business Ann Marie Senior

 Preview: 2017 NEAIR Conference, Jersey City, NJ Allison Walters/Jane Zeff

 AIR Forum 2017Gina Johnson

Adjournment Ann Marie Senior

NEAIR PRESIDENT'S ANNUAL REPORT

November 14, 2016

Two years ago, the members of NEAIR entrusted me with the stewardship of the association by electing me President. Over the past year, I have had the pleasure of working alongside a fantastic NEAIR board to move the association forward on several initiatives. With an eye on the NEAIR Strategic Plan and in particular goal number four of the plan, we moved boldly in the following areas:

- The Executive Board established the NEAIR Endowment, hiring BCM Wealth Management, a fiduciary, to create an investment policy statement and manage a TD Ameritrade Investment on behalf of NEAIR. To date, the fund balance has realized a net gain of 8%.
- The Finance Committee conducted a risk assessment and recommended the purchase of a directors and officers insurance policy with a fiduciary liability rider. This policy went into effect this year and will better insulate the association from financial liabilities.
- The Technology Committee recommended migration to a new website platform that will provide substantial long-term savings in operational expenses while delivering nearly all of the functionality of the current NEAIR website.
- The Board negotiated and renewed our contract with Beth Simpson through 2019, keeping our administrative costs down while ensuring our members continue to receive the extraordinary personal service we have come to expect from our Administrative Coordinator.
- As President, I opened a joint credit line on behalf of the association, with the short-term goal of establishing a solid credit history for NEAIR and with a long-term hope of opening a credit line solely in the corporation's name. This would eliminate the need to pay large cash deposits when signing conference hotel contracts and further reduce the association's liability.
- The NEAIR board and Baltimore conference team accepted my challenge to engage in a concerted effort to recruit conference sponsorship. Their efforts paid off in a record number of exhibitors and revenues of nearly 140% of the budgeted amount.
- With the establishment of the ad-hoc Research Committee, my goal is to create NEAIR's first "IR Office" with the intention that this committee become a standing committee, which will help drive future strategic decisions and planning.
- In addition to all of the new initiatives above, the NEAIR Leadership Team has delivered all of the standard events and services that our membership has come to expect from the premier regional professional association for institutional research.

More details of these accomplishments can be found in the reports that follow. The work we achieved this year was made possible by the exceptional leadership of the chairs of our standing committees and the more than one hundred volunteers who answered the call to serve the association. As I transition into my role as Past-President, I am confident in the future of NEAIR and our solid financial position crucial to achieving the goals of the Strategic Plan.

Respectfully,



Mark A Palladino
NEAIR President 2015-16



***** D R A F T *** 03/10/16**

Annual Business Meeting Minutes
Burlington, Vermont
November 2, 2015

1. Call to Order (Mark Palladino)

NEAIR Incoming President Mark Palladino called the meeting to order at 12:20 PM.

[Formal committee reports are located in the business meeting agenda and reports document in the conference packet.]

2. Approval of Minutes from 2014 Annual Business Meeting (Mark Palladino)

A motion to approve the minutes of the 2014 Annual Business Meeting was made, seconded, and approved.

3. Treasurer's Report (Stephen Sheridan)

Sheridan reported that NEAIR is in a good financial position, and referred to his report including the two financial statements included in the business meeting agenda and reports document. NEAIR had a total income for FY 2015 of \$291,527 and total expenses of \$290,371, resulting in net income of \$1,156. NEAIR's checking account balance at year end was \$11,874. Our savings account balance was \$231,942. NEAIR's total current assets at year end were \$245,600. Sheridan concluded by informing the membership that NEAIR financial statements have been submitted for audit.

4. Awards, Commendations & Member Recognition (Mark Palladino)

Mark Palladino asked Jennifer May, the 2014 Best Paper Chair, to acknowledge the winners of the best paper and visual presentation from the 2014 annual conference. May recognized the members of her committee: Di Chen, Marcia Finch, Heather Kelly, Qing Lin Mack, Yuko Mulugetta, and Joanna Musial. May congratulated Tom McGuinness of Bates College for his paper, *Integrative Learning: Helping Students Make the Connections*. She next congratulated Margaret Munley for her poster, *Perceived Biases Against Asian American Applicants in*

Undergraduate Admissions. May encouraged presenters from this conference to submit their work for consideration for the awards for next year.

Mark Palladino then invited Allison Walters to the podium to introduce and present the 2015 Distinguished Service Award to Heather Kelly. Walters noted the many reasons Kelly was deserving of the award, including her significant contributions to both NEAIR and AIR. Kelly took the stage to receive her award and expressed her thanks. She received a standing ovation. Kelly's parents were also in attendance.

Mark Palladino acknowledged Bruce Szelest, immediate past-president, for his three years of service to NEAIR. Also acknowledged were outgoing Steering Committee members: Cristi Carson, Finance Committee Chair, and Ingrid Skadberg, Technology Committee Chair.

Bruce Szelest asked all of those who contributed to the 2015 conference to stand and be recognized, including: Cherry Danielson, Conference Program Chair; John Ryan, Local Arrangements Chair; Associate Program Chair, Jennifer May; Conference Evaluation Coordinator, Joel Bloom; Conference Website Coordinator, Marian Sherwood; Publications Coordinator, Tiffany Parker; Guidebook App Coordinator, Kenny Smith; Poster Session Coordinator, Carol Van Zile-Tamsen; Pre-Conference Workshop Coordinator, Chad May; Peer Review Coordinator, Alex Yin, and all those who helped with the proposal blind reviews; NEAIR's Administrative Coordinator extraordinaire, Beth Simpson; Laura Massell and Jennifer Nuceder who led our dine arounds; all those who led a dinner group on Saturday or Monday; those, mostly our colleagues from VT area who helped stuff registration packets on Friday morning; all those who joined in a dinner group on Saturday or Monday; Pre-Conference workshop presenters; session presenters and invited speakers; volunteers who helped at the registration desk, or anywhere else. Most of the room was standing and Szelest asked people to look around because, "...you are NEAIR!"

Bruce Szelest then introduced Sally Frazee, our Exhibitor Coordinator, to recognize our sponsors. Frazee said there were 19 sponsors. She noted that our exhibitors are sponsors that financially support the conference 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.

5. Professional Development Services Committee (Chad May)

Chad May directed members to the PDS committee report in the business meeting agenda and reports document. May stated that the annual PDS was held in July at Drexel University in Philadelphia, and it was very successful. May recognized the rest of the members of the PDS committee, Mark Palladino and Betsy Carroll.

6. Site Selection Committee (Mark Palladino)

Mark Palladino directed members to the Site Selection committee report in the business meeting agenda and reports document. Palladino stated that the 2017 NEAIR conference would be held at the Westin Jersey City Newport in Jersey City, NJ from November 18 through November 21,

2017. Palladino recognized the rest of the members of the PDS committee; Shannon Lichtinger, Steve Sheridan and Beth Simpson.

7. Grants Committee (Shannon Lichtinger)

Shannon Lichtinger recognized the members of her committee: Alexa Beshara-Blauth, Charis Ng, Seth Ovadia, and June Regone. Lichtinger highlighted information contained in the committee's report located in the business meeting agenda and reports document including the six grants that were awarded over the past year: Sally Frazee-NEAIR Leadership Team Travel Grant; May Hser-AIR Forum Scholarship; Carole Sterritt and Robert Zhang-NEAIR Conference Grants; J.R. Bjerklie-Ambassador Grant; and, Erin Dunleavy and Carien Williams-Research Grant. Lichtinger encouraged the membership to apply for next year's grants and to watch for application information in the coming year.

8. Membership Committee (Elizabeth Clune-Kneuer)

Elizabeth Clune-Kneuer acknowledged the Membership Committee members: Diana Danelian, Claire Goverts, Maren Hess, Melanie Larson, Jennifer May, and Alison Weingarten. Clune-Kneuer highlighted information from her report in the business meeting agenda and reports document including progress made with our social media presence and Newcomers services.

9. Nominations Committee Report of Election Results (Bruce Szelest)

Bruce Szelest thanked the members of the Nominations Committee for their service: Lee Allard, Ellen Boylan, Phyllis Fitzpatrick, Chad May, Paul Prewitt-Freilino, and Alan Sturtz. The election had a 36% participation rate.

The following were welcomed as the new members of the Steering Committee: President-Elect: Ann Marie Senior; Steering Committee, Community College Sector: Tiffany Parker; Steering Committee Member-at-Large: Melanie Larson; Nominating Committee – Public Sector: Jason Schweitzer; Nominations Committee Members-At-Large: Michelle Appel, Michael Duggan, Peter Feigenbaum, Betty Harper and Jessica Shedd.

Szelest announced the newest NEAIR emeritus members and retirees. They are: Cherry Danielson (2015), Annick Mansfield (2015), Alan McArdle (2015), and Alan Sturtz (2015).

10. Finance Committee (Cristi Carson)

Cristi Carson acknowledged the members of the committee: Thomas Dahlstrom, Gurvinder Khaneja, Chad Muntz, Stephen Sheridan (ex officio) and Beth Simpson (ex officio). Carson highlighted her committee's report in the business meeting agenda and reports document including three prominent items, the hiring of a Bookkeeper, the implementation of a planned fee schedule, and the development of an investment strategy.

11. Technology Committee (Ingrid Skadberg)

Ingrid Skadberg thanked the members of the Technology Committee: Tracy Barnes, Jennifer Lewis, Ken Smith, Joe Stankovich, and Melissa Thorpe. She directed members to read the full report in the business meeting agenda and reports document, and highlighted the committee's work on password management, security and disaster recovery, and the website style guide.

Passing the Gavel (Bruce Szelest/Mark Palladino)

Bruce Szelest thanked the membership for expressing confidence in him by electing him to this position. He attributed his success to the success of all of those who have been involved and supported NEAIR and the conference. Szelest then welcomed Palladino to join him on stage where he presented Palladino with the official NEAIR crab mallet "gavel". Palladino thanked the membership for electing him last year and he looks forward to the exciting year ahead. He also took the first ever presidential "selfie" with some of the meeting attendees in the background and posted it to Twitter with the photo attached.

12. New Business (Mark Palladino)

a. Preview: 2016 NEAIR Conference, Baltimore, MD (Shama Akhtar/Betsy Carroll/Chad May)

Mark Palladino and the other members of the Conference Team shared plans for NEAIR's next conference in Baltimore, MD. The conference dates are November 12-15, 2016, and will be held at the Hyatt Regency on the Inner Harbor.

b. Gifts to 2015-16 President, Mark Palladino, from Baltimore (Shama Akhtar/Betsy Carroll/Chad May)

Shama Akhtar, Betsy Carroll and Chad May presented Mark Palladino with several gifts from Baltimore including a package of the famous Berger Cookies.

c. 2016 AIR Forum (Gayle Fink)

Gayle Fink, AIR Past President and former NEAIR 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, or have served, on the AIR Board of Directors. On behalf of AIR, Fink welcomed NEAIR members to attend the AIR Annual Forum in New Orleans, LA in May 2016. She concluded by asking NEAIR members to continue their involvement in our local, regional, and national organizations.

13. Adjournment (Mark Palladino)

Mark Palladino made a motion to declare the meeting adjourned at 1:26PM.

Respectfully submitted by Jennifer Dunseath, NEAIR Secretary.

TREASURER'S REPORT

November 14, 2016

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 FY15-16 of \$257,159; \$197,510 of that income was attributed to the Conference with the remaining from NEAIR Operations, which includes PDS workshops. Conference expenses totaled \$155,217 for a net income of \$42,293. Total expenses for the fiscal year were \$196,362 resulting in net income of \$58,206 for the year. The resounding financial success was undoubtedly a direct result of hosting our conference in Burlington, VT. In locales outside the I-95 corridor, we are able to leverage our conference attendance into much better deals on conference food costs, by far our largest annual expenditure.

NEAIR, at the end of FY15-16, showed a Bank of America Checking Account balance at \$39,404 and the Savings Account balance at \$111,990, providing total account balances of \$151,394. Accounts receivable sit at \$105 and undeposited funds held on June 30, 2015 were \$1,020. Also there were prepaid expenses toward this conference in the amount of \$22,396.

After several years of research and much deliberation by the Steering Committee, NEAIR created an endowed account for its continuing "fund balance," monies that have been set aside to cover NEAIR expenses in the event of unforeseen circumstance that would require the annual conference to be cancelled. In February, exactly \$130,000 was invested with Biddle Capital Management, Inc., a Delaware firm specializing in assisting not-for-profits manage their money. After assisting NEAIR leadership in discovering a level of risk we were comfortable with, David Biddle invested the designated funds by selecting investment vehicles within the TD Ameritrade portfolio of funds. At the end of FY15-16, that endowment stood at \$133,596, reflecting a 2.8% return on investment. Despite the steering committee policy that 50% of the net income for the fiscal year should be added to the "fund balance," now the endowment, the steering committee, decided to suspend this action on my recommendation. This will allow for maximum cash flexibility for potentially challenging fiscal years ahead. It is our hope that the endowment will continue to grow toward the \$200,000 goal. At the end of September, the endowment stood at \$140,915; thus, we are optimistic that we make that goal without too much further investment.

The four-year, side-by-side comparison of NEAIR's total income/expenses reveals that while NEAIR continues to have consistent income, administrative costs continue to climb. Over the past couple of years, NEAIR has added a contracted bookkeeper, extended and increased the value of our contract of the Administrative Coordinator, a much needed and required renewal in my opinion, and finally, added Directors and Officers Liability Insurance, explained further in the Finance Committee's Report. This year, NEAIR will be transitioning to a new web management system, which in the long-run will provide much more functionality at a similar cost. However, the one-year cost of the transition will add some stress to the budget. Including the costs associated with the lucrative locale of our upcoming conference in Jersey City, a much needed visit to the New York area, it is expected that last year's net income will fund any losses over this and next fiscal year. However, all of these revelations are not meant to paint a gloomy financial future. Rather, all that has been detailed here will make NEAIR more flexible and stronger for future leadership. Ultimately, expenditures will stabilize and I expect that under the

counsel of our Administrative Coordinator, future site selection committees will discover favorable terms in future conferences locations. That said, NEAIR's planned incremental fee increases over the coming years will be critical and a hastened rollout ought to be considered.

Every year, I have pointed out that NEAIR's fiscal foundation has been established by loyal annual membership and conference attendance. That continues to be resoundingly true. However, more than ever, exhibitor sponsorship is playing a larger role in our maintaining the current conference experience. Please take the time to visit their tables and make them feel welcome. Also, please reach out to the steering committee and let us know about vendors you are working with that you think other institutions might benefit from meeting at future conferences.

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.

I can plainly see the horizon as my time as Treasurer comes to a close this summer. It has been an honor to serve this wonderful organization and a privilege to work with such talented people on the Steering Committee who I have learned so very much from. It is my opinion that every person that has been Treasurer has done something to make it better and a more desirable position for future candidates. I hope that I have done the same. In closing, it is my promise not to fade too far away as we transition to a new Treasurer and new web management system.

Respectfully submitted,

Stephan A. Sheridan, Jr.
Treasurer

North East Association for Institutional Research
Statement of Conference Financial Income and Expenses
 July 2012 through June 2016

	Jul '12 - Jun 13	Jul '13 - Jun 14	Jul '14 - Jun 15	Jul '15 - Jun 16	4-yr Avg
	Bethesda, MD	Newport, RI	Philadelphia, PA	Burlington, VT	
Membership	642	666	765	718	698
Conference Attendance	309	403	436	359	377
First-time Conference Attendance	74	118	134	108	109
Ordinary Income/Expense					
Income					
Conference	\$ 112,890	\$ 147,643	\$ 141,844	\$ 144,845	\$ 136,805
Conference Workshop	16,340	22,626	29,344	21,615	22,481
Exhibitor Sponsorships	43,000	30,900	61,875	31,050	41,706
Miscellaneous Income	-	378	1,000	-	344
Total Income	\$ 172,230	\$ 201,547	\$ 234,063	\$ 197,510	\$ 201,337
Expense					
Administrative Coordinator	\$ 10,080	\$ 11,200	\$ 16,456	\$ 10,542	\$ 12,070
Audio Visual Expense	20,360	28,055	31,684	23,423	25,880
Awards & Gifts	694	996	1,630	1,559	1,220
Conference Expense	-	74	4,626	14,477	4,794
Food	81,719	103,584	131,897	68,523	96,431
Grant Program	238	184	954	1,148	631
Honorarium	5,076	7,010	7,500	7,250	6,709
Hotel/Site Costs	509	-	2,039	2,850	1,350
Meals and Travel	4,602	7,652	5,803	5,149	5,802
Merchant acct/credit card fees	3,961	6,487	8,394	6,881	6,431
Miscellaneous Expense	2,195	1,519	400	20	1,033
Office Supplies	-	-	2,041	-	510
Postage	454	576	120	18	292
Printing	4,725	6,908	6,760	7,822	6,554
Supplies	5,289	6,380	2,012	1,818	3,875
Telephone	641	860	856	449	701
Web Site	3,558	3,617	3,393	3,288	3,464
Total Expense	\$ 144,102	\$ 185,101	\$ 226,565	\$ 155,217	\$ 177,746
Net Income	\$ 28,128	\$ 16,445	\$ 7,497	\$ 42,293	\$ 23,591

**North East Association for Institutional Research
Statement of Income and Expense
July 2012 through June 2016**

Ordinary Income/Expense	Jul '12 - Jun 13 Bethesda, MD	Jul '13 - Jun 14 Newport, RI	Jul '14 - Jun 15 Philadelphia, PA	Jul '15 - Jun 16 Burlington, VT	4-yr Avg
Income					
Conference	\$ 112,890	\$ 147,683	\$ 147,059	\$ 144,845	\$ 138,119
Conference Workshop	16,340	22,626	29,344	21,615	22,481
Exhibitor Sponsorships	43,000	30,900	55,625	31,050	40,144
Interest Income	444	161	139	66	202
Investment Income	-	-	-	762	191
Membership	46,260	45,710	51,310	48,060	47,835
Miscellaneous Income	-	258	1,000	-	314
PDS Workshop Income	8,441	7,830	7,050	8,170	7,873
Total Income	\$ 227,374	\$ 235,163	\$ 291,527	\$ 254,568	\$ 237,159
Expense					
Accounting	\$ 1,900	\$ 1,990	\$ 8,058	\$ 3,560	\$ 3,877
Administrative Coordinator	25,200	28,000	39,976	24,570	29,437
Audio/Visual Expense	20,360	28,055	31,684	23,423	25,880
Awards & Gifts	1,461	1,806	2,102	1,581	1,738
Bank Fees	-	-	195	280	119
Conference Expenses	-	74	4,626	14,477	4,794
Endowment Fees	-	-	-	822	206
Food	83,142	103,922	133,278	70,418	97,690
Grant Program	3,040	3,584	3,754	3,930	3,577
Honorarium	6,326	9,010	8,500	9,000	8,209
Hotel/Site Costs	2,005	225	7,247	4,964	3,610
Insurance	592	750	404	438	546
Meals and Travel	7,984	13,778	13,689	10,074	11,384
Merchant acct/credit card fees	6,047	7,902	10,493	8,502	8,236
Miscellaneous Expense	2,195	2,614	1,593	754	1,789
Office Supplies	89	555	5,058	1,505	1,802
Postage	716	752	582	89	535
Printing	5,005	6,978	8,385	7,822	7,048
Supplies	5,628	6,705	2,037	1,818	4,047
Telephone	848	1,231	1,193	938	1,052
Web Site	7,245	7,465	7,507	7,397	7,403
Total Expense	\$ 179,783	\$ 225,396	\$ 290,371	\$ 196,362	\$ 222,978
Net Ordinary Income	\$ 47,591	\$ 29,772	\$ 1,156	\$ 58,206	\$ 34,181
Other Income/Expense					
Other Income	-	-	-	3,656	914
Unrealized Gains/Losses	-	-	-	-	914
Total Net Other Income	\$ -	\$ -	\$ -	\$ 3,656	\$ 914
Net Ordinary Income	\$ 47,591	\$ 29,772	\$ 1,156	\$ 61,861	\$ 35,095

PROFESSIONAL DEVELOPMENT COMMITTEE
Annual Report – November 14, 2016

Summer Drive-In Professional Development Workshops:

The NEAIR 2016 PDS Summer Drive –In Workshop was held on July 22, 2016 in Philadelphia, PA at Drexel University. This was the second year that the summer drive-in workshops were held at Drexel; it had to be changed from another planned location because the anticipated location did not have the specifications needed to host the Summer PDS, namely enough electrical outlets to be able to run power cords for the workshops that required laptops. As in the past, committee members worked with Drexel staff regarding the logistics of the site (identifying and confirming meeting rooms, registration space, identify caterers, etc.). Drexel staff also assisted with the AV and other technical needs during the workshops and were there to oversee the caterers as well.

The 2016 PDS workshops offered and the number of registrations are provided below.

Workshops and Presenters	Number of Participants
<i>Newcomers to IR: What is this all about?</i> presented by Annemarie Bartlett, Ursinus College, and Alexander Yin, The Pennsylvania State University	15
<i>Applications of Enrollment Management Research: NSC Data</i> presented by Trina Das, Bryn Mawr College, and Chad May, Holy Family University	14
<i>Introduction to Dashboards in EXCEL</i> presented by Craig Abbey, University at Buffalo	15
<i>Research Design & Statistics: Comparing Mean Differences</i> presented by Mary Ann Coughlin, Springfield College	9
<i>Asking Good Questions: The Survey Design Process</i> presented by Sarah Hailey, Carnegie Mellon University	10
<i>EXCEL Dashboards from Unit Record Data using Power Pivot</i> presented by Craig Abbey, University at Buffalo	16
Total	79

Many thanks to the presenters who immediately accepted the invitation to lead these workshops and to the NEAIR members who participated in the workshops! There were 59 attendees who participated in the six workshops offered by NEAIR. There were 38 participants in the morning session and 26 in the afternoon session. In addition, there were 15 participants in the full day Newcomers to IR workshop session.

In coordination with the Association of Institutional Research (AIR), the workshop entitled, *IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness* was offered free of charge during the afternoon. There were 15 participants in this workshop: nine of the participants also attended a NEAIR workshop session in the morning.

Overall, the evaluation results indicated that the 2016 PDS participants were satisfied with their Summer PDS Drive-In workshop experience. The majority were “satisfied” or “very satisfied” with the quality of the choices and quantity of workshop sessions, cost of the workshop registration, and the marketing and communication of the workshop contents. Participants were also able to rate each workshop that they attended in terms of the speaker and content as well as provide comments for each workshop. The feedback and comments received were shared with the presenters. The majority of participants indicated that they were not only satisfied with their individual workshop sessions but that they would also recommend the workshops to a friend.

The 2016 PDS workshops were a modest success financially. Below is a snapshot of the final budget.

2016 Final Budget for July 22, 2016 Summer PDS Workshops
Drexel University, Philadelphia, PA

Budgeted Items	Workshop Registrations	Price Per Workshop	Total Revenues
Revenues			
Half Day, Member	64	\$90	\$5,760.00
Full Day, Member - Newcomers	15	\$120	\$1,800.00
Total	79		\$7,560.00
Expenses			
Chestnut Hill Caterer: Continental Breakfast, Coffee Breaks (AM & PM) Approx. 65 persons			\$846.75
Chestnut Hill Caterer: Lunch for 68 people			\$1,104.50
Drexel Event Services Fee: Set Up of Tables Lunch			\$653.40
Presenter Honorarium (7 workshops)	7	\$250	\$1,750.00
Speaker Hotel and Travel Expenses			\$1,668.72
Committee Travel Expenses (2 members)			\$180.91
Supplies			\$0.00
Printing			\$82.00
Total			\$6,286.28
NET INCOME			\$1,273.72

Note: Drexel students attended 15 half day workshops, as nonmembers. These were complimentary in exchange for the complimentary meeting space provided by School of Education at Drexel University.

Summary and Future Considerations:

- Professional Development Opportunities continue to be a useful and needed resource
- Workshop locations can be predetermined; sites selected should meet certain specifications
- Given that it is a workshop, food and break selections can be simplified, will cut down on costs.
- Coffee is always welcomed and needed, even in the heat of the summer.
- Ideally, at least one online only workshop could be offered during the year.

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 research at all stages of their career.

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

Respectfully submitted,

Ann Marie Senior, Chair
Allison Walters, Coordinator
Wendy Weiler
Jane Zeff

SITE SELECTION COMMITTEE

Annual Report – November 14, 2016

2018 Conference Location: Pittsburgh, PA:

The site selection process was changed this year. Instead of reviewing locations and then having to choose a hotel, the committee accepted the recommendation that Pittsburgh, PA be considered as the location for the 2018 conference. This city had been considered previously because of its location. It was also a featured city at a Meeting Planners convention attended by our Administrative Coordinator/Conference Event Planner. Pittsburgh was recently named one of the "Best Places to Travel in 2016" by *Travel + Leisure*, rated the nation's "No. 1 Food City" by *Zagat* and named among the "Top Destinations on the Rise" by *TripAdvisor*. It is readily accessible by plane, AMTRAK, Car, and bus. There is also a light rail for getting around the city. Indeed, when the committee visited the city, we were truly impressed with the overall beauty of the city, and all the sites and things to do. Additional information on Pittsburgh and things to do in the city can be found at this website: <http://www.visitpittsburgh.com>. The last time a NEAIR conference was held in Pittsburgh, PA was in 2000.

2018 Hotel Site Selection Process:

With the city confirmed by the committee, the Site Selection committee's primary focus was on selecting a hotel site in the Pittsburgh area for the 2018 Annual NEAIR conference. An RFP for the conference hotel site was drafted, reviewed, discussed, then sent out to hotels in Pittsburgh. We received proposals from three hotels: Sheraton Pittsburgh Hotel at Station Square, Westin Convention Center Pittsburgh, and the Omni William Penn. Proposals received from the hotels all accommodated the concessions in the RFP that was sent out. Room sizes and availability were all favorable as well for each hotel.

Visiting the Hotels and Hotel Recommendation:

On Thursday, June 23, 2016 and Friday, June 24, 2016, the Site Selection Committee members visited three hotel sites in Pittsburgh over a three day, two-night period. The trip was arranged through Robert Leff of the *VisitPittsburgh* Convention Bureau; he leveraged complimentary hotel rooms as well as some meals. The trip was very successful in highlighting features of each hotel. After visiting the hotels, we narrowed our choices and checked references on the Omni Penn and the Westin. References were positive for both. After much discussion, the Site Selection Committee decided to recommend the Omni William Penn Hotel to the NEAIR Steering Committee.

Approval by Steering Committee:

The Site Selection Committee recommendation was approved by the NEAIR Steering Committee through an electronic vote. The vote was taken during the period between August 18, 2016 and August 25, 2016.

About the Omni Penn Hotel:

The Omni Penn Hotel (<https://www.omnihotels.com/hotels/pittsburgh-william-penn>) is a grand historic AAA four-diamond hotel. As guests of the hotel, the committee was able to experience first-hand the special touches that this level of hotel provides in terms of the quality of the food, customer service, and overall look of the hotel. A dedicated registration area as well as the majority of the conference meeting rooms are on the 17th floor of this hotel. The meeting room space is large and abundant; most of the meeting rooms have natural lighting. There are 8 high speed elevators that are able to move 400 people from the lobby to the 17th floor in five minutes. The hotel lobby is roomy and has lots of sofas and chairs to sit on and chat. The guest rooms are finely furnished and are unique in their size and layouts. The fitness center is state of the art but there is no pool. The Terrace restaurant offers the best in fresh, gourmet dining as well as high tea every afternoon. The Omni William Penn is the host hotel to the

Pittsburgh Steelers and other prominent events. We have been able to work out several options in case the Steelers are in town that year (their schedule will be available in the Spring 2018).

Guest Room Prices and Hotel Concessions:

We were able to work with the Omni William Penn to lower the cost of the hotel rooms (\$179 per night) and to offer the same price for the double rooms as the single rooms. Self-service parking is \$19 a day (currently); valet parking is \$34 a day. We have contracted for 664 total room nights (80% of 805).

We were able to lower the guarantee needed for the food and beverage bill and negotiate an exceptional price for WIFI for the four days of the conference so that our members can be connected during the conference. The Omni will also honor staff rates for the guestrooms needed during the pre-planning meeting for the 2018 NEAIR Pittsburgh conference. We also negotiated 1 complimentary luxury suite and 2 one-bedroom suite upgrades at the group rate. The specific list of additional concessions obtained for the 2018 conference is contained within the contract. As part of the Omni’s partnership with Feeding America, NEAIR will have the potential to automatically contribute to the “Say Goodnight to Hunger” campaign based on the number of guest nights used.

Future Considerations:

The strategy of predetermining the location of the conference is one that should be considered in the future- it was helpful to just have to focus on hotel comparisons. Working with event planning resources in the city selected also proved to be very efficient. In addition, as contracts become more involved and/or more rooms contracted, it might be also useful to have a lawyer to look over the conference contract template periodically.

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.

2010-2016 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
2016	Pittsburgh, PA	Pittsburgh, PA	2018 Ann Marie Senior

Respectfully submitted,

Ann Marie Senior, Chair
Mark Palladino, NEAIR President
Stephen Sheridan, NEAIR Treasurer
Beth Simpson, Administrative Coordinator & Conference Event Planner

GRANTS COMMITTEE

Annual Report – November 14, 2016

The Grants Committee consists of six members: two members from the Steering Committee (Chair and Chair-elect), three members from the NEAIR general membership who serve three-year terms, and the Past Chair who is a non-voting member.

In 2016, several initiatives came to fruition after two years of effort. The committee: (1) implemented an online application process for all grants; (2) reorganized the Grants section of the NEAIR web site to clarify content; (3) systematically reviewed grant selection criteria with rubrics for better alignment; (4) developed and implemented an integrated communications plan for each grant with the goal to increase the number of quality applications; and (5) archived all Grants Committee work and related documents to promote a smoother transition from one committee to the next. Additionally, the conference grant was renamed to the Memorial Conference Grant with the intention of awarding it in honor of a deceased NEAIR member who made significant leadership and scholarly contributions to our organization and to the institutional research profession.

There are four grant opportunities for members: the AIR Forum Scholarship (sponsored with matching funds from the Association for Institutional Research), the Ambassador Grant, the Memorial Conference Grant, and the Research Grant. NEAIR and AIR jointly sponsor another opportunity for individuals serving on the NEAIR Leadership Team—the NEAIR Leadership Team Travel Grant. Information regarding the timing of the grants and the number of applications received is listed below in Table 1.

Table 1. 2016 NEAIR Grants: Timing and Number of Applications Submitted

Grant	Call for Proposals Announced	Application Deadline	# Applications
AIR Forum Scholarship	2/8/2016	2/26/2016	1
NEAIR Leadership Team Travel Grant ¹	2/15/2016	2/29/2016	3
Ambassador Grant ²	3/21/2016	5/2/2016*	4
Memorial Conference Grant ²	3/21/2016	5/2/2016	7
Research Grant	7/12/2016	9/1/2016	1

¹ Individuals on the NEAIR Leadership Team are eligible to apply; not for members at-large.

² Deadline is May 1st; when the deadline falls on a holiday or weekend it is extended.

* Deadline extended to June 2016.

Four of the five grant opportunities were awarded this year.

- The *2016 AIR Forum Scholarship* recipient was awarded to Jordan Knicely, Wesleyan University.
- The *2016 NEAIR Leadership Team Travel Grant* was awarded to Betsy Carroll, Culinary Institute of America.
- The *2016 Ambassador Grant* was awarded to Padma Patil of The Pennsylvania State University to attend the 12th Annual National Symposium on Student Retention hosted by the Consortium for Student Retention Data Exchange in Norfolk, Virginia.
- The *2016 Memorial Conference Grants* were awarded to Joshua Bittinger, University of Massachusetts, Amherst and Lisa Belfield, Holy Family University in honor of Lois Torrence. Lois Torrence served as Director of Institutional Research at the University of Connecticut from October 1974 until 1993. She was also a Professor of Political Science and a distinguished member of the

University of Connecticut family. During her career, she was a charter member of the Association of Institutional Research, serving as its first female President, and received two national awards for her leadership and contributions. She was also a charter member of NEAIR and a contributor to its conferences. She was granted Emeritus status in NEAIR upon her retirement in 1993. She passed in 1995.

2016 Fiscal Information

The Grants Committee had a budget of \$4,400 in FY 2016. 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; and one \$800 Ambassador Grant. No Research Grant was awarded this year. Overall, \$3,400 in grants were awarded.

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, number, and monetary value of the grant awards are evaluated periodically by committee members to insure they continue to meet the needs of the membership.

Respectfully submitted,

Shannon Tinney Lichtinger, Chair
Charis Ng
Seth Ovadia
Tiffany Parker, Chair-elect
June Ragone

MEMBERSHIP COMMITTEE

Annual Report - November 14, 2016

In support of the NEAIR strategic plan's goal of "continually provide members quality information and services" the Membership Committee shares the following annual highlights:

Jobs & News Postings

We made strides this year in streamlining and improving the NEAIR jobs board. We drafted a job posting policy for the association's website that serves as a guideline for building a relevant and useful career web page on the new software platform. We sent out a push to members to "opt in" to jobs communications and also strongly weighed jobs board features in our recommendation for new software platform. We overhauled jobs board content; by ensuring posts are active and relevant and by recruiting additional posts by developing relationships with some non-member clients we have seen increased job views this year and demonstrated that IR-related job seekers recognize NEAIR jobs board as a reliable resource in their job searches.

In addition, our Jobs and News Coordinator and Social Media Coordinators work very closely together to ensure that committee messaging is effective and integrated across platforms.

Social Media

The NEAIR social media team has made a concentrated effort to engage membership 12 months a year. Members meet up, have conversations, and swap ideas across twitter, (@near_ir), LinkedIn, and the NEAIR Facebook group and Facebook page. Our social numbers show the 626 active NEAIR members are a highly engaged and socially savvy group: we have 226 Twitter Followers, 88 Facebook group members, and 426 LinkedIn group members.

In 2015, we held our first conference twitter campaign, highlighting the mentoring program. These 11 tweets resulted in: 4,421 total tweet views, 36 retweets (shares), 37 likes, and 17 profile views. The twitter 2016 conference twitter campaign highlights preconference workshops. As of the early bird registration deadline, this campaign has yielded 2,044 total tweet views.

In addition, the 2016 conference will be the inaugural year of the NEAIR conference twitter group, a group of twitter-savvy volunteers tweeting their experiences throughout. We encourage all members to join us in this movement.

Providing membership robust SM communications 12 months a year creates a need for strong operations. To that end, we have created a communications calendar and work closely with the conference team to streamline their SM efforts. We engaged in social media training, and we continue to brainstorm and experiment with new ways to support member conversation and community while also continuing to grow those avenues that have already proven successful.

Mentor Program

We made successful changes to the 2015 Conference's mentoring program, including implementing new questionnaires that facilitated a more efficient and effective matching process. We matched 38 pairs prior to the conference, and the vast majority connected during the conference's Mentors/Mentees Connect event. As interest in the mentoring program increases, and as we get an increasing number of mentor requests from IR practitioners who are not newcomers, we continue to decouple mentoring and newcomer's events at the conference. We are also creating a more formalized, second-round spring mentor matching process. This past spring, we matched an additional seven mentoring teams.

As of the Early Bird registration deadline for the 2016 conference, with more than 30 registered pairs who have already requested enrollment in the mentoring program, it is clear we will have another robust year of NEAIR colleagues mentoring one another.

In addition, we are holding a mentoring feedback session at the 2016 conference, and we will use that feedback to continue to grow and strengthen the mentoring program.

Newcomers & Mid-Career

With 50 registered colleagues indicating they are new to IR and 99 new to NEAIR as of this year's early bird deadline, we have continued focus on "onboarding" colleagues into the NEAIR community. At the 2015 newcomers reception we provided NEAIR-branded business card holders to encourage their networking efforts. For the 2016 conference, we have expended this welcome gift to include an insert with conference tips and shortcuts that is also linked to a new newcomers tips page on the web site. Newcomers at the 2016 conference further benefit from custom communication prior to the conference, newcomers lunch and dinner groups, the conference PAAG highlighting breakout sessions of interest to newcomers, and blue dots on their name tags so other members of the NEAIR community can identify and welcome them.

In support of our mid-career colleagues, at the 2015 conference, committee members developed and moderated a panel entitled "Transitioning to Leadership in IR". More than 70 NEAIR members attended, and the program was well-received. We continue to use this feedback to inform methods of supporting mid-career practitioners.

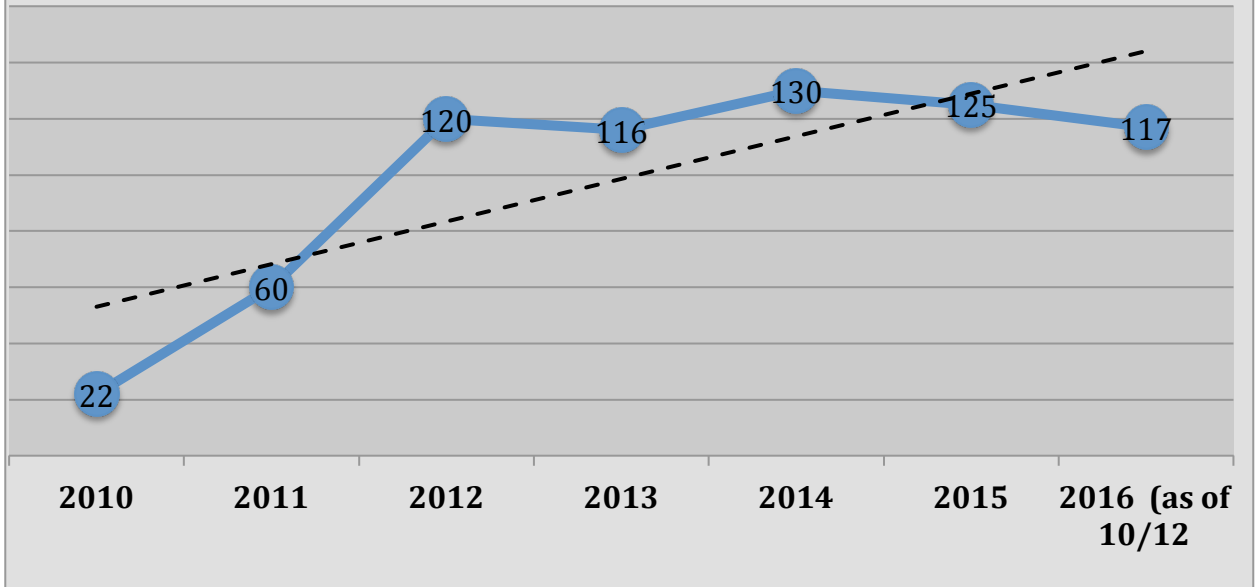
Volunteer Communication Plan (Special Project by Newcomer Coordinator)

Stemming from a need that members have expressed to understand what happens when they submit the volunteer request form, we developed a draft volunteer communication plan. By creating a more transparent process, we hope to keep members engaged and interested in sharing their talents and experience. So far, we have developed a draft communication work flow, as well as new draft content for the web and communications. These documents and processes will be revised and implemented alongside the implementation of the new website.

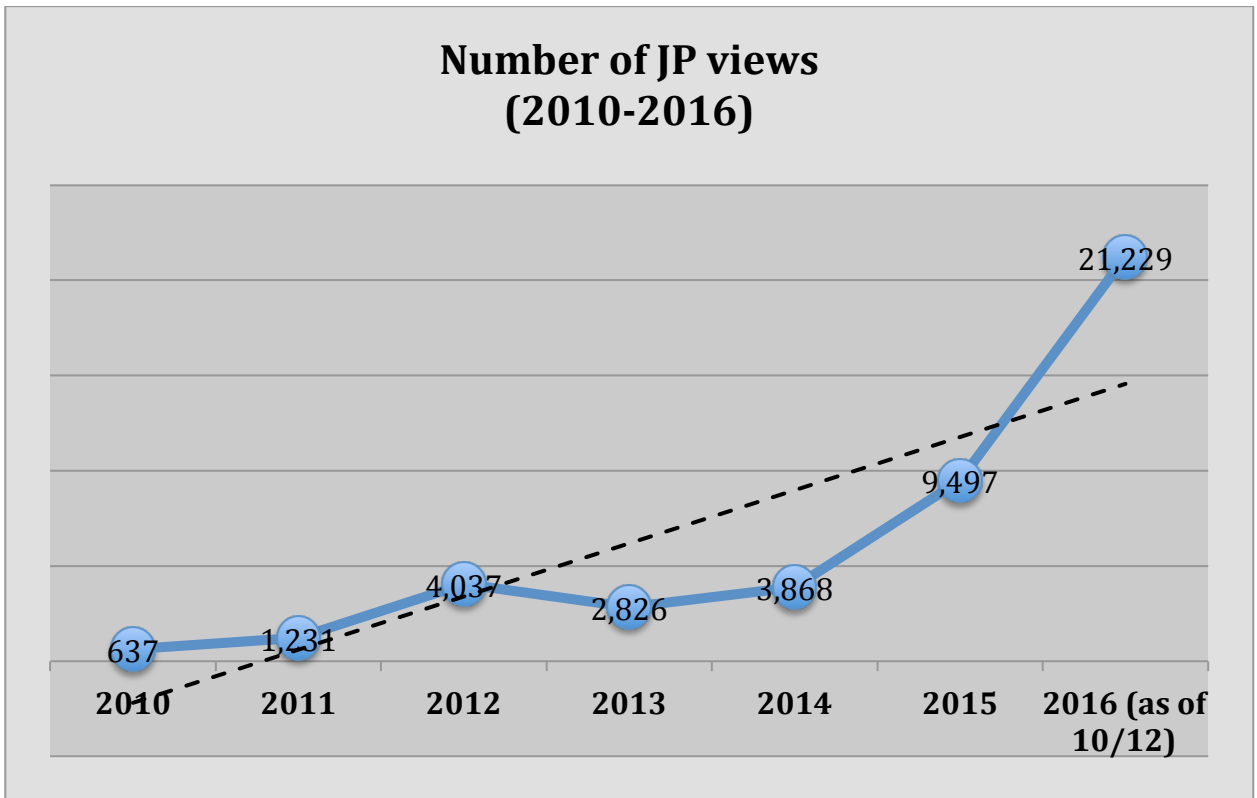
Respectfully submitted,

Elizabeth Clune-Kneuer, Co-Chair
Melanie Larson, Co-Chair
Diana Danelian, Jobs and News
Claire Goverts, Social Media
Shawn LaRoche, Social Media
Jennifer May, Newcomer/Mid-Career
M. Allison Reilly, Newcomer/Mid-Career
Daniel Sisco, Mentoring

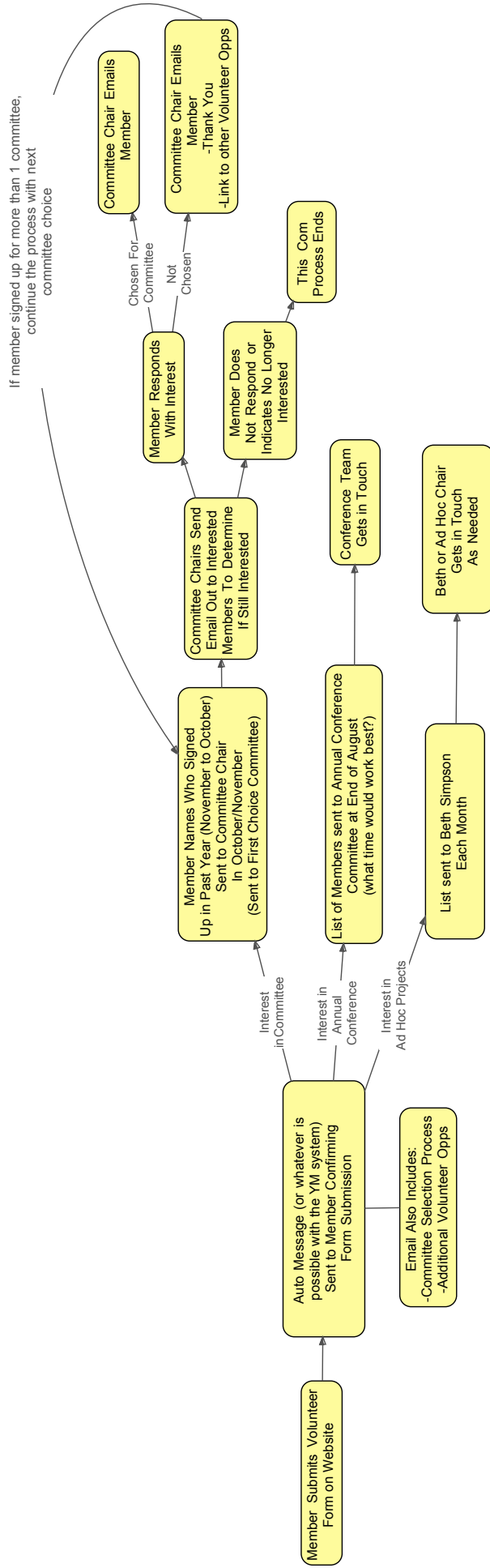
**JP Submissions by Years
(2010-2016)**



**Number of JP views
(2010-2016)**



Proposed Volunteer Com Flow



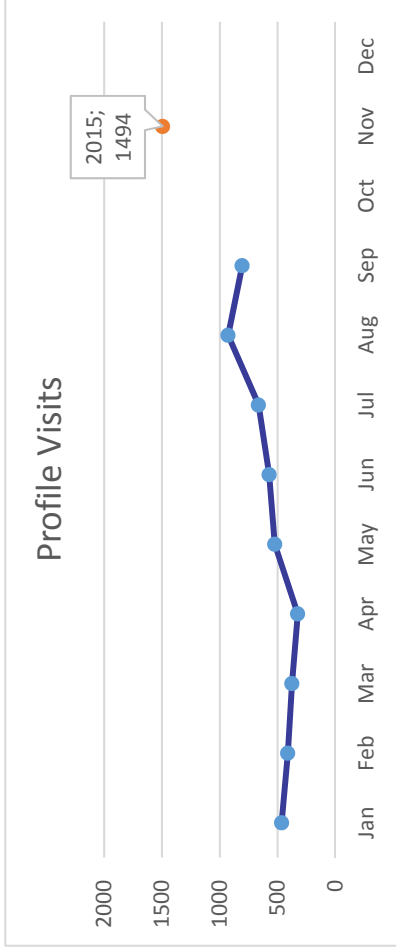
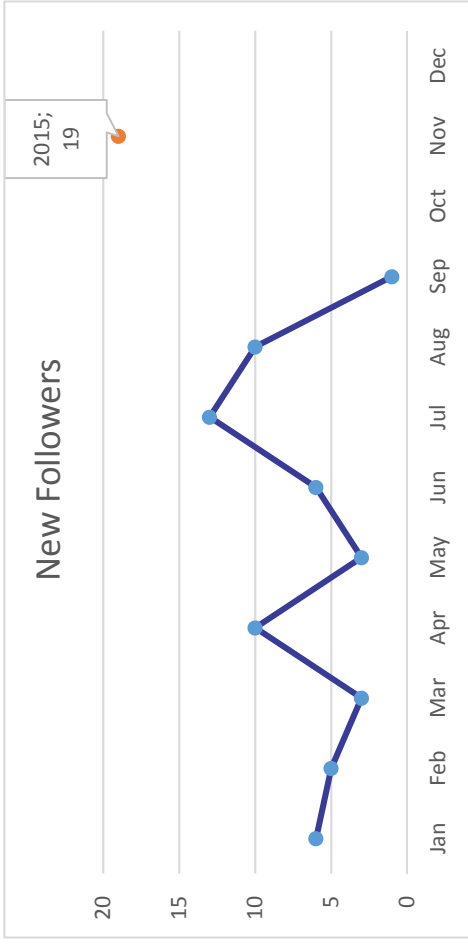
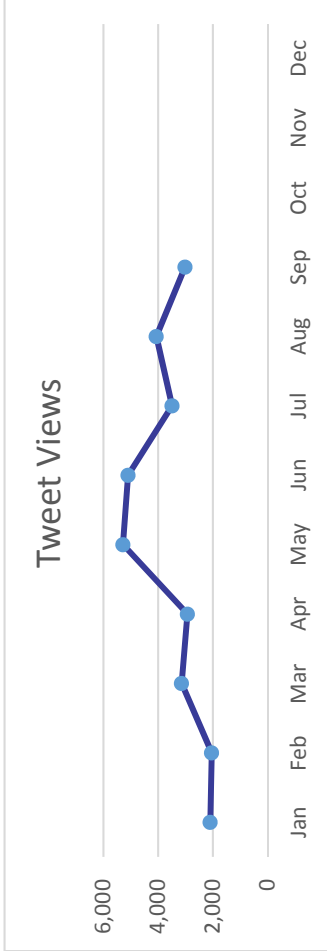
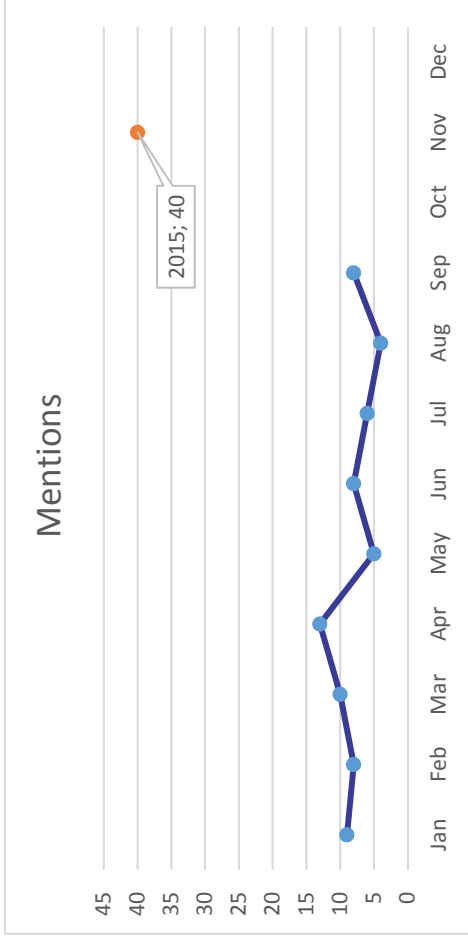
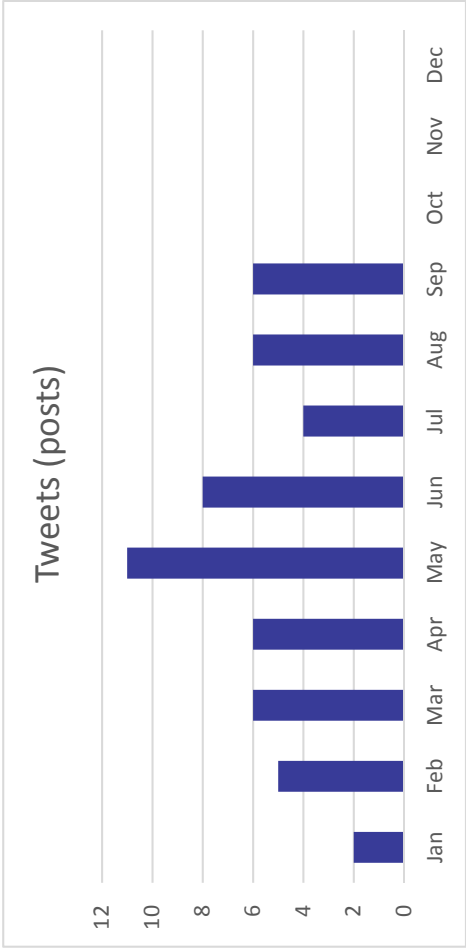
Month	Tweets (posts)	Tweet Views	Profile visits	Mentions	New followers	Year
Jan	2	2,098	465	9	6	2016
Feb	5	2,043	412	8	5	2016
Mar	6	3,142	376	10	3	2016
Apr	6	2,930	326	13	10	2016
May	11	5,287	525	5	3	2016
Jun	8	5,098	573	8	6	2016
Jul	4	3,492	665	6	13	2016
Aug	6	4,067	928	4	10	2016
Sep	6	3,019	806	8	1	2016
Oct						2016
Nov						2016
Dec						2016

Points of Highlight:

Call For Proposals = 468 views

Profile = Our Twitter page; twitter.com/NEAIR_IR

Orange dot = November 2015 point of reference
 41 Tweets in November 2014



NOMINATIONS COMMITTEE

Annual Report – November 14, 2016

2016 Activity Summary:

- Starting from a comprehensive listing of committee members (and leaders) over the past eleven years, the Committee built an inventory of potential nominees and those who are in a position to nominate qualified persons.
- 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 in late spring. Eighteen members were nominated for one or more of the positions to be filled through the Call for Nominations, and another twenty-three were identified through the reaching out efforts of committee members. Once again 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 Treasurer; Steering Committee, Public Sector; Steering Committee at-Large, and Nominations Committee, Private Sector. Eight 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 September 12 and closed on October 12 with 219 votes cast, down slightly from the 263 cast last year.

Results of the 2016 NEAIR Election:

- President-Elect: **Annemarie (McMullin) Bartlett**, Ursinus College
- Treasurer: **John Tardiff**, College of the Holy Cross
- Steering Committee, Public Sector Institution: **Braden Hosch**, Stony Brook University
- Steering Committee Member-at-Large: **Raldy Laguilles**, Springfield College
- Nominating Committee – Private Sector Institution: **Maren Hess**, Campbell University
- Nominating Committee Members-at-Large:
 - **Betsy Carroll**, Culinary Institute of America
 - **Mary Goodhue Lynch**, Massasoit Community College
 - **Marc LoGrasso**, Bryant & Stratton College
 - **Denise Nadasen**, University of Maryland University College
 - **Laura Uerling**, Roxbury Community 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,

Bruce Szelest, Chair

Michelle Appel

Michael Duggan

Peter Feigenbaum

Betty Harper

Jason Schweitzer

Jessica Shedd

FINANCE COMMITTEE

Annual Report – November 14, 2016

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 was busy and worked with the Treasurer, the Administrative Coordinator, the Past President, the President Elect and the Steering Committee to invest the NEAR Endowment consistent with the NEAIR Investment Policy Statement. Secondly, the Finance Committee investigated insurance products available to guard against association risk and selected a Director's and Officer's Insurance policy. Thirdly, the Finance Committee reviewed the treasurer's proposed FY 2017 budget and recommended it for adoption by the NEAIR Steering Committee. Finally, the Finance Committee made recommendations for Endowment and Investment Review.

Endowment:

The funds were invested according the NEAIR Investment Policy Statement (IPS) by Biddle Management Group beginning in the first quarter of FY 2016. Per the IPS and best practices of BMG, the initial investments were made at different points in time over a few months. NEAIR and BMG have shared fiduciary responsibility for these investments and both parties continue to monitor on an ongoing basis. The accounts are rebalanced regularly to meet the organization's goals.

Organizational Insurance Policies:

Over the past year, Director's and Officer's insurance was reviewed by the Finance Committee. The committee learned about the different types of insurance policies available to an organization like NEAIR. The committee reviewed multiple bids from many different agents. As of September 2016, NEAIR has Director's and Officer's insurance that includes coverage for fiduciary coverage. The policy is with the United States Liability Insurance Group.

FY 2017 Budget:

This year, the finance committee worked closely with the NEAIR treasurer to review and clarify the budget. The important aspect of this review is it implemented best practices in fiduciary responsibility through a thorough review and consent agreement to recommend the budget for Steering Committee adoption.

Investment Committee:

Similar to the annual budget review, it was recommended that a subcommittee review the Endowment Statements engage in regular review with Biddle Management Group. The Investment Committee includes the officers of the organization (president-elect, president, past president, and treasurer) as well as the Finance Committee chair. The membership of this group will ensure that all officers are apprised of the endowment and carry out NEAIR's end of share fiduciary responsibility by verifying that the endowment follows the guidelines of the NEAIR Investment Policy Statement.

Respectfully submitted,

Chad Muntz, Chair
Stephen Sheridan, Treasurer
Cristi Carson, Past Chair
Gurvinder Khaneja
Laura Qin
Mary Roetzel

TECHNOLOGY COMMITTEE

Annual Report – November 14, 2016

The Technology Committee has four areas of focus for the coming year.

1) ***Website***

The Technology Committee is responsible for periodically reviewing the website for appearance, working links, coverage of essential topic, etc. Joe Stankovich will continue to work on this over the coming year with assistance from other committee members as needed.

2) ***Password management.***

Tracy Barnes and Melissa Thorpe reviewed LastPass and determined this would be a good tool for safeguarding important passwords. This solution was recommended at the April Steering Committee meeting.

3) ***Association software***

The Ad Hoc Software Committee, including Chris Choncek, Beth Simpson, Betsy Carroll, and Ann-Marie Bartlett were charged at the April Steering Committee meeting with exploring options for a YM replacement. The Ad Hoc Committee submitted a proposal to the July Steering Committee meeting to replace YM with MemberLeaps. This proposal was accepted.

The plan for moving to MemberLeaps includes the formation of two sub-committees, an ad hoc migration subcommittee which with the responsibility to outline the details of and prepare for the migration including, for example, decisions on pages of the current website to migrate; the custom fields needed and other requirements for successful migration of existing information to the new platform. This committee has been formed and the members include:

Chris Choncek (chair)
Tracy Barnes
Mark Palladino
Stephen Sheridan
Beth Simpson
Allison Walters

A second committee will be formed a bit later, likely soon after the conference, to work with this committee to help with the implementation.

The migration sub committee will provide oversight to ensure that we have a good plan in place to implement the new software and to work with the Technology, Research and (yet to be formed) implementation committee to put that plan in place.

The Research Committee, has started cleaning up the membership database and they will continue working on that to ensure it in good shape and has all the necessary fields populated and clean.

MemberLeaps has agreed to have a planning call prior to the beginning of our contract to share lessons learned from other implementations to facilitate a smoother transition.

4) ***Conference mobile app***

As we move away from publishing a full conference program the use of a mobile app is increasingly important. For the 2016 conference there will be no printed program. The program will be available online and available through **Yapp**, a new mobile app that the organization has purchased for this year's conference. Yapp is very comparable to Guidebook, but has an unlimited amount of users/downloads. The Technology Committee will meet after the conference to discuss the mobile app use and consider future steps.

Respectfully submitted,

K. Tracy Barnes, Chair
Kenneth Smith
Joseph Stankovich
Melissa Thorpe



2015-2016 LEADERSHIP TEAM

Officers:

President	Mark Palladino
Secretary ('14 -'17)	Jennifer Dunseath
Treasurer ('13 -'17)	Stephen Sheridan

Steering Committee Members:

President-Elect	Ann Marie Senior
Past President	Bruce Szelest
Program Chair	Chad May
Local Arrangements Chair	Shama Akhtar
Member-At-Large ('13 -'16)	Elizabeth Clune-Kneuer
Member-At-Large ('13 -'16)	Shannon Lichtinger
Member-At-Large ('14 -'17)	K. Tracy Barnes
Member-At-Large ('14 -'17)	Chad Muntz
Member-At-Large ('15 -'18)	Melanie Larson
Member-At-Large ('15 -'18)	Tiffany Parker
Administrative Coordinator (ex-officio)	Beth Simpson

STANDING COMMITTEES

Finance Committee

Chair	Chad Muntz
Chair-elect	TBD 2016
Treasurer	Stephen Sheridan
Member ('14-'17)	Gurvinder Khaneja
Member ('15-'18)	Mary Roetzel
Member ('15-'18)	Laura Qin
Past Chair	Cristi Carson

Nominations (One Year Term)

Chair	Bruce Szelest
Member	Michelle Appel
Member	Michael Duggan
Member	Peter Feigenbaum
Member	Betty Harper
Member - Public	Jason Schweitzer
Member	Jessica Shedd

Grants Committee

Chair	Shannon Lichtinger
Chair-Elect	Tiffany Parker
Immediate Past Chair	Laura Uerling
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	Ann Marie Senior
Workshop Recruitment	Allison Walters
Local Arrangements	Jane Zeff
Registration	Wendy Weiler

Membership

Chair	Elizabeth Clune-Kneuer
Chair-elect	Melanie Larson
Job & News Posting ('14-'17)	Diana Danelian
Mentor ('15-'18)	Daniel Sisco
Newcomer/Mid-Career ('14-'17)	Jennifer May
Newcomer/Mid-Career ('15-'18)	M. Allison Reilly
Social Media ('14-'17)	Claire Goverts
Social Media ('15-'18)	Shawn LaRoche

Site Selection (One Year Term)

Chair	Ann Marie Senior
Treasurer	Stephen Sheridan
Past LAC or PC	Mark Palladino
Conference Planner	Beth Simpson

Technology

Chair	Tracy Barnes
Chair-elect	TBD 2016
Website ('13-'16)	Joseph Stankovich
Website ('13-'16)	Kenneth Smith
Access/YM ('14-'17)	Melissa Thorpe



2015-2016 LEADERSHIP TEAM

Program

Chair

Associate Program Chair	Chad May
Exhibitor ('13-'16)	Betsy Carroll
PCW Coordinator	Sally Frazee
Best Paper ('13-'16)	Allison Walters
Conf Website ('15-'18)	Jennifer May-Trifiletti
Evaluation ('13-'16)	Rich Hetherington
Focus Group & Closing Raffle	Joel Bloom
	Allison Walters '17
	Wendy Weiler '17
	Jane Zeff '17
Member Benefits	Elizabeth Clune-Kneuer
	Melanie Larson
Mobile App ('13-'16)	Kenneth Smith
Poster Session ('15-'18)	Krisztina Filep
Proposal Review ('15-'18)	J.R. Bjerklie
Publications ('15-'18)	Melanie Sullivan

Chair

AV Session Checkers
Dinner Group

Interpretive Services
LAC Coordinators

Photography
Registration

Shama Akhtar

Betsy Carroll
Joshua Bittinger
Nora Bye
Shawn LaRoche
J.R. Bjerklie
Lynn Chen
James Dick
Patrick Kelleher
Denise Krallman
Rajiv Malhotra
Laura Massell
Daniel Sisco
Linda Sites
Gary Boden
Jacqueline Andrews

Local Arrangements (One Year Term)

Ad Hoc Committees

Association Software Research

Chair	Tracy Barnes
Member	Annemarie Bartlett
Member	Betsy Carroll
Member	Chris Choncek
Member	Beth Simpson

Research

Chair	Mark Palladino
Member	Joel Bloom
Member	Alan Sturtz
Member	Beth Simpson

Investment

Chair	Chad Muntz, Finance Chair
Member	Stephen Sheridan, Treasurer
Member	Mark Palladino, President
Member	Ann Marie Senior, Incoming President
Member	Bruce Szelest, Past President



2015-2016 LEADERSHIP TEAM

Conference Proposal Peer Reviewers J.R. Bjerklie, Proposal Review Coordinator

Shama Akhtar	Sally Frazee	Barbara Moore
Lee Allard	Nora Galambos	Mitchell Nesler
Yenny Anderson	Joan Graham	Katherine Ostroot
Robin Beads	Rachel Groenhout	Allison Ostrowski
Lisa Belfield	Karen Heil	Seth Ovadia
Elina Belyablya	Braden Hosch	Tiffany Parker
Felice Billups	Christopher Hourigan	George Rezendes
Joshua Bittinger	May Hser	Suzanne Riela
Gary Boden	Kevin Iglesias	Heather Roscoe
Christina Butler	Sivakumar Jaganathan	Nathan Rush
Marlene Clapp	Kathleen Keenan	Nilay Sapio
Elizabeth Clune-Kneuer	Heather Kelly	Jason Schweitzer
Peggye Cohen	Eric Lanthier	Josephine Seddon
Logan Collins	Brian Lashley	Jessica Sharkness
Lauren Conoscenti	Ann Lehman	Jessica Shedd
Dan Custer	Christine Lewis-Horton	Ingrid Skadberg
Jerome Dean	Shannon Lichtinger	Donna Sohan
Veena Dhankher	Brad Litchfield	Carole Sterritt
Sarah Donnelly	Laura Longo	Valerie Swain
Kate Doria	Pamela MacPherson	Carolina Tamara
Erin Dunleavy	Michael Maieli	Melissa Thorpe
Jen Dunseath	Laura Massell	Christopher Vinger
Mark Eckstein	Eileen McDonnell	Vennessa Walker
Marcia Finch	Tom McGuinness	Michael Whitcomb
Gayle Fink	Edmund Melia	Youyou Zheng
Emily Foley	Jim Miller	

Best Paper Committee Jennifer May-Trifiletti, Best Paper Coordinator Best Paper Reviewers TBD

