

NYCLSA Executive Board Meeting

Saturday, November 15, 2008

Woodcliff Hotel and Spa, Rochester New York

Attendance: Mariangela Chandler, Amy Crouse-Powers, Michele DeFreece, Pat McCurdy, Carol McPhillips, Kevin McNeelege, Marj Moore, Mary Ellen Mulvey, Carl Wahlstrom

I. Call to Order – Mariangela Chandler

- The meeting was called to order at 10:00a.m. by Mariangela. She welcomed Margaret Swift, Director of Sales and Marketing for the Woodcliff Hotel and Spa, and thanked Margaret for her hospitality in providing room accommodations for the Board members.
- Mariangela extended kudos to Marj for her excellent work in arranging sites for 2009 and 2010.
- Mariangela has submitted the 2008-2009 Chapter Activity Report to NADE describing NYCLSA goals, accomplishments, recommendations, etc.

II. Tour of facility – Margaret Swift

Margaret reviewed the contract with the Board including day-tripper issues which were noted by Carl. For the most part, day-trippers register in advance, some do not. The count for meals would include day-trippers who have registered. Margaret will provide a price for day-tripper meals, including coffee breaks, breakouts, lunch. This is the amount to be charged to the day-trippers. Due to the popularity of this location and size, walk-in registrations are not going to be available.

III. 2010 Site Search Update – Marj Moore

Amy and Marj will confer about any additional contract issues. Mariangela will sign the contract, if acceptable, by November 28th.

IV. Minutes from September 27, 2008 Meeting - Carol McPhillips

Corrections to be made: IX. a. rewording of bullet point 16 to
“It was recommended ...Stephanie Lawhorne recommended encouraging publishers to buy an ad for the Symposium Program.”
Amy moved to approve minutes as corrected, seconded by Michelle.
Minutes were approved as corrected.

V. Treasurer’s Report - Carl Wahlstrom:

- Final balance is \$15,943.55. There is \$3,482.84 in the Scholarship Fund resulting in an adjusted balance of \$12,460.71. **Sharon Green will be contacted to encourage Maureen Maas Feary, last year’s recipient of the Scholarship, to submit a receipt and submit a report for the Noozleter.** Carol moved to accept the Treasurer’s report. Kevin seconded. Motion was carried.
- Carl is currently using Quickbooks and requested NYCLSA purchase 2 copies of the updates for Quickbooks, one for the Membership Chair and one for the

Treasurer. One feature will allow receipts to be sent electronically. Michelle moved for the purchase and Pat McCurdy seconded.

- Carl requested the usual \$300.00 payment for data entry into the database for the Symposium registration and follow up. Michelle moved to authorize the payment; Mary Ellen seconded.

VI. Membership Report - Kevin McNeelege:

- Current membership is 273. There are 17 renewals, 1 rejoined, and 1 new member. This is an increase from last year.
- Scholarship information:
Kevin maintains the RTDE subscriber list and **will send Scholarship information which will be posted on the Web page, as well.**
Questions were posed regarding eligibility for the Scholarship:
To receive a Scholarship:
 - One must be a NYCLSA member for a minimum of three years
 - Sitting Board members can apply
 - The Scholarship fund can be used for Supplemental Instruction training
- **Mariangela requested all Regional Representatives be notified of all Board meetings.**

VII. Regional Report – Ellie Fosmire (not in attendance):

- The following information was received in an e-mail message:
Manning Rubin is still interested in presenting and Don has said that HVCC can host. Ellie will speak with Don about particulars.
- Ellie will check with Region 1 and 2 about their usual December event.
- She is thinking about driving down to the PADE Conference next Thursday for their Friday Conference.

VIII. RTDE Update – Mary Ellen Mulvey:

- Mary Ellen is working to reduce the number of Journal copies printed to more closely match the number used in order to eliminate the burdensome inventory of back issues.
- Mary Ellen has experienced major problems with changes to a new post office and problems of bulk mail. A transition to electronic copies is in process including all submissions to be electronic. Currently 450 (decreased from 700) copies are printed; intentions are to decrease the number to 400, pending arrangements with Sheridan Press. Sheridan Press specializes in journals which will be printed digitally. The Journal can be put together and e-mailed to Sheridan Press; for a nominal fee, a hard copy of Journals will be mailed.
- Mary Ellen recommended increasing the charge to those who request old Journals. To encourage membership, it was recommended that the Journal subscription be priced the same as membership. Discussion ensued about the possibility of offering a choice to subscribers of hard copy or pdf/electronic copy. **Mary Ellen will investigate whether Sheridan Press will send out electronic copies for a fee.**

IX. Noozleter Update – Nichole Bennett-Bealer (not in attendance):

- Noozleter Layout
The Board was in favor of keeping MJ Designs for the layout of the Noozleter. The current rate is reasonable and Michelle (MJ Designs) has been consistently involved; considering that future editors may not be proficient with Publisher, we benefit from maintaining our relationship with Michelle.
- Format Changes
The Board recognizes that Nichole, as editor, should make any decisions regarding format change(s).
- Nichole has received a number of Noozleter submissions.
- The deadline for the next issue is November 17.

X. Old Business:

- Past President's meeting update - Don Frament (not in attendance)
Pat asked for clarification of the charge. Mariangela answered the following:
1. help with increasing membership
2. solicit presenters for future conferences
3. think of helpful sub-committees, activate dormant standing committees.
4. identify potential new leadership
- Mariangela suggested that because of anticipated future budgetary constraints, we should **explore the option for a special registration fee which provides conference information through webmail or a whiteboard**, allowing people to "attend" the conference without cost of transportation and hotel accommodations.

XI. New Business:

a. Symposium 2009 - Michele DeFreece and site updates.

- Site visit:
On November 6 and 7, Michelle and Mariangela, along with Linda Weinberg, Conference Site Coordinator, and Laureen Sassaman, Entertainment Chairperson, went to the Corning Radisson and met with the Sales Representative, Christina Schneider.
- Awards Banquet:
Arrangements were finalized at the Corning Glass Museum. Monday workshops end at 3:15. There will be free time from 3:30-5:30 for touring the Glass Museum and attending glass blowing demonstrations. Appetizers and cocktails will be available at 5:30. At 6:30, NYCLSA has exclusive use of the Museum.
- Glenn DuBois will provide the keynote address on Sunday night and a presentation on Monday morning.

- Pre-symposium:
Carl provided information about the Pre-symposium which will be a showcase panel of 5 speakers who will present retention strategies which work:
 1. Early Warning Systems – Kevin McNeeledge
 2. Strengthsquest - Khaki Wunderlich
 3. College Success Courses - Carl Wahlstrom
 4. Learning Centers - Pat Malinowski
 5. Tutor Training - Lori Anderson

- Technology:
The Radisson has as all the technology needed. Presenters need to bring only laptops.

- b. Set next meeting date and location:
The next Board meeting will be at 10:00 on February 21.
Mariangela will explore locations for the meeting at Cortland.

XII. Adjournment

Michelle moved to adjourn the meeting and Kevin seconded.
The meeting was adjourned at 2:25p.m.

Respectfully Submitted,

Carol McPhillips, Secretary

Addendum:

December, 2008

The Board approved by electronic mail to award the Professional Development Scholarship to Cindy Mercer, Executive Director of the Center for Academic Achievement at Marymount Manhattan College.

She will attend the Winter Institute to broaden her training in developmental education.