



## **Northeast Regional Honors Council Business Meeting Minutes**

Saturday, April 8, 2017

6:00PM-7:00PM

Sheraton at Station Square, Pittsburgh, PA

### **Call to Order & Introductions**

Andrew Martino, the NRHC President, called the meeting to order at 6:07pm.

The Executive Board members present introduced themselves: Anthony DeLuca (Vice President), Bruce Thompson (Faculty Representative), James Buss (Executive Treasurer), Chris Brittain (Web Editor), Karlyn Koh (Executive Secretary), Leanne Wood (Faculty Representative), Joseph McGinn (Immediate Past President), Valerie Robles-Rios (Student Representative), Nathalie Waldschmidt (non-Board Conference Student Assistant), and Helen-Margaret Nasser (President-Elect).

### **Approval of the NCHC Seattle 2016 Business Meeting Minutes**

Martino then asked the membership to consider the Minutes of the April 2016 Seattle Business Meeting Minutes. Linda Kolbylarz called for motion to approve the Minutes, and Ross Wheeler seconded it. The Minutes were approved with 3 abstentions and no objections.

### **Report on Pittsburgh Conference (Appendix 1)**

Nasser thanked the local hosts—Julia Fennell, Helen Fallon and Kristen De Luca—and students for impeccable work, and said that everything went well with the conference.

Christopher Brittain provided information about the proposals submitted.

429 proposals in total were submitted, and 358 were accepted. The acceptance rate was 83%, the same as Cambridge last year.

There were 173 panel paper submissions, of which 137 were accepted (79%). 82 roundtable proposals were submitted, and 68 were accepted (83%). 161 poster proposals were submitted and 148 were accepted (91%).

Brittain then reported that 521 people registered before the March 30 deadline, compared to 580 in 2016 (with 22 registering on site).

He noted that registration numbers were down this year, the first decline in while.

The audience noted that the roundtable format was appreciated. People liked the certificates given to the student presenters.

Linda Kolbylarz noted that students like the way City as Text was organized.

Joe Moser noted that the Consultants Corner was appreciated, but people didn't get chance to circulate.

Brittain brought up that website forums will be set up, interactive, post questions and answers.

Patricia Warunek thanked Karlyn Koh for communications about the conference.

Linda Kolbylarz pointed out that certificates given to student presenters was a great idea, but the certificates should be more specific than "Certifications of Participation." They should note the specific kind of presentation made by each student.

It was pointed out that City as Text Strands 8 and 9 instructions could be clearer. Helen Fallon raised the question about how much we want to provide students, and how much we want students to look things up themselves. Martino pointed to Bernice Braid's book on precisely this topic. Elaine Torda noted that students may not understand that what City as Text is. Julia Fennell pointed out that the conference program book provided clear descriptions and explanations of City as Text.

### **Student Officer Updates**

Robles-Rios reported that 20 students in attended the Student Caucus.

The students liked the NRHC Battle, especially its inter-collegiate aspect.

They thought that CaT speaker provided good information, though her talk was a little too long.

They also suggested that students be given around 30 minutes to an hour to choose or find their CaT strand.

Students enjoyed art show and graduate fair, though the space was small.

They felt that the Awards Ceremony is an incentive for them to stay on Sunday.

### **Treasurer's Report (Appendices 2-4)**

Buss reported that the conference revenue was not going to be high. He provided handouts showing the current cash on hand based on received registration and membership fees, and another that accounts for registration and membership that remain unpaid.

There was a question about whether students have given feedback on AV use. Buss said AV costs were relatively low this year, and we were able to provide AV to every student who requested it.

Ross Wheeler asked about how the region can avoid unpaid registration fees. Buss noted that he had to chase down payments until July last year. But there is improvement this year and he should be able to close out the account by next week.

Ross Wheeler moved to approve; Julia Fennell seconded his motion.

The Treasurer's Report was unanimously approved.

### **Election of new Executive Board members**

Martino and Koh named the following open Executive Board positions (6 positions, 7 spots): Executive Secretary, Executive Treasurer, Vice President, Faculty Representative (1 spot), Student Representative (2 spots), Web Editor.

Martino described the succession process for the Vice President role, which is a 3-year commitment.

Buss mentioned that Treasurer position has changed, and the region has to file taxes using the long form file, and negotiating conference contracts.

Nasser mentioned the 3 annual meetings that Board members attend (summer site planning meeting, NCHC conference, NRHC conference).

Leanne Wood described the faculty representative position.

Koh offered to provide interested individuals detailed revised write-ups of the Executive Secretary and Executive Treasurer positions provided previously by former Executive Secretary-Treasurer, Shirley Shultz Myers.

Martino asked for nominations or self-nominations from the floor.

Matthew Ward self-nominated for the Faculty Representative position.

There were no nominations for the Executive Secretary and Executive Treasurer positions. Martino nominated Kathryn MacDonald for Vice President.

Robles-Rios reported that the following nominees for the Board's Student Representative positions emerged at the Student Caucus:

Sarah Martin (Point Park University)  
Autumn Barszczowski (Point Park University)  
Siera Martinez (LaGuardia Community College/CUNY)  
Yulini Persaud (Monroe College)

Nathalie Waldschmidt described the Student Representatives' responsibilities regarding organizing student activities at the conference.

Martino nominated Brittain for the Web Editor position.

Fennell reminded everyone that honors directors need to sign off on Student Representative nominees, and the latter must receive confirmation that their program/college will fund them to attend the 3 Executive Board meetings.

### **Future Conference Sites**

Next year's conference will be held in Providence, R.I., April 12-15, 2018.

Buss reported that he has been exploring Niagara or Baltimore. The growth of the region and the conference causes some problems. Buss noted that he provided bidders the full breakout of meeting rooms needed and hotel rooms needed. Niagara cannot accommodate a conference of our size. No hotel in Buffalo or Niagara can accommodate us.

There are two options in Baltimore that are able to accommodate the regional conference in April 2019: the Hyatt Regency (\$200/night, \$179), and the Hilton Baltimore (\$159/\$139). These rates are \$10-\$20 more than Pittsburgh.

Buss proposed that the region consider: What do we want from the conference? If we stay at larger cities, costs will go up. Smaller cities would be harder to get to, and there are no hotels to house size of conference.

Buss also pointed out that at end of each year, we lose money. We are not making money, but bleeding money slowly. He also pointed out the necessity for the region to have some reserves, and cited a situation at the start of the Pittsburgh conference when the region only had \$18,000 in bank to make a large payment while checks were waiting to clear.

Shirley Shultz Myers suggested that we could do Places as Text at host institutions for future conferences, rather than City as Text with conferences in cities. Buss pointed out the issue of finding ways to house a large number of conference attendees on a campus.

Buss said that this year, registrant numbers brought the region close to a break-even point.

Wheeler asked if we could revisit the possibility of Queens, NY, in particular Flushing, or Jersey City, NJ. Buss said that he will run bids for these two locations and report back.

Susan Dinan moved to approve the selection of Baltimore, MD for the 2019 conference (April 10-14, 2019). Kolbylarz seconded the motion, and it was passed.

### **Other Business**

Buss noted that the region cannot issue Board members stipends and then file taxes properly. However, the region can reimburse Board members. Koh then explained that in addition to the travel reimbursement of up to \$600 for each Board member, the Executive Secretary and Executive Treasurer can be reimbursed up to \$2500 each, the Conference Co-Chairs up to \$2000, and the Web Editor up to \$3000.

Shultz Myers also noted that the region should make it part of its dealings with conference local hosts that they get 5-10 free registrations. Buss pointed out that the region cannot afford 10 free registrations, but can provide hotel accommodation and complementary registration for the local host.

Kolbylarz then made the motion to adjourn; Fallon seconded. The motion was unanimously approved.

The meeting adjourned at 7:09pm.

*Respectfully submitted by Karlyn Koh, Executive Secretary*

Appendix 1.

Business Meeting Notes  
NRHC Pittsburgh 2017

**2017 Proposal Numbers:**

Total:  
429 Proposals Submitted  
358 Accepted – 83% Acceptance rate, same as last year

173 paper submissions, 137 accepted (79%)  
82 Roundtables submitted, 68 accepted (83%)  
161 Posters submitted, 148 accepted (91%)

**2016 Proposal Numbers:**

477 Proposals Submitted  
394 Accepted – 83% Acceptance rate

231 panel proposals were submitted, 176 were accepted.  
111 roundtable submissions, 88 accepted.  
135 poster proposals, 130 accepted.

**Registration Numbers:**

521 Registered before the March 30<sup>th</sup> deadline.  
580 before the deadline in 2016, 22 on-site

Appendix 2.

**NRHC Financial Update**April 2017  
Pittsburgh, PA

<b>Opening Balance (July 1, 2016)</b> .....	<b>\$124,561.50</b>
<b>Total Revenue (plus anticipated)</b>	<b>\$118,210.00</b>
Registrations for Pittsburgh (as of 4/4/17)	\$67,884.73
Registrations for Pittsburgh (processed)	\$23,755.27
Registrations Unpaid	\$21,290.00
Memberships Paid	\$4,580.00
Memberships Unpaid	\$700.00
<b>Total Expenses (plus anticipated)</b>	<b>(\$124,163.97)</b>
Executive Stipends .....	(\$5500.00)
Travel Expenses of Executive Board .....	(\$2710.80)
Conference Refund .....	(\$410.00)
YesEvents fee for 2016 Conference Registration .....	(\$10,397.05)
2016 Conference Exp. (Interpret. and Student Event) .....	(\$1,935.33)
2017 Conference Exp. (see appendix) .....	(\$948.92)
2017 Hotel Bill (Food, Beverage, and AV) .....	(\$92,761.87)
2017 Additional Conference Expenses .....	(\$9,500.00)
<b>Cash on Hand (April 4, 2017)</b> .....	<b>\$118,607.53</b>

Appendix 3

**NRHC Financial Update**  
April 2017  
Pittsburgh, PA

<b>Opening Balance (July 1, 2016)</b> .....	<b>\$124,561.50</b>
<b>Total Revenue</b>	<b>\$72,464.73</b>
Registrations for Pittsburgh (as of 4/4/17)	\$67,884.73
Memberships Paid	\$4580
<b>Total Expenses</b>	<b>(\$21,902.10)</b>
Executive Stipends .....	(\$5500.00)
Travel Expenses of Executive Board .....	(\$2710.80)
Conference Refund.....	(\$410.00)
YesEvents fee for 2016 Conference Registration.....	(\$10,397.05)
2016 Conference Exp. (Interpret. and Student Event).	(\$1,935.33)
2017 Conference Exp. (see appendix) .....	(\$948.92)
<b>Cash on Hand (April 4, 2017)</b> .....	<b>\$175,124.13</b>

Appendix 4

NRHC 2017 Conference: Executive Summary

Expense Category	Expense
Food and Beverage	73,137.37
Audio/Visual	14,624.50
Student Event	\$1,215.00
Keynote	\$500.00
Registration	\$5,625.00
<b>Total Expenses</b>	<b>\$95,101.87</b>

Revenue Category	Revenue
Registrations	\$90,205.00
NCHC Sponsor	\$3,500.00

Total Revenue \$93,705.00

Excess Revenue -\$1,396.87

Projected NRHC 2017 Conference: Executive Summary

Expense Category	Expense
Food and Beverage	73,137.37
Audio/Visual	14,624.50
Student Event	\$1,215.00
Keynote	\$500.00
Registration	\$5,625.00
Printing	\$3,000.00
Interpreting	\$4,000.00
Registration	\$2,500.00

Total Expenses \$104,601.87

Revenue Category	Revenue
Registrations	\$117,430.00
NCHC Sponsor	\$3,500.00

Total Revenue \$120,930.00

Excess Revenue \$16,328.13