

EXECUTIVE BOARD REPORT

Date: 10/25/11

Executive Board Member Name: Amy Cembor Position: President

Institution: Wheaton College

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Coordinated and presided over the NEACAC General Membership Meeting in New Orleans	Communicated new initiatives and Board updates to the general membership	Continue follow up on issues raised, including a letter to NACAC requesting consideration for a future conference in New England.
Attended NACAC Presidents Council Meeting in New Orleans.	Learn more about the successes and challenges of other Affiliates and share ours.	Annual March Presidents Council Meeting
Coordinated two Executive Board Meetings (one via conference call)	Facilitate and support the work of the Executive Board	Continue to be present and available for members of the Board as needed.

Comments and Recommendations: _____

EXECUTIVE BOARD REPORT

Date: _____10-25-2011_____

Executive Board Member Name: Brenda Poznanski _____ Position: President Elect _____

Institution: __Bishop Guertin High School_____

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Liaison to : AMC, College Fairs, Membership	AMC – meeting planned for November 15. A conversation with chairs shows the committee on track. College Fairs – attempts made to contact chair but we have not been able to connect. Membership – connected with chair, committee has not met yet given pressing work deadlines. Planning agenda for the year and they seem on track.	AMC: meeting November 15, 2011 College Fairs: Trying to plan a meeting with College Fair committee chair and onsite chairs for sometime in the early winter. Membership: planning for future meetings and work associated with committee.
Summer Institute	Visited potential hosts with chairs and determined Assumption college would be the host site for IS 2012. Talking with chair about External Relations.	Asked chair to hold tight regarding External Relations until after EBoard meeting on November 2, 2011
Cathedral High School	Offering ongoing support to Cathedral. Touched base with them last week to see how their October 20 th college fair was shaping up and they were excited and ready to go. Springfield College has been incredibly supportive and they plan to host 92 colleges.	Continue to touch base with the Guidance staff throughout the year to ensure they are managing.
New Committee Chairs	Need to look in to who is rolling off the board and start conversations with committee chairs about successors	Talk with committee chairs
Ad Hoc committees: ED, Leadership	Meeting and working on aspects of these committees to present at November meeting	Proposals being planned for November Governing board Meeting

EXECUTIVE BOARD REPORT

Date: 10/25/11

Executive Board Member Name: Anne Richardson Position: Past President

Institution: Kents Hill School

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
<p>Conducted Assembly Delegate Training at LDI, prepared Delegates for NACAC, Chief Delegate at NACAC, helped assign Delegates to Committees</p>		<p>Continue to monitor further developments from Assembly and communicate to Delegates</p>
<p>Attended E-Board meeting, NEACAC meeting and General Membership meeting at NACAC. E-Board phone call in October</p>		
<p>Checked in with Communications Committee as to their progress</p>		<p>Continue to check-in and monitor progress of new PR Committee</p>
<p>Continue to work on Leadership Institute: one meeting at NACAC and 2 conference calls</p>		<p>Jim R. and Anne intend to apply for an Imagine Grant for LI</p>

EXECUTIVE BOARD REPORT

Date: OCTOBER 21, 2011

Executive Board Member Name: Helen Burke Montague Position: Vice President

Institution: Moses Brown School, Prov, RI

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
<p>NACAC 2011– NEACAC Membership Meeting Arrangements – Meeting successful and food excellent. Some details made for a less than smooth delivery. We continue to work on these.</p>	<p>Critical details re: set-up, timing, etc. have been discussed and items duly noted for next year’s VP as he/she works with Convention Ctr. in Denver.</p>	<p>Established a file to pass on to Lynne for upcoming VP.</p>
<p>E Board Liaison with: 2 Yr Colleges; Current Trends; AP; and Gov Ad Hoc Cm AP: Karen and Helen attended the AP Affiliate Chair meeting in NOLA.</p>	<p>K and H in communication re: Make up of Cm (establishing a full cm with all states represented) and upcoming transition of Co-chair (HS). (HBM completing Laura Frey’s service) Scheduling Conf. Cal for members re: check-in. No cases pending currently.</p>	<p>Communicate with individuals for possible AP Cm membership Identify and communicate with potential candidate for Co-Chair (HS)</p>
<p>Ad Hoc on Governance: Donna Lyons called a meeting in NOLA. Made some excellent progress on elements for Job Description.</p>	<p>Cm established DRAFT Job Description. Donna and Brenda will communicate to fine tune Job Description for EA / ED position.</p>	<p>Will present at Nov Gov Bd meeting.</p>
<p>Current Trends: Kendra Lider-Johnson has established a great cm (12+ members)</p>	<p>Will identify a date for Conference Call. Looking to upcoming events, including NEACAC 2012 for possible offerings.</p>	<p>Will discuss and report out at Nov. Gov. Bd. Meeting</p>
<p>2 Year Colleges: Karen Lavoie has established her committee.</p>	<p>Identifying items for action. Will plan a conference call.</p>	<p>Will discuss and report out at Nov. Gov. Bd. Meeting</p>

EXECUTIVE BOARD REPORT

Date: 10/25/11

Executive Board Member Name: Lynne O'Shaughnessy Position: Executive Administrator

Institution: NEACAC

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Annual Meeting and Conference	Worked with Joe and Andrew to develop online AMC sponsorship form.	None
Membership	Renewal season is underway. All non renewed primary members have been mailed a hard copy reminder.	Process all invoice inquiries in a timely manner.
Fairs	Work with John to develop a hard copy reminder about fall fair registration to combat issues from this past fall cycle. This will go out next summer/spring.	
Directory	No printed directory this year. Did update historical reference that used to go in the printed version and uploaded to the web.	
IDEA Committee	MAMs form is up and running. Postcard was edited and mailed to all members.	

Comments and Recommendations: Above only lists some main things that happened since LDI. Daily activities continue – updating website daily, working with PD on different programs SIAF and Ins and Outs, following up to make sure all invoices are paid, filing all paperwork with the Comm. Of Massachusetts to ensure compliance, working with Jon W. and bookkeeper to begin gathering information for the audit. Assisting SI and ASSCSI with faculty applications.

NEACAC COMMITTEE CHAIR REPORT

Date: November 2, 2011

Committee Name: Annual Meeting and Conference

Chair(s) & Institutions: Andrew Rosabianca (Chair) - Northeastern University, Rebecca Allen (Chair-Elect) – Providence College

Committee Members & Institutions: Pete Heeley - University of New England (On-Site Chair), Natalie Johnson - University of New England (On-Site), Dan Cassely - Boston University (Community Service, Co-Chair), Christine Kenyon - Babson College (Community Service, Co-Chair), Chris Fox - University of Southern Maine (Community Service), Robert MacLellan - Hebron Academy (Community Service), David Weber - Boston College (Entertainment, Chair), Matt Maurano - Providence College (Entertainment), Dan Connolly - Suffolk University (Entertainment), Danny Richer - University of New Hampshire (Entertainment), Tim Cushing - Stonehill College (Entertainment), Tommaso Canetta - Babson College (Entertainment), Tyler Wentworth - UMass Amherst (Entertainment), Joe Dacey - Stonehill College (External Relations, Chair), Jim Fowler - Dean College (External Relations), Jay Laperriere – WPI (External Relations), Jeff McAdam - Hawaii Pacific University (First Timers, Co-Chair), Lauren Thornton - Northeastern University (First Timers, Co-Chair), Cindy Jacobs - Malden Catholic High School (First Timers), Emma Brown - Colby College (First Timers), Caroline Higgins - Westwood High School (Pre-Conference, Chair), Christine Hickey - Providence College (Pre-Conference, Co-Chair), Jackie Gould - Endicott College (Pre-Conference), Bill Huguen - Hudson School District (Pre-Conference), Whitney Goodwin - Westwood High School (Pre-Conference), Carmen Perez - Providence College (Programming, Co-Chair), Jackie Haas - Wheelock College (Programming, Co-Chair), Erin West -University of Rhode Island (Programming), Steve Dunn - University of Connecticut (Programming), Heather Zeman - Lesley University (Programming), Michelle Beauregard - Bryant University (Programming), Katherine Zeimer - Loyola University New Orleans (Programming), Elena Wong - Wheaton College (Programming), Diana Gingles - Providence College (Publications, Chair), Lindsay Slattum - Fairfield University (Publications), Liz Cheron - Northeastern University (Publications), Bill Jack - Colby College (Publications), Evan Grenier - Stonehill College (Recreation, Chair), Jim Richardson - College of the Holy Cross (Recreation), Kareem Nulan - Trinity College (Recreation), Samantha Hastler - Lasell College (Recreation), Erik DeAngelis - Brown University (Welcome/Evaluation, Chair), Danielle Wells - Boston College (Welcome/Evaluation), Meghan Fitzgerald - Endicott College (Welcome/Evaluation), Jacqui Duca - Northeastern University (Welcome/Evaluation)

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Committee Chair Meeting at the University of New England – August 3, 2011	Sub-committee chairs toured campus and began to think through logistics for each of their areas. Each sub-committee shared individual goals for this year.	Move forward with planning based on goals and set-up of UNE.
Set up and executed conference calls with each sub-committee. Discussed goals, plans and budget needs for the year.	<p>Community Service - Will take place at Traip Academy . We are looking into and will secure a CBO in Maine by the November meeting. Also will be brainstorming ideas about how we can get others involved Entertainment – The Lost Article will return this year, venue at UNE is set. BINGO will be set up in the gym Brainstorming Thursday night options which include Old Port and Kennebunkport. External Relations – Communication to potential sponsors will go out by December. Joe Dacey sent out a survey to past sponsors. New online sponsorship application was set-up. Dean College will be donating bags again this year and UNE is interested in sponsoring the conference give-away. First Timers -VIP badges went very well – definitely should continue this year. Alternative lunches will be planned for First-Timers and we will secure leaders in profession for networking at lunch (this is in response to feedback from last year). Brainstorming ideas to change First-Timers game. Pre-Conference -Bus tour: we have contacted USM, St Joseph’s, and Maine College of Art about participating, UNE will host evening reception on Tuesday. All pre-conference sessions (and bus tour) will take place on Wednesday, but we will offer Tuesday night housing.</p>	Follow-Up with each sub-committee on progress at November AMC Planning Committee Meeting.

	<p>Professional Development will plan MMW and will communicate with committee on needs. Committee is planning an Athletics Workshop and a Secondary School Counseling Close-Up Workshop. Programming - All committee members will serve as liaisons to other NEACAC committees to solicit session proposals. Joe Dacey, Lynne, and Exec Board will be used for assistance in selecting vendor sessions. Ensure that presenters stay on topic (share session description with them on a regular basis in the spring leading up to the conference...as part of all reminder/follow-up emails).Publications -Set timeline with entire committee. Work with UNE early on to get maps for the booklet. Recreation -Instead of yoga, Natalie (UNE) will hold beach boot camp this year. 5K will take place on Friday. 5K route will ideally utilize as much of campus as possible, taking advantage of the scenery, and will be measured. We will plan a formalized bike ride this year. Fitness Center will be open and possibly look into other Rec ideas with UNE. Welcoming & Evaluation –Will come with 3 or 4 giveaway ideas to November meeting. Eliminating the information table, but highlighting committee members for Q&A. Registration is open all day Wednesday, AMC members will wear polos on Thursday. “Ask me?” pins. Two levels at registration in Alford Center: registration upstairs, housing downstairs. UNE will care of all signs.</p>	
Committee Meeting – November 15, 2011	<p>This will be our first all committee meeting of the year. We have decided to meet in a more central location instead of at UNE. All sub-committee chairs have had a chance to see UNE and will relay information on specific to their committee members. We will be working towards goals set forward in the sub-committee conference calls as well as discuss campus logistics and space restrictions (dining hall and welcome).</p>	<p>Work on agenda for November meeting, finalize conference schedule</p>
Connect with volunteers	<p>We reached out to all that expressed interest in the AMC Committee from AMC 2011 survey and Summer Institute. We offered opportunity to assist with First Timers, moderating sessions, assisting at registration table, or participating in Community Service since no spots are available on the Planning Committee.</p>	<p>Maintain list of those who express interest in volunteering and pass along to sub-committee chairs to utilize during 2012 AMC.</p>
Keynote Speaker	<p>We have a proposal from John Bader, who came to our conference last year and his session was very well received. He used to be at Johns Hopkins University, but now has a private practice. His topic is good but we want to</p>	<p>Brainstorming other Keynote ideas and reaching out to potential Keynote speakers. Will consult with Exec Board before final decision is made.</p>

	have others to compare it to. We are not ready to make a decision yet.	
New Bid Process for AMC host sites	After the new bid process for AMC host sites was discussed with the Governing Board at LDI, we added information to the website. We then advertised in eblasts that a new process is in place and will begin in January.	Update application and begin process in January.

Comments and Recommendations: _____

NEACAC COMMITTEE REPORT

Committee Name: ___AP Committee_____

Chair(s) & Institutions: Helen Montague (Moses Brown) & Karen Pellegrino (Fairfield U)

Committee Members & Institutions: : HBM – MBS (RI); KP – Fairfield (CT); Tom Gibson (Retired) – VT;; Jim Washington – Dartmouth (NH); Chris Lydon – PC (RI); Gary Meunier – WHS (CT); Kathy Mooney (MA); Brenda Poznanski;

OCTOBER 19, 2011

Initiative/ Events/ Meetings	Update & Progress toward yearly goal	Strategic Goals
<ul style="list-style-type: none"> Presented Panel at NEACAC (Stonehill) – Double session including History / Case Studies. Good panel – small attendance, but new members interested in Case Studies. Would likely not do double session again, but a session is in order. We have already communicated with AMC Planning group 	<p>Would likely not do double session again, but a session is in order. We have already communicated with AMC Planning group</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><i>Next Steps</i></div> <p>Discussion of more innovative presentation at next meeting / Conference Call. Would like to involve more of the committee.</p>	<ul style="list-style-type: none"> __ Body of Knowledge __ Image & Recognition __ Communication __ Leadership & Govern __ Policy & Advocacy __ Prof. Development __ Ethics/Prof..Practice __ EnhanceMembership
<ul style="list-style-type: none"> Change in Cm Leadership - Laura Frey has stepped down as Chair as she has changed positions at her school. BM has agreed to take on last year of Laura’s 3-year tenure. Joined with Karen Pellegrino 	<p>Need to ID replacement for Helen(HS) (cycling off Chair June 2012) Karen (College) has 2 years remaining.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><i>Next Steps</i></div> <p>Investigate possible candidates for Co-Chair position</p>	<ul style="list-style-type: none"> __ Body of Knowledge __ Image & Recognition __ Communication __ Leadership & Govern __ Policy & Advocacy __ Prof. Development __ Ethics/Prof..Practice __ EnhanceMembership
<ul style="list-style-type: none"> Karen and Helen to review Committee make up. Typically Cm should have 2 members from each state...we are working on this... 	<p>We have communicated with members about availability and Terri Kless has stepped down from Cm. We suggest a letter to her/supervisor thanking her for her time and commitment.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><i>Next Steps</i></div> <p>ID and Communicate with possible new members.</p>	<ul style="list-style-type: none"> __ Body of Knowledge __ Image & Recognition __ Communication __ Leadership & Govern __ Policy & Advocacy __ Prof. Development __ Ethics/Prof..Practice __ EnhanceMembership

Comments and Recommendations:

~We hope to have a Cm meeting or Conference Call in November (likely a conf call). Date TBD

NEACAC COMMITTEE CHAIR REPORT

Date: October 25, 2011

Committee Name: Articles of Organization & Bylaws **Chair(s) & Institutions:** Chizu Shiono, Educational Consultant, & Dynamy Internship Year College Counselor

Committee Members & Institutions: Ronn Beck, Dean College, MA; David Hautanen, Northeastern University, MA; John Lintner, Kent School, CT; Jon Westover, U Mass Amherst; Eric Secor, University of New Hampshire; Kathryn Dromey, U Mass Amherst; Joyce Vining Morgan, retired, Educational Consultant, NH

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Email correspondence, July & Aug. 2011 Call to review the Articles of Organization and Bylaws by committee members.	Annual Goal: Review of Articles of Organization & Bylaws Initial review completed. Request submitted to E-Board to see if a vote was advisable during the Membership Meeting at the NACAC annual conference in New Orleans, September 2011. Decision was made to postpone the vote until spring membership meeting.	Further discussion will commence in January 2012. Proposal and vote is scheduled for Annual Meeting & Conference at U New England, Biddeford, ME.

Comments and Recommendations: The committee conducted a review of the recently amended Articles of Organization and Bylaws voted and approved by membership in June 2011. After review, three articles will require the Association's vote for further amendments. These are clerical or editorial errors that can be easily supported and should not cause any problems for approval. The committee's recommendation will be brought to the Governing Board at the January/February Governing Board meeting and the procedures will be followed to ask for the membership's vote at the next Annual Meeting & Conference.

NEACAC COMMITTEE CHAIR REPORT

Date: Wednesday, November 2, 2011

Committee Name: Communication Services **Chair(s) & Institutions:** Bill K. Jack, Colby College (ME)

Committee Members & Institutions: eBlast Subcommittee: Jacinda Ojeda, Emerson College (MA), Chair; Deb Schwager, Wethersfield High School (CT); Newsletter Subcommittee: Mary Bellamy, Cape Cod Academy (MA), Chair; Madeleine Bergstrom, Western New England University (MA); Christine Hickey, Providence College (RI); Meg Ryan, The Williams School (CT); Public Relations Subcommittee: Lisa Ellrich, University of Maine at Farmington (ME), Chair; Aaron Connolly, Alfred University (NY); Aislinn Doyle, Saint Michael's College (VT); Bill Mortimer, Marlboro College (VT); Amy Tiberio, Stonehill College (MA); Heather Zeman, Lesley College (MA); Past Chair: Nakia Noble, Fairfield University (CT)

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Committee Chair Transition	Transitioned from Ms. Noble to Mr. Jack. The first initiative was to produce the Summer Newsletter issue. Due to the timing of the transition, Ms. Noble agreed to spearhead this effort while Mr. Jack observed the process.	The next step, which has occurred already, was to transition this process from Ms. Noble to Mr. Jack for the Early Fall Newsletter issue. The decision was made, however, to have Ms. Bellamy spearhead these efforts.
Meeting with Executive Board Liaison	Anne Richardson, Kents Hill School (ME), serves as the Executive Board liaison for the Communication Services Committee for the 2011-2012 year. Mr. Jack and Ms. Richardson met for lunch on the campus of Colby College on Wednesday, July 6, 2011. Many of Mr. Jack's questions were answered about his role as a committee chair and, specifically, his role as chair of this committee. Ms. Richardson provided him with some suggestions on how to restructure the committee, how to grow the committee membership, how to start addressing the public relations component, and much more.	Mr. Jack may want to meet in person with Ms. Richardson in January 2012 to check in. It may be a good idea for the two of them to meet in person every six months simply to be proactive. Of course, other meetings, e-mails, and phone conversations, should occur between each meeting.
Meeting with Member of the Office of Communications at Colby College	Per the recommendation of the Executive Board liaison, Mr. Jack met with a member of the Office of Communications at his institution (Colby College). This discussion was less about how NEACAC should do the public relations side of things and more about providing some thought-provoking questions about what exactly NEACAC wants to achieve. Mr. Jack left with more questions than answers.	Now that the task of public relations has been delegated to Ms. Ellrich, it is important for Mr. Jack to follow-up with Ms. Ellrich periodically to see what progress she is making with a consultant.
Finding a Public Relations Consultant	This is certainly a major undertaking. The reason it is such a process is because we do not have tens of thousands of dollars to hire a consultant. Some leads have been made by Ms. Ellrich.	Ms. Ellrich plans to meet with Nancy Marshall, President of Nancy Marshall Communications, in early November. Ms. Marshall has three connections to NEACAC member institutions: Hebron Academy '78,

		Colby College '82, and Thomas College '94. Currently, her oldest son is a member of the Colby College Class of 2015. On October 13, 2011, she received the Edward L. Bernays Achievement Award by the Maine Public Relations Council. Mr. Jack is unsure where this conversation will go, but he is hopeful that something will work out within our price range. Mr. Jack met Ms. Marshall, her husband, and her son, at a new student event in August 2011, but did not realize that a few months later, she would be on the "short list" for the public relations consultant.
Restructuring the Committee	Mr. Jack worked swiftly in the first few weeks of his term to add structure and organization to the committee. The structure and organization that he implemented has not existed in recent years. Under his direction, he created three subcommittees: eBlast Subcommittee, Newsletter Subcommittee, and Public Relations Subcommittee. Each subcommittee was given a chair with preference given to returning committee members. Ms. Ojeda, Ms. Bellamy, and Ms. Ellrich, were appointed to serve as the respective subcommittee chairs.	
Increasing the Number of Committee Members and Filling those Positions	Mr. Jack knew that he needed more committee members than he had inherited because of the potential for this committee to do so much more. Mr. Jack decided to have two positions on the eBlast Subcommittee, one of which would be the chair. He decided to have four to six positions on the Newsletter Subcommittee, one of which would be the chair. He decided to have six to eight positions on the Public Relations Subcommittee, one of which would be the chair.	Of course, the next steps are to oversee the committee members almost all of whom are brand new to the committee. For many of them, this is their first time on a NEACAC committee.
Restyle the Way "eBlasts" Is Written	Although this may seem like a simple thing, Mr. Jack, Ms. Ojeda, and Lynne O'Shaugnessey (NEACAC Executive Administrator) agreed to restyle the way eBlasts is written. For quite some time, eBlasts had been written "e-blasts." Yet, in an effort to follow a similar pattern to Apple products, the decision was made to change to eBlasts.	Members of the NEACAC Governing Board will be encouraged to use this new style when referring to the eBlasts.
Create an Acronyms of the Month List	An ad appeared in an issue of the newsletter encouraging the membership to look at upcoming issues of the eBlasts for a few acronyms that are used in the profession. At the end of recent eBlasts, a few acronyms have been listed. The list came from solicitation of the NEACAC Governing	Continue to provide several acronyms at the end of each monthly eBlast until all the acronyms that were submitted are published. Once completed, Mr. Jack will work with the Technology Services

	Board members.	Committee and the NEACAC Executive Administrator to provide the complete list on the NEACAC website.
Provide an eBlast Archive on the NEACAC Website	Although the NEACAC website has, for quite some time, included an archive of the newsletters, a similar one has not existed for the eBlasts. This was simple to create and will serve as a great resource to the membership. An announcement was placed on the NEACAC home page to alert members that the eBlast archive is in place.	It may be a good idea once several issues of the eBlasts appear on the website to include a blurb in a newsletter to encourage the membership to check it out.
Work with the First Timers Subcommittee of the Annual Meeting and Conference Committee to Present the Annual "Getting Involved in NEACAC and Beyond" Session at the Annual Meeting and Conference	Mr. Jack contacted the subcommittee chairs in regard to this annual session. In some years, the First Timers Subcommittee members have presented this session. However, with an increased push to think about whether the Public Relations Subcommittee should work toward public relations internally (e.g. getting more members actively involved), the two subcommittees may want to present this session jointly.	Check in with the First Timers Subcommittee after the Tuesday, November 15, 2011, Annual Meeting and Conference Committee meeting.
Include More Articles in Upcoming Issues of the Newsletter		Although previous issues of the newsletter have included articles, the issues under Mr. Jack's tenure have not had many of these. This is in large part because the subcommittee members have been learning the ropes of their new roles and Mr. Jack is learning, too. However, it is a goal to have the subcommittee members perform some outreach in time for the winter issue.
Create Policy (Written or Otherwise) in Regard to Which Ads Are Appropriate for the Newsletter		In recent months, advertisers have come to the committee members' seeking an ad in a newsletter. Some of the advertisers are neither NEACAC-related nor related to a particular NEACAC member institution. The committee has tried to steer these advertisers away from the eBlasts since eBlast submissions are not fee-based. However, the question remains: shall the Newsletter Subcommittee allow any advertiser to place an ad in the newsletter as long as the organization/company/agency/business/etc. is willing to pay the advertisement fee?

Comments and Recommendations: _____

NEACAC COMMITTEE CHAIR REPORT

Date: _November 2, 2011_____

Committee Name: __Current Trends & Future Issues_ **Chair(s) & Institutions:** __Kendra Lider-Johnson, MEFA_____

Committee Members & Institutions:

Name	Organization
Joan Casey	New Canaan High School
Kathryn Dromey	UMass Amherst
Sherri Geller	Gann Academy
Danielle Harrison	Springfield College
Mary McDonald	Portsmouth Abbey School
Dan Monahan	Stonehill College
Sarah Morales	Suffolk University
Eric Nichols	Brown University
Kristin M. Nichols	Bentley University
Joan Perrault	Notre Dame Academy
Cynthia Rivera	New Canaan High School
Wanda E. Suriel	Regis College
James M. Tweed	Lasell College
Tom Walsh	Roxbury Latin School

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Meet with Committee members	The first meeting of the Current Trends Committee is scheduled for Monday, November 7, 2-4pm. Kristin Nichols from Bentley University has agreed to host the meeting.	<ul style="list-style-type: none"> • Prepare agenda for meeting • Acquire meeting minutes from the National Current Trends meeting at NACAC in September
Plan for 2 NEACAC Newsletter contributions	To be discussed and delegated at the meeting on 11/7	<ul style="list-style-type: none"> • Identify possible topics • Identify submission deadlines for upcoming newsletters
Plan for 1 or more sessions at AMC 2012	To be discussed and delegated at the meeting on 11/7	<ul style="list-style-type: none"> • Review notes from AMC 2011 sessions • Identify possible topics
Determine if hosting Enrollment Management Forum is a goal for 2011-12	To discuss at the meeting on 11/7	<ul style="list-style-type: none"> • Review correspondence and notes from 2011 Forum • Consider co-sponsoring with other committees

		<ul style="list-style-type: none">• Confer with past committee chair and other members of the Governing Board

Comments and Recommendations: _____



NEACAC COMMITTEE CHAIR REPORT

Date: 10/24/2011

Committee Name: Fiscal Oversight Chair(s) & Institutions: Raul Fonts, Providence College

Committee Members & Institutions: Jon Westover, UMASS, Julie Cairns, Salve Regina University, Mario Siva-Rosa, Assumption, Kathy Moody, Lynnfield High School, Bob MacLellan, Hebron Academy

Annual Goals: Establish budget for NEACAC. Create training program for new committee chairs on budget process. Continue to monitor investments with TD.

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Held first meeting on 9/23/11 in New Orleans. Created goals for the year.		
Will offer budget training program for committee chairs prior to Feb. Governing Board meeting.	Mario has created a power point for training program. Committee members will provide additional information.	Reserve space and receive approval from E-board to conduct session prior to Feb. meeting.
Set meeting with TD bank to review investment options.	Jon Westover has been in contact with TD Bank.	Set-up meeting with bank official for early January.
Identify new committee members and Chair for next year.		

Call for Agenda Item(s): Would like to have announcement of Budget training workshop for February meeting.

Comments and Recommendations: _____



NEACAC COMMITTEE CHAIR REPORT

Date: 1/25/11

Committee Name: Government Relations Chair(s) & Institutions: Danielle Nash, Greenwich HS

Committee Members & Institutions: CT: Jill Britain – Westbrook HS, Tony Carberry- Central Connecticut State University, Maurguerite Raymo - Jonathan Law, Suzanne Siano- St Joseph’s HS, Patricia Soares – Coast Guard Academy,

RI: Owen Bligh – Providence College, Mary McDonald - Portsmouth Abbey School

MA: Jacquie Serafino – Dana Hall, Jeremy Spencer – Framingham State

ME: Sue Mullen – Portland HS

NH: Bill Hughen – Alvirne HS, Steve McGrath-Talent Search, Eric Secor -UNH

VT: Looking for volunteers

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
State level school counselor advocacy		Continuing to work with on growing our committee and working with each of the State School Counselor Associations and other appropriate organizations. Set agendas for each of the State level committees to plan states level initiatives. Next meeting set for November.
Government Relations Meeting and Hill Visit Day in Washington DC and working with NACAC on National Issues.		Work with Amanda Wintersteen at NACAC as needed.
AMC session	At our next meeting we will work to brain storm sessions that our committee can sponsor.	

NEACAC COMMITTEE CHAIR REPORT

Date: Oct. 18, 2011

Committee Name: IDEA

Chair(s) & Institutions: Matt Lane, Hopkins School

Committee Members & Institutions: Priscilla Alicea, Bryant University; Leykia Brill, Amherst College; Kristen Cahalane, Suffolk University; Mike Cameron, Dean College; Liz Daly, Framingham State; Laura Darby, Mount Holyoke; Derick Eng, Bentley University; Laura Goldworm, Excel Academy Charter School; Anne Goodeve, Springfield College; Kanicka Ingram, Quinnipiac University; Julliana Jennings, Holy Cross; Sara Kratzok, City on a Hill Charter School; Louisa Martin, SNHU; Kristy Almeida-Neveau, Bryan University; Nakia Noble, Fairfield University; Kareem Nulan, Trinity College; Sally O'Rourke, Andover High School; Marguerite Raymo, Jonathan Law High School; Chizu Shiono, Educational Consultant; Peter Sison, Merrimack College; Meghan Smith, UMass Amherst; Theresa Urist, Prospect Hill Academy; Erin West, URI; Twink Williams, Boston Prep Charter Public School

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Fall Meeting	We had 21 Committee Members at our first meeting at Dean College! Energy and enthusiasm were at an all-time high.	Next scheduled meeting will be in January, although subcommittees will be working hard in the meantime.
Margaret Addis Memorial Scholarship	Anne Goodeve will once again Chair the sub-committee. Postcards and website have been updated. Nominations have already started coming through.	Sub-committee is working on ways to solicit more nominations, including CBO/TRIO outreach. Review will take place in December with selections being notified in February.
Annual Essay Competition	Chizu Shiono – sub-committee Chair. The Essay competition flares up in the Spring, so Chizu and her sub-committee are now evaluating how we allocate award money.	Chizu and I are working with Abby Motson to move the process on-line. Essay contest outreach will take place in the spring.
Make a Difference Fund	Two of the three recipients from the September – March grant cycle attended NACAC. One has already written for the upcoming newsletter; the next will have the 2nd. The third is just getting down to business on her project.	The MADF committee will be looking to the next grant cycle and preparing for a Jan 1st application deadline. We are also in the process of thinking through the wrinkles of creating a self-sustaining funding stream.
Camp College Initiative	After feedback from the Executive Board, the Camp College sub-committee is brainstorming a one-day program to pilot in the summer of 2013. Mike Cameron is the sub-committee chair for that one.	After conversations with other Affiliates, Mike and his sub-committee will put together a new proposal for Executive Board approval. This will clarify budget needs, NECBAC involvement and human resource allocation.

Preconference for 2012 AMC	We are working with Christine Hickey, member of the Preconference Committee, on a session for the AMC. A few members of the IDEA committee will help Christine design and run a program.	IDEA members will serve as resources to the AMC Planning committee on the Preconference session.
Counselor Outreach	Using the tools of the FCCT (NACAC resource guide), a small group is thinking about ways in which we can reach out to underrepresented populations of rural, urban, and CBO counselors.	The sub-committee will brainstorm possible methods of communication and maybe some training.
AMC conference sessions	Looking to submit at least 8 session proposals to the AMC programming committee that relate to the mission of the IDEA committee.	n/a

Comments and Recommendations: We've had a great start to our year and I hope to continue the good conversations started last year and bring our committee to a whole new level.



NEACAC COMMITTEE CHAIR REPORT

Date: October 26, 2011

Committee Name: Member Services Chair(s) & Institutions: Karen Gerrior-Mariani/Brandeis University

Committee Members & Institutions: Sherri Geller, Gann Academy,; Jackie Serafino, Dana Hall,; Amy Podbelski/Johnson & Wales; Jacki Giordano, College Board; Kirk Daulerio, Common Application; Chizuo Shiono, Education Consultant; Cindi Jacobs, Malden Catholic H.S; Jeff Gallant, Boston College.

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
August 2011	Met with Sherri Geller to review committee and its initiatives	Officially made the transfer of new chair of the member services committee
September 2011	Cindy Jacobs attended membership meeting @ NACAC	Cindy reported back on meeting & submitted notes
September/October –reviewed incoming applications to NEACAC	Approved many applications but also asked for NEACAC recommendation from several independent counselors	Continue as needed
<p>Plan to arrange in-person meeting to re-introduce myself and review following initiatives:</p> <ul style="list-style-type: none"> • Review all affiliate memberships • Try to obtain a listing of all Colleges in each of the 6 New England States • Try to obtain a listing of all high schools in each of the 6 New England states • Try to obtain a MASCA membership list • Develop specific criteria when to ask for a NEACAC reference (policy) • Track how people heard about NEACAC & possibly place this question on application • Review benefits of membership to 	<ul style="list-style-type: none"> • Received list of all affiliate memberships- active & inactive memberships • Need to obtain list and review who is/not member of NEACAC (high schools and colleges) • Need to obtain MACSA list and match against NEACAC membership list • Review w/committee • Review w/committee & ask Lynne about getting question on application • Review w/committee all benefits • Try to obtain NACAC membership list of New England members • Review idea with committee members as a 	<ul style="list-style-type: none"> • Assign specific affiliates to various members of the committee to see if these affiliates meet our NEW By-Laws • Once lists are obtain – assign to a committee member to research • Committee as a whole to write criteria for Independent Counselors • Committee as a whole to review benefits and possibly review additional benefits. • Assign task to several committee members to review • If committee agrees on idea,

<p>each category</p> <ul style="list-style-type: none"> • Review who in New England is a NACAC member <u>but not</u> a NEACAC member • Possibly develop “we miss you” postcard for lapse memberships 	<p>whole</p>	<p>develop postcard</p>

Comments and Recommendations: _____

NEACAC COMMITTEE CHAIR REPORT

Date: ____October 25, 2011____

Committee Name: ____NECBAC Liaison____ Chair(s) & Institutions: ____Leykia Brill (Amherst College)____

Committee Members & Institutions: _____

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
<p>As a member of the NECBAC E-Board, we have monthly phone conference calls and tri-annual meetings in person with all of the schools in the consortium. One of my goals as the Liaison is to help NECBAC and NEACAC increase outreach. So far, NECBAC is planning to host several community based outreach events this fall (both are college fairs).</p>	<p>I have tried to begin outreach with several former members of NECBAC (this has been tricky because of travel season). Also, I have been able to work with some folks in NEACAC on advertising their events/ AMC session requests to the NECBAC membership. It's slow, going, but I expect things well pick up in the months to come. Once folks are back from the road, this will be much easier.</p>	<p>Outreach! Make phone calls, send emails, and initiate face to face meetings. Also, I would like more direction on the goals NECBAC and NEACAC have for me/ this position. I plan to reach out to leadership for guidance in the coming weeks.</p>

Comments and Recommendations: ____So far, so good! I am learning.____



NEACAC COMMITTEE CHAIR REPORT

Date: October 24, 2011

Committee Name: Nominating Committee Chair(s) & Institutions: David Hautanen, Northeastern University

Committee Members & Institutions: Anne Richardson, Kents Hill School, Brenda Poznanski, Bishop Guertin HS, Matt Lane, Hopkins School, Dee Gardner, UMaine, Kathi Moody, Lynnfield HS, Jill Teeters, SNHU, Rick Williams, Lyndon State College, Janet Ferrari, The Met School, Ronn Beck, Dean College.

Annual Goals: Place a strong group of candidates on the ballot. Select outstanding award winners. Add an award that can be used to slate

NEACAC candidates for the NACAC Rising Star Award.

Call for Agenda Item(s): Review nomination and awards timeline

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Committee Membership	Recruiting new members to cover vacancies	Finalize Committee by first meeting date
Awards	Developed Draft Language for a proposed new award in preparation for the first committee meeting	Present to the committee
Committee Meetings	Finalize committee meeting schedule.	Distribute Committee Schedule
Nominations	Received 3 nominations	Send a reminder Promote at the GB meeting

Comments and Recommendations: _____

Committee.: _____

NEACAC COMMITTEE CHAIR REPORT

Date: 10/26/11

Committee Name: Professional Development **Chair(s) & Institutions:** Liz Cheron, Northeastern University

Committee Members & Institutions: Bill Jack (Colby), Carolyn Massey (Merrimack), Danny Richer (UNH), Emma Brown (Colby), Heather Zeman (Lesley), Jay Laperriere (WPI), Lauren Thornton (Northeastern), Lisa Ellrich (Univ. of Maine), Kate Innes (Emmanuel), Chris Fox (USM), Elizabeth Santiago (Univ. of Illinois), Tara Mitchell (St. Luke's School), Kate Leveille (Bridgton Academy), Sarah Duncan (Providence), Sara Kratzok (City on a Hill), Michael Iorio (St. Anselm's), Laura Goldworm (Excel Academy), Lilliam Abreu (CCRI), Jamie Coan (Wheelock), Erik DeAngelis (Brown), Jackie Gould (Endicott), Linda Shapiro (Harvard), Andrew Rosabianca (Northeastern)

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
<p>Students in Admissions Forum <i>Northeastern University</i> <i>September 11, 2011</i></p>	<ul style="list-style-type: none"> The conference had over 200 attendees from 35 institutions and seven states. Attendees chose from ten sessions and heard from keynote speaker Trent Gilbert, Chief eXperience Officer at Target X. 	<ul style="list-style-type: none"> Review survey results and feedback. Begin to brainstorm site options for 2012.
<p>Colleagues and Conversation <i>Seadog Brewery, Portland, ME, 9/25/11 and</i> <i>Milly's Tavern, Manchester, NH, 10/3/11</i></p>	<ul style="list-style-type: none"> Approximately 20 counselors attended the programs in Maine and about 10 attended the program in New Hampshire. Offering food was a well received addition to last year's program. 	<ul style="list-style-type: none"> Anecdotal feedback was good for the events, but we can do some additional brainstorming to see if this is the best event to target admissions counselors or how it could be more effective.
<p>Ins and Outs of Getting In <i>Southern New Hampshire University, 9/21/11</i> <i>Providence College, 9/30/11</i> <i>Endicott College, 10/13/11</i> <i>College of the Holy Cross, 10/20/11</i></p>	<ul style="list-style-type: none"> Over fifty counselors attended the programs this fall and thirteen institutions were represented on the panels. All programs followed College Board Fall Counselor Workshops and reviewed fictional case study applicants which were redesigned this year. 	<ul style="list-style-type: none"> Solicit feedback from attendees and review feedback to determine if the program should be offered next year.
<p>Summer Institute <i>Assumption College</i> <i>July 23, 2012 – July 26, 2012</i></p>	<ul style="list-style-type: none"> Three bids were received to host the conference and Assumption was selected as the next host site. There are 6 faculty vacancies this year. The application process was advertise and outreach was done to people who had expressed interest. In total, 22 applications (7 secondary, 15 college) were received by the 10/14/11 deadline. Those applications have been submitted to the current faculty for review. 	<ul style="list-style-type: none"> Jeff and Mo will meet soon to determine which applicants will be selected as faculty. Applicants will be notified by November 7th. Once the faculty are selected, the first meeting to start planning for 2012 will be in December.
<p>Advanced Secondary School Counselor Summer Institute <i>Yale University</i> <i>August 7, 2012 – August 9, 2012</i></p>	<ul style="list-style-type: none"> The faculty application is posted online and 4 applications for the three available spots have already been received. The deadline to apply is November 15th. 	<ul style="list-style-type: none"> Selected faculty members will be notified by December 1st. Future meetings will be set once the faculty is secured.

	<ul style="list-style-type: none">• The program will follow nearly the same format as last year. The second day will include visits to Wesleyan, Quinnipiac and Fairfield.	
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Comments and Recommendations: _____

NEACAC COMMITTEE CHAIR REPORT

Date: 10/26/11 **Committee Name:** __Technology Services__ **Chair(s) & Institutions:** _Abby Motson (The University of Alabama)

Committee Members & Institutions: Kibar Moussoba (SNHU), Sam Mahra (SNHU), Graham Paine (Kents Hill School), Nick Cloutier (UMaine), Chris Fry (USM)

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
Website Revision: Create a new webpage with free form cells for submission of Essay Contest for IDEA Committee	Discussed format plans, website path, and utility with IDEA. Contacted DASH and laid out what we are looking for to change and how we want the page to be managed.	Wait for Adam at DASH to create the page
Additional website changes: Awards will be changed to Awards & Grants to be more all encompassing of IDEA initiatives and easier to locate opportunities provided via NEACAC.	The new paths for Essay Contest, MAMS, and additional tabs were requested from DASH and should be completed before the next GB meeting	Assist Adam with clarification questions
Social Media: Added Procedure Policies for LinkedIn which was written by Sam Mahra Corresponded with Mo Zelaya in setting up a Facebook Event for Summer Institute	Need to provide Lynn with log-in details so she can co-manage. Same with Twitter. Need to speak with Kendra about joining committee and assisting as Facebook co-manager	Call Kendra Lider-Johnson about co-managing Facebook. Assist Mo Zelaya with Facebook Event for SI. Need to give him administrative privilege.
Visuals on website: New graphics were requested to keep the NEACAC website fresh and active.		Waiting for graphic proofs

Comments and Recommendations: _____ **Committee will meet at USM in January.**

NEACAC COMMITTEE CHAIR REPORT

Date: October 25, 2011

Committee Name: Two Year College Committee **Chair(s) & Institutions:** Karen Lavoie (Nashua Community College)

Committee Members & Institutions: Lisa Barrett (North Shore CC); Deborah Pack (UNH Thompson School); Amy Lee (Southern Maine CC); Chuck Kusselow (River Valley CC); Frank Meyer (NHTI); Gayle Barrett (Connecticut CC); Jessica Cabana & Michael Bosco (Benjamin Franklin Institute of Technology); Jessica Nelson (Marlboro College); Vernon Castillo (Union College); Sarah Wood (Massasoit CC); Wanda Suriel (Regis College); Kathy Kaminski (Hall High School); Wayne Fraiser (Lakes Region CC); Susan Hogan (Goodwin College); Susan Bibeau(Three Rivers CC); Stacy Green (Eastern Maine CC);Lillian Abreu & Ruby Morris Jones (CCRI)

Committee Meetings / Initiatives / Events	Update & Progress toward annual goals	Next Steps
First committee meeting as new chair July 28, 2011	I held my first meeting as the new committee chair and welcomed two new members to the committee. Attendance was limited to myself, Lisa Barrett (former chair) and the two new members. We presented an overview of what the committee does and offered a synopsis of the past year including a summary of our successful April Outreach Event on Charter Schools. We talked about the possibility of holding an event in the fall, but decided we would focus on the spring to give me time to settle in. We discussed ways to increase involvement of current committee members and ways to hold virtual meetings.	1. Look into using email, Blackboard or Facebook to communicate better with members and hold meetings online versus trying to find a day, time and location that works for everyone.
Email to all committee members September 26, 2011	I sent an email to all committee members, both new and old to formally introduce myself and invite to our October 4 th meeting. New members added and I was able to update membership.	1. Send a survey to current committee members to assess involvement and solicit ideas for our next professional development event.
Meeting October 4, 2011	Held meeting after NEACACSNHU Fair at 99 Restaurant. Continued discussion on what the best way to hold meetings is. It was agreed that Blackboard would be preferable so we could have a discussion board, virtual chat, and a place to upload documents. We discussed planning a professional development event to coincide with the NEACAC	1. Karen will speak to Blackboard administrator at NCC to look into creating a course shell to use for communication purposes. 2. Continue to check NEACAC site for Spring College Fair

	spring fair at Assumption College in Worcester (assuming it will be held there again.)	Schedule. 3. Ask committee members for volunteer to host meeting in December
October 21, 2011	Met with online designer at NCC to discuss creating a Blackboard site for Two Year College Committee.	1. Waiting to hear back from administrator to create a Blackboard course shell so I can go live with it.

Comments and Recommendations:

The challenge of chairing this committee is finding ways to increase participation from current committee members. Attendance at meetings has been low (around 3-4 participants.) Hopefully with the creation of the Blackboard page, we will see more member involvement. Planning a professional development event for this fall turned out to be too hard with everyone's travel schedule. An event will be planned for the spring and the following fall.