****

**AHEAD Board of Directors Fall 2022 Meeting Minutes**

**October 27, 2022- October 28, 2022**

# Day One

**Members Present:** Katy Washington (KW), Jill Sieben-Schneider (JSS), Amanda Kraus (AK), Stephan Smith (SS), Melanie Thornton (MT), Allen Sheffield (AS), Karen Andrews (KA), Zebadiah Hall (ZH), Crystal Hill (CH), Maria Schiano (MS), Tammy Berberi (TB), Chinwendu Okornokwo Burns (COB), Charnessa Warren (CW)

**Meeting called to order (unanimously):** 9:40am. Moment of silence in honor of Corban, Chester, and family.

**Meeting Minutes:** Spring minutes approved. Edits include putting "minority" in quotations to reflect language of Active Policy Solutions and "spend" to "spent" in Expense Highlights. MT move to approve with new edits. AK seconded.

**Old Business:** None

**Equity Activity:** Intersectionality exercise

Digital Access Statement and Commitment for Presentations: Working with AHEAD staff to train on digital access and asking AHEAD members and presenters for some assurance with the submission of accessible materials. Templates have been created by AHEAD for presenters and AHEAD will continue to highlight templates as a resource. MT to present more information and steps at next BOD meeting. It is recommended that AHEAD define digital access as it has various meanings.

Equity Updates

* HR - working towards being more intentional about who we are reaching out to and where we are posting positions with the intent to diversify. Working on building partnerships with the Urban League in Charlotte. Will bring in K&P's to contribute to outcome of HR processes. ZH to reach out to COB to get additional information from COB expertise area with equity in recruitment. Subsets of demographic data results reported out.
* *Action items: ZH change to identity first language. Analysis of data, possibly compare it to bi-annual report, run by K&P's, and bring back to BOD.*

## Executive Director Report

### Summer Conference Numbers

* 920 attendees in Cleveland.
* 500 attendees virtually.
* Over 1400 attendees in total.
* Raised over $4000 for scholarships.
	+ Request to pull $2000 from AHEAD to offer 6 $1000 scholarships.

### General

* JPED is coming out on the first day of each quarter on time. 30% acceptance rate. Scholastica Software, manuscript submission portal that manages reviewers. Has given JPED a step up in managing all incoming manuscripts. Program Standards, Professional Competencies, and Ethics is completed and will be published in special issue of JPED.
* 2 new publications coming out. Coaching and Disability Resources and Integral Perspectives on Serving Students with Chronic Illness.
* Online classes - looking to expand offerings as there is a large interest. Richard Allegra and Elisa Laird working to move this forward. Goal is to offer low cost and high-quality professional development to our membership. Idea: Offer a free webinar for new members.
* Engagement - 42 listservs with 4300 people actively participating. 41 online communities with 7527 active users in communities.
* $475k revenue utilizing new software subscription that is used for teaching online courses and manages registrations for events.
* Research study project on Intellectual Disabilities (UMass Boston, Institute for Community Inclusion paid $50k to partner). Sally currently writing up information and will be shared with BOD.
* Sally invited to serve on Journal of Student Affairs and Research Practice board.
* Membership is increasing. 3994 in 2020 and 4722 this fiscal year. Predominance of institutional memberships.
* External - NCCSD now lives at the University of Minnesota and AHEAD serves as their primary partner. UM receives the grant funding, completes the grant paperwork, and then pays AHEAD for grant work.
* RFP out for National Center for Disability Research and Higher Education. Grant application is due in January and AHEAD is working in conjunction with RTI, UConn and UMinnesota. Would be separate from NCCSD and not committing current AHEAD staff to project.
* Lisa Meeks established relationship for AHEAD with Ford Foundation. Work around disabled medical professionals. AHEAD agreed to be fiscal agent for work. They now have a direct conduit to AHEAD, Rebecca Coakley is the assigned project officer from Ford Foundation. Robert Wood Johnson foundation would now like to develop similar relationship with AHEAD.
* 7 years ago when Wendy Harbour was at Syracuse, Director of Taschof Center, created HBCU disability consortium. AHEAD continues to support project and they have active listserv. About one month ago, anonymous donor donated $10k to AHEAD without restrictions. Ideas included online summit for HBCU disabled students. Connection of belonging research from VEU (Virginia Union). Email to REDD K&P sent for additional ideas. Other ideas are welcome. Must be tied back to HBCU work.

### Professional Development

* Webinar Series Fall 22- 10 workshops. Averaging 150-400 sites per webinar this fall. BOD dropped price from $149 to $59 and it has ensured that many more have access.
* Office Management webinar – 83 institutions registered.
* AHEAD Start - Had 234 participants plus 39 mentors/volunteers to be mentors for the year. Most we have had previously was 150 people. Anyone who was not a member of AHEAD now has a complementary AHEAD membership for the year. Says something about turnover or office growth as there are a lot of new people coming into the field. Reviews were positive.
* AHEAD Management Institute in January and Master Class in May--both in-person.
* Council of Higher Ed Management Associations (CHEMA). SS was asked on Monday to be Chair-Elect. Looking to elevate AHEAD in a student affairs community.

### Meeting Contract Policy

* California has 23 states on their no travel list policy and it is due to policies and laws passed regarding protected classes by other states. AHEAD plans conferences and events years in advance and AHEAD wants to align with policies that reflect values. SS has proposed contract language for conferences and events negotiated to include a clause that enables AHEAD to terminate the agreement without penalty due to new conflicting laws that are enacted. It is anticipated that AHEAD would need to pull out of a contract one year in advance as possible. Share information on location choice process and reiterating commitment to values on the Current and Future Meetings AHEAD webpages for transparency. Should AHEAD not be able to cancel a contract in advance, it may be possible to identify and engage local non-profits who are doing work that aligns with AHEAD values to support AHEAD members in those states. The second proposed language option was the preferred language and the BOD would like to move forward.
* *Action Item: BOD members to review language for Current and Future Meetings AHEAD websites TB, AS, ZH.*

### Revenue Highlights

* Planned on using $300k carry forward that we did not need to spend.
* Membership continues to add revenue.
* Audio webinar and distance education $350k from 201k (highest it has been before).
* Conference revenues were down in comparison to 2019, but we did better than break-even.
* Publications - We are likely going to make brochures open access and quit sales of brochures. Gives us opportunity to give additional free resource for members and to keep it more updated.
* Consulting - Program evaluations. Demand for this work last year was painful. A couple of people have stepped forward to say they are interested.
* UMass Boston renewed contract for another 3 years at 50k per year.
* Advertising - Almost doubled with job ads. 30k to 59.7k.
* Second payroll protection plan was forgiven so no funds owed. Approx. 200k for COVID payroll tax reimbursement that will impact next year's revenue.

### Expenses

* Investing money in electronic infrastructure (e.g. online learning systems, Zoom, software licenses, etc.). Cannot be competitive without it.
* Conference expenses high. Captioning requested by 14 people, and it made more sense to caption everything.
* Liability insurance - We got billed last year's as well which accounts for two years’ worth of charges. Cyber liability and professional liability added.

### Proposed Expense Budget

* Website re-design work. $15k. Website needs updated.
* Drop of $25k in consulting services and correlates with the revenue drop.
* Mailings to members has dropped as AHEAD tends to send mailings electronically.
* Computer upgrades. Every four years and due this upcoming year.
* Did not budget salary increases as it was addressed last year. Would like to look at it mid-year.
* Divide nature of Kim's responsibilities (retiring). One person who is coordinator/process for professional development. Second person to be administrative support person for office.
* Will need net increase of $50k.

### Proposed Revenue Budget Highlights

* Projected decrease from sponsorship from exhibitors. Estimating will reach $40k from sponsors.
* Budgeted 3% increase for membership.
* Budgeted for increase in 2023 conference revenue increase. Open to CA constituencies and tend to do better when conferences are on the coast. Represents about 1000 people coming including exhibitors.
* Budgeted for regional workshops at $160k and audio webinars at $230k.
* Ad comps and rebates. Negotiate with hotels for complimentary rooms and rebate is $5 per sleeping room for conference space for next fiscal year.
* Virtual programs – Should exceed revenue budget but will not budget aggressively for this upcoming year.
* Publications - Cancel brochures for sale.
* Consulting. $40k.
* Advertising revenue. Not within our control.
* Carry forward: Budgeted 100k. At next meeting we will need to have surplus discussion again.
* $3,111,000 projected revenue, up $120k from last year. Most increase coming from conference category.
* *KA motion to accept budget as presented ZH seconded. Approved.*

## K&P Updates

* Approx. 18 K&P's and of 18, about 5-6 are active (are on regular schedule, reaching out to people in the K&P, etc.).
* Have not had new requests for K&P's
* KA has reached out to K&P's and has communicated with 2/3 and the other 1/3 have not responded.
* Opportunities to incentivize K&P's to remain engaged (free workshops, etc.). Webinar for new members on K&P's. Make clear the difference between "Communities" and "K&P's. Offer thank-you to Chairs via AHEAD swag. Outreach to K&P's in the Communities space. Redefine K&P's and move to online learning communities without chairs, requirements, etc. Sending a reminder to the main AHEAD Community page about the K&P's.
* AHEAD BOD to review the K&P "Communities" and will discuss potential action items for the current set-up for the K&P's

## Affiliate Update

* Next meeting is Tuesday, Nov. 8, 2022. Cleveland lunch had a good turnout. Concerns with administrative burden on AHEAD staff (April and May), quite a bit of documents and paperwork to track and maintain. Requesting for Director at Large position roles in the AHEAD BOD Manual in attempt to re-distribute work in a consistent and fair manner. Many organizations are moving away from affiliates and are moving to Chapters. Chapters fall under the umbrella of the national organization. *Action item: Stephan and Katy to discuss possible solutions. Will decide next steps in spring.*

Meeting adjourned (unanimously): 4:37pm

# Day Two

**Meeting called to order (unanimously):** 9:40am

**Members Present:** Katy Washington (KW), Amanda Kraus (AK), Jill Sieben-Schneider (JSS), Stephan Smith (SS), Melanie Thornton (MT), Allen Sheffield (AS), Karen Andrews (KA), Zebadiah Hall (ZH), Crystal Hill (CH), Maria Schiano (MS), Tammy Berberi (TB), Chinwendu Okornokwo Burns (COB), Charnessa Warren (CW)

## Students with ID White Paper

* Existing white paper (2010) on the AHEAD site. Topic came up at conference session in Cleveland; math-based assistance for students. Good discussion occurred about students with ID who are entering open enrollment schools and programs.
* Becoming increasing challenging area in field for schools and professionals with open enrollment and programs. Request for BOD to commission new white paper that addresses the changes that have taken place in the field regarding students with intellectual disabilities, building off current white paper.
* Recent survey/study went to members of AHEAD on ID. Survey is separate from the white paper request, but could add to new white paper.
* Request to commission a new white paper on ID. Last paper written by AHEAD in 2010.
* Eventually look at the commission of a new white paper and JPED Special Issue.
* Recommended that BOD/committee identify stakeholders and sub-committee group--possibly involve Clemson Life/Margaret Camp, the group who just conducted the ID survey, and the community college entities for some perspective.
* *Action item: AS, MS, COB, SS, MT, CH to serve on committee to conduct more research. AS to serve as lead.*

## Naming of Awards

* 6 awards. What is the process for naming the awards and is there a process that could be shared with the AHEAD BOD. Decisions for who receives the awards each year depends on the number of nominations. President-Elect decides who to bring together (committee or otherwise) to review nominations and select awardees.
* Past 8 years, there has been two requests for naming awards after AHEAD members. There is not a formal process for naming awards as it happens so infrequently.
* Ideas included possibilities to naming fellowships, web workshop series, and other professional development areas that someone might have contributed to over the years; include past award winners or nominees in the reviewing of current nominations/identifying the award winner; sending letters to supervisors from AHEAD sharing the great work nominees, awardees, etc. are contributing to the field; alternative awards or recognitions to highlight great work that people are doing in the field; creating draft criteria and publishing on Awards AHEAD site.
* *Action item: Committee to create guidelines for naming awards. Committee includes KA, KW, COB, AS, CW.*

## **Strategic Plan**

* Looked at posted strategic plan, reviewed what was already posted for mission, vision, values, defined our characteristics (i.e. what we do and do not do), took into consideration how the last strategic plan impacted operations with AHEAD staff with input from AHEAD staff on how they can operationalize a new strategic plan. Broke into small groups in last meeting to add and review content. Collected all notes from BOD and AHEAD staff who were taking notes/minutes and streamlined into one strategic plan document.
* For final version, next steps for AHEAD staff will be to conduct an action planning meeting to support the new strategic plan. Goal for this strategic plan was to outline key priority areas and key actions without getting too detailed to give AHEAD staff opportunity to build infrastructure on how to carry out plan over next 3 years.
* *Action item: Committee to include KW, JSS, ZH, AK, SS. KW to send deadline to BOD. BOD responsible for sending recommendations to committee. Committee to edit and incorporate current draft and bring back for final approval for spring BOD meeting.*

## Anonymous Posting on Communities

* People face pushback in offices regarding day-to-day of the field that makes these Communities important and posting anonymous allows membership to post questions and inquiries comfortably.
* Risk Management concerns from institutional perspective also ensures feedback can be gathered from other members in a confidential manner.
* AHEAD has ability to track IP addresses if reports come in that do not align with community standards. Will continue to offer anonymous posting and will continue to reach out to members if postings do not align with community standards.

## CAS Update

* CAS AHEAD Representatives, Jill Sieben-Schneider and Ann Knettler -- updates to standards have been approved by CAS board and to be published in late spring/early summer 2023. First major revision to CAS disability standards since 2013. Had one of the largest and most diverse/institution type group of AHEAD members who volunteered to assist with editing the standards. Worked to align with AHEAD program standards. Idea - Would like to recognize volunteers with a “thank you” of some sort at AHEAD Conference.

## Vendors and Community

* Vendors have access to AHEAD community if they sign up as members. There is a separate vendor category (partner member) for membership. Currently have 40 partner members.
* AHEAD rules exist for marketing, publishing, or reaching out to members regarding their business.
* Members have ability to flag/alert inappropriate content, including marketing.
* Idea to add a statement to presentations that ensure transparency regarding vendor presentation, non-endorsement.
* *Action item: SS to work with Jeremy at AHEAD to see what AHEAD system capabilities are to ensure transparency on who is a vendor (listing affiliation in name or manually adding name/designator/etc.). SS to have additional conversation with a specific vendor.*

## AHEAD Start Presentation Feedback

* 63 percent did not know that guidance was available on the AHEAD website.
* Idea to share website overview on the HUB or workshop at AHEAD Start.

## Recognition

* Recognizing AHEAD staff for putting together a successful conference during such a hard time. Kudo Board or personal email from AHEAD BOD.

*AHEAD BOD Action item: MT to create Kudo Board to send to AHEAD staff.*

Meeting called to order (unanimously):3:20pm