

**Association of University Real Estate Officials
2016 Annual Business Meeting
University of New Brunswick, New Brunswick, Canada
Meeting Minutes of September 20, 2016**

Executive Committee Members Present:

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President: Jared Everett, Boise State University

Senior Vice President: John Bigger, University of New Brunswick

Vice President: Jeanette Henderson, University of Washington

Vice President: Greg Hakanen, Notre Dame University

Vice President for Programs: Jeff Potter, Duke University

Vice President for Communications: Jeremy Eknoian, University of Washington

Secretary: Sandra Parisi, Princeton University

Treasurer: Jeff Banka, Boise State University

Executive Committee Members Absent:

None

Quorum Present? Yes

Proceedings:

Meeting called to order at 12:35 p.m. by President Jared Everett

Meeting minutes from October 6, 2015 were reviewed. D. Torres moved to approve, seconded and passed.

Membership report provided by Treasurer Jeff Banka

Jeff Banka noted there are 153 paid institutions as of September 15, 2016. There are eight associate members and seven new members.

Treasurer's report for the period July 1, 2015 – June 30, 2016 was provided by Treasurer Jeff Banka:

- Total income was \$51,631; total expenses were \$18,838; fiscal year net income was \$32,793 the beginning cash balance was \$121,341, and the ending cash balance was \$154,134. G. Hakanen motioned to accept the Treasurer's report, seconded and passed.

Tax and Audit report provided by President Jared Everett:

- President Everett thanked Jeff Lipton for his many years of service as the Auditor for AUREO. Everett went on to say that Jeff's careful review of AUREO finances and transactions has provided valuable internal controls and reports. Everett then gave the Tax and Audit Committee report on behalf of Tom Schappacher, Director of Finance for the University of Washington Real Estate department. Expenses were normal and

customary and consistent with past amounts spent. All records were accurate and complete. D. Torres motioned to accept the Tax and Audit report, seconded and passed.

- J. Harris asked about the process of transferring the bank accounts. President Everett answered that this is occurring because of AUREO's practice to use a bank near the Treasurer.

Communications report provided by Vice President for Communications J. Eknoian:

- Eknoian encouraged members to update institutional and member information on website. Action has been taken to purge the membership list of inactive institutions. Other changes to the website to assist with organization and ease of use include revamping how documents are stored on the site, and cleaning up and cataloguing materials for easier search abilities. J. Harris motioned to accept the Communication report, seconded and passed.
- The VP for Communications position held by J. Eknoian was eliminated effective at the end of this year's business meeting.

Host Nominating Committee report provided by Vice President for Programs Jeff Potter:

- Potter restated the principal host sites for 2017 and 2018 with their corresponding back up sites – For 2017 host site is University of Washington in Seattle with back up institution Pepperdine. For 2018, the principal host site is Notre Dame with back up institution Michigan State University. For 2019, the University of Texas Systems has been selected as the host institution with the exact location either in Austin or Houston to be determined by UT. The motion to approve was made by J. Bigger, seconded and passed.

2017 Conference Host Presentation by Jeanette Henderson, University of Washington in Seattle

AUREO Conference 2017 presentation was given by Vice President Henderson: The conference date is Sunday, September 17 - Wednesday, September 20, 2017 and will be held at the Fairmont Olympic Hotel in Seattle. This hotel is located on the University's Metropolitan Tract, the site of its original campus in 1861. The conference location is in downtown Seattle within easy walking distance to the light rail system, shopping and restaurants. Light rail service is provided between the airport and downtown and out to the University campus.

Awards

- The Lessenger Award was presented in absentia to Mike Karbach for his services as past Treasurer and long-standing AUREO member.
- The Award of Excellence for the Most Outstanding Project was awarded to Bob Sitkowski of the University of Connecticut for his involvement in the Storrs Center mixed used redevelopment project in the Town of Mansfield where the University is located.

Election of Officers 2016-2017 was led by President Everett:

Before commencing voting on the slate of officers, President Everett discussed the nomination process explaining that the top three positions (President, SVP and VP) are set by virtue of the hosting schedule and asked if there were nominations from the floor for the other four positions. None were provided, President Everett also explained that in recent years AUREO members approved the elimination of two officer positions (Past President and VP of Communications) to streamline administration.

- The slate of officers for 2016-2017 are John Bigger, President; Jeanette Henderson, Senior Vice President; Greg Hakanen, Vice President; Jeff Potter, Vice President for Programs; Sandra Parisi, Secretary; Jeff Banka, Treasurer; Geoff Richards, Member-at-Large. Dennis Torres motioned to accept the slate of officers, seconded and passed.

Old Business:

- The report prepared by the Special Committee on Vendors was presented by President Everett, who was the Chair of the Vendor Committee, and author and advocate of the Vendor as Sponsor proposal. After providing background on the vendor proposal, President Everett yielded the floor to J. Potter for discussion and voting on the acceptance or rejection of the Committee's proposal in order to avoid any conflict of interest.
- The action item requested was for the adoption of the report which recommended vendors attendance at AUREO conferences as sponsors if allowed by the host institution. If adopted, it will be a documented policy for AUREO on the management of vendor involvement. Adoption will not cause a change to the by-laws or constitution of AUREO.
- L. Turner raised the question on how comfortable conference attendees would be with the presence of vendors at conferences. Discussion ensued.
- The membership voted to accept the committee's report and for this recommendation to be reviewed in three years from the September 20, 2016 business meeting. L. Turner made the motion, seconded and approved.

New Business:

- There was no new business to report

President Everett called for a motion to adjourn the business meeting at 1:40pm. Dennis Torres motioned, seconded and passed.

Respectfully submitted,

Sandra Parisi
Secretary