
**Association of University Real Estate Officials
2017 Planning and Executive Committee Meeting
University of Washington, Seattle, Washington
Meeting Minutes of April 24-25, 2017**

Executive Committee Members Present:

President: John Bigger, University of New Brunswick
Senior Vice President: Jeanette Henderson, University of Washington
Vice President: Greg Hakenen, University of Notre Dame
Vice President for Programs: Jeff Potter, Duke University
Secretary: Sandra Parisi, Princeton University
Treasurer: Jeff Banka, Boise State University
Member at Large: Geoff Richard, University of Texas System

Other Host Institution Representatives:

Jeremy Eknoian, University of Washington, Chair, AUREO Technology Committee
Carol Haire, University of Washington

The AUREO officers met at the Skinner Building at 1326 5th Avenue, 7th Floor Conference Room, Seattle, Washington from April 24-25, 2017 for the purpose of conducting a governance meeting and planning session for the AUREO 2017 Conference being hosted by the University of Washington, Sunday, September 17-20, 2017.

Proceedings:

Monday, April 24, 2016

Meeting called to order at 8:50 a.m. by SVP Henderson.

Secretary's Report was given by Secretary Parisi

The draft minutes from the 2016 Business Meeting & Notes had been reviewed at the 12.15.16 conference call of the Executive Committee and were approved.

Recap of AUREO 2016 Conference provided by John Bigger, University of NB

- 114 conference attendees and 19 guests registered representing 83 institutions
- 101 took advantage of early registration, 10 in the midrange and 3 in final days
- 13% of attendees were first time attendees
- 92% of the delegates responded to the survey of which 92% of the respondents stated that the conference met or exceeded their expectations
- Majority of respondent felt there was an appropriate emphasis with "host institutions experts on non-real estate topics
- UPDATED Budget: Estimated \$1,500 USD returned to AUREO
- AV was a large cost (\$13,000 CAN) but tech on site during entire conference which proved to be a worthwhile cost.
- Overall comments: Successful conference. People appreciated the transportation to the hotel and van service to events. Optional tours on Wednesday were popular at UNB with 48 going to King's Landing and 31 to St. Andrew. Inviting guests to attend certain conference events was well received
- Conference revenue was \$81,348.24 with net profit of \$3,714.20 returned to AUREO

AUREO 2017 Conference Budget was presented by UW – Jeanette Henderson and Carol Haire. Discussed in detail were the draft budget, the venues, food and charges as well as the tours, transportation to and from venues, conference materials and signature events. Highlights of the discussion are:

- The initial budget is based on 200 attendees and past years' conference budgets. This number will be adjusted based on registrations and changes to the events. The hotel is not charging for use of the venues.
- Total proposed conference budget is estimated at \$154,690
- As of the meeting date 80 rooms already reserved
- Discounts will be offered for multiple registrations from same institution, with the fourth reservation receiving a 50% discount.
- Tuesday night event at the Seattle Aquarium – there is a 200 person cap at the facility. AUREO members will be given first preference. If not filled by AUREO members, guests will have an opportunity to purchase tickets.
- Registration to be online by end of May/beginning of June.
- Prize drawing will be conducted on last day of conference (Wednesday.) Successful attendee must be in the room to receive the prize. Executive committee members are not eligible for the award.
- Tour to University of Washington Tacoma campus is scheduled for Wednesday afternoon. Cost of the tour is for transportation only.

AUREO Conference 2018 presentation was given by Vice President Hakenen:

- The 2018 conference will be hosted by the University of Notre Dame in September 2017 at the Morris Inn – the on-campus conference center which was renovated in 2014.
- Tentative date is Sunday, September 23– 26, 2018
- Recommended airport is South Bend International. Chicago O'Hare is an approx. 2 hour drive.

AUREO 2 discussed by Jeff Potter VP of Programs

- A reunion of long time members of AUREO who have retired from their universities was held in February 2016 in San Diego. Fifteen (15) people attended. The reunion organizers are discussing a second reunion to be held on Wednesday at the conclusion of the AUREO conference. If the reunion is held, the Executive committee agreed to extend an invitation to these former members to attend the Wednesday breakfast and sessions.

Programming Committee Report was given by Vice President for Programs Potter:

- The draft program was reviewed by the Executive Committee.
- The program continues to provide two types of sessions – plenary and concurrent. The five plenary sessions have been developed by the host UW.
- The programming committee led by Jeff Potter developed 29 sessions including the lunch session on Monday, September 18th. Continued from UNB is the 2 hours of conference programming (four sessions) on Sunday, from 3:00pm to 5:10pm. This results in a reduction of programming time on Wednesday enabling attendees to make flights back home.
- One of the Sunday sessions will include a new member orientation led by Geoff Richards, University of Texas System and Nicole Neuschwander, Oregon State University. There will also be a Kickoff meeting led by UW.
- Campus tours are being offered on Monday, September 18th before and after the Intellectual Happy Hour at the Intellectual House on campus.

- Hotel space may be an issue depending on attendance. Space in a second hotel will be reserved in case of overflow.
- As with past years, a conference survey will be issued right after the close of the AUREO 2017 conference to learn attendees' thoughts on the program and programming ideas for future conferences.
- Presentation on the past and future of AUREO by Neal Lessenger and Susan Weinberg during the 2017 AUREO Business meeting.

Meeting adjourned at 10:20am to Fairmount Hotel for a tour led by the conference hotel staff of the hotel venue spaces and hotel rooms. Committee reviewed rooms to determine session locations.

Meeting recommenced at 1:15 pm in Skinner building

Communications Report was given by Chair of Communications Eknoian:

- Website/Listserve/Technology Updates (Jeremy)
 - Jeremy to invite AUREO members to participate on the to be formed Technology Committee which has the responsibility to update and monitor website, add conference information and other material, and assist members with updating and maintaining information on the website also with other areas.
 - Doug Behm agreed to remain as the administrator of the listserv which is hosted by his institution – University of Alabama
 - The membership updates received at the UNB conference and those received by Jeremy will be sent to the vendor in Georgia to make the changes. Jeremy to contact vendor.
 - Website internal tool to keep our records, conference activity, membership information. Listserv is the basic means of communication with the organization.
 - New tabs added to the Website to provide areas to archive past conference materials and new conference materials as well as job postings for membership institutions. Filtering capability added to document section.
- AUREO Communications – Responsibilities
 - Report provided by Chair Eknoian listed out all the responsibilities and projects underway which include assisting member institutions with updated membership information. Based on this report, the committee decided to elevate the Chair position to an officer position at the level of Vice President and change Communication to Technology. Further information is provided under the section titled *Executive Committee Terms*.
- Additional Assignments
 - Executive committee tasked J. Eknoian and the to be formed Technology Committee to present recommendations at the 2018 AUREO Business meeting on changes to the website platform and the management of the website.

Awards

- The committee reviewed the various AUREO awards and its policy for awarding them without reaching any conclusions.
- This will continue as a topic for discussion at future Executive Committee meetings.

AUREO Executive Committee terms

- Elevate the position of Chair of Communication – a non-Executive committee member position- to Vice President for Technology which requires a bylaw change. The VP of Communications position was removed from an officer position at the end of the AUREO 2016 business meeting and changed to a Chair of Technology position held by Jeremy Eknoian of University of Washington. Based on a review of the responsibilities of the Chair position and forthcoming website and technology projects, and the need for this kind of support for a successful annual conference, the Executive Committee concluded it is a key role for the on-going success of the organization and should be an Executive Committee position with a more accurate title of VP of Technology. This is a reversal from the decision at the 2016 business meeting, but it is better to correct a mistake than to undervalue an important position.
- Chair of Communications Eknoian would assume the position of the VP of Technology if approved during the 2017 AUREO business meeting. Chair Eknoian has made significant improvements in the website format and use, and outreach to AUREO members. If approved by the membership, the position is for a four year term with yearly voting of the officer by the membership.
- Election of officers - At the 2017 business meeting, the committee will nominate to the membership the following slate of officers: President (Jeanette Henderson, University of Washington), Senior Vice President (Greg Hakenen, Notre Dame), Vice President (Samantha Harris, MD Anderson Cancer Center), plus Vice President for Programs, Vice President for Technology, Treasurer, Secretary, and Member-at-Large with terms to run as indicated below. The following officer positions require voting at each annual business meeting and are based on a four (4) consecutive one-year terms.
 - Secretary – Sandra Parisi. Term runs through 2019 AUREO conference
 - Treasurer – Jeff Banka. Term runs through 2020 AUREO conference
 - Programs – Geoff Richards. Term runs through 2021 AUREO conference. Geoff was the Member at Large and agreed to take on the Program position from Jeff Potter who will be leaving the Executive Committee.
 - Technology – Jeremy Eknoian

Treasurer's Report was given by Treasurer Banka:

- FY18 budget is in draft form with a number of open items in regards to conference projects for Seattle. The budget will be presented at the AUREO 2017 business meeting.
- Tom Schappacher, CPA, and Director of Finance for University of Washington Real Estate, who prepares the audit for AUREO, was able to stop in during the meeting to meet everyone.
- Treasurer Banka will obtain a debit card under the name of AUREO for ease of payment.

Meeting adjourned 4:25pm

Tuesday, April 25, 2016

Meeting called to order at 8:15 a.m. by SVP Henderson.

Benchmarking Study:

- At the Executive committee session at UNB, the Executive Committee discussed conducting a benchmarking project. The problem seems to be that there are so many types and sizes of AUREO institutions, dealing with different levels of complexity and operations that it is difficult to agree on what benchmarks would be most useful. Senior VP Henderson is taking the lead in drafting recommendations for this study.

- Conclusion from the committee's research will be presented at the 2018 AUREO Executive committee meeting.

Long Term Planning for AUREO, Officers and Committees led by Jeff Potter

- Importance of the Member at Large position which is a one year term position to bring new people on to the board who may be interested in a hosting a conference or take on a future executive member position.
- Discussed was the continuation of knowledge of those on the Executive committee or in the membership body with long term involvement as a member of AUREO and who will be leaving the committee after the 2017 AUREO meeting. At the discretion of the President, former Executive members or other members may be asked to participate in an Executive committee meeting.
- What is the future of AUREO and type of support it can provide to membership? Some ideas included a professional development track for members, strategic planning sessions and organizational and leadership development courses. More thorough discussion on goals and strategic planning to be discussed at the Executive committee meeting at Notre Dame.

Future Conference Hosts

- 2018 – University of Notre Dame
- 2019 – University of Texas System in Austin
- 2020 to be selected at the 2018 AUREO conference in Notre Dame
- Discussed methods for choosing future conference sites: Two options
 1. Create a conference selection standing committee (who reports its recommendations to the Executive Committee). This was done for most of the previous ten years; or
 2. Make this an Executive Committee function – with officers to solicit interest from membership and make selection for 2020 (and future years) at Executive Committee meetings. This is the process the officers chose to adopt.
- There was consensus that the officers should hold an Executive Committee meeting at the end of the Seattle conference to take advantage of all the outgoing and incoming officers being in the same location, to transition leadership as needed, assess the conference and to plan for the coming year.
- Executive committee pre-conference Spring planning session to continue next year with arrival on Sunday night with 1.5 days of meetings at Notre Dame.

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Sandra Parisi
Secretary