

AGENDA
AUREO Executive Officers Committee Meeting
December 15, 2016

10:00am PT

11:00am MT

12:00pm CT

1:00pm ET

2:00pm AT

NOTES: Taken by Sandra 12.15.16

Telephone: Local 206-315-1785 or 1-800-379-6847 - Enter 289142#

In person: UW Tower REO Conference Room

Attendees:

John Bigger, President (Past Host)

Jeanette Henderson, Senior Vice President (Host)

Greg Hakenen, Vice President (Next Host)

Jeff Banka, Treasurer

Sandra Parisi, Secretary

Jeff Potter, Programs

Geoffrey Richards, Member at Large (Not Available)

Jeremy, Website/List serve/Technology

Carol Haire, UWRE Administrative Services Manager (Not Available)

1. Review Minutes from 2016 Business Meeting (Sandra)
 - Draft to be submitted by December 21, 2016
 - Draft of Executive Meeting September 20, 2016

2. Follow up as needed from 2016 Conference (John)
 - Registration
 - 116 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
 - Survey
 - 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
 - Budget
 - To be finalized in January.
 - Estimated \$1,500 USD returned to AUREO
 - AV was a large cost (\$13,000 CAN) but tech on site during entire conference. Definitely worthwhile cost.



- Overall comments
 - Successful conference.
 - People appreciated the transportation to the hotel and van service to events.
 - Paying for UNB conference services was well worth the cost of approx. \$35 Can per delegate
 - 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

- 3. Status Report on 2017 Conference Planning (Jeanette & Carol)
 - Dates: September 17-20, 2017
 - Venue: Fairmont Olympic Hotel
 - Signature Dinner: Seattle Aquarium (Tuesday 9/19/17)
 - Draft Conference Agenda reviewed
 - Discussed tours and creating conference program around UW tours
 - Sunday afternoons – include for 2017 conference and publicize it
 - Include two (2) Wednesday sessions early morning with 10:30 – 11 am Conference Wrap Up & Prize Draw
 - Including Wednesday optional tours

- 4. Website/Listserve/Technology Updates (Jeremy)
 - Jeremy to invite AUREO members to participate on the 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.

- 5. Executive Officers Meeting & Conference Planning Site Visit (Jeanette)
 - April 23-25, 2017
 - Draft Agenda reviewed
 - Visit Olympic hotel to tour breakout rooms

- 6. Conference Planning & Site Visit Toolkit (Carol)
 - Carol is creating "Toolkit" for future hosts regarding the planning of the conference. The Toolkit will also include information Carol received from UNB.