ACUMS Business Meeting Minutes
Fall 2023 – Southbridge, Massachusetts
Hosted by ACUMS Board
November 6, 2023 – Southbridge Hotel and Conference Center

Opening Remarks: President George Goldsworthy (St. Michael's College) officially calls the meeting to order at 3:23 PM. The Executive Board consisting of President George Goldsworthy (St. Michael's College), Vice President Katherine Nelligan (SUNY Oneonta), and Secretary Dennis Bryson (Suffolk University) are present. Vice-President Olga Grant (St. Lawrence University) is unable to attend this meeting. Communication Chair Laura Sullivan (Nazareth College), Program Chair Pam Slentz (Hobart & William Smith Colleges), Education Chair Betsy Shortell (Harvard University) Membership Chair Carol Stedman (University of Rhode Island) and ACUMS Representative to NACUMS Pat Ring (Boston University) are also present. George Goldsworthy thanks the membership for attending this conference. Even though the conference was put together very quickly, George is happy with the turnout. Katherine Nelligan gets a big thank you for all the excellent work and great programming.

Secretary's Report: Dennis Bryson (Suffolk University) presents the minutes taken at the Spring 2023 business meeting hosted by Katherine Nelligan and Andy Carr at SUNY Oneonta, State University of New York. Despite having the Spring Conference cut short due to a snowstorm, the business meeting still took place. The members take a few moments to look over the minutes. George asks if anyone would like to make a motion to accept the meeting minutes. Pat Ring (Boston University) motions to accept the meeting minutes. Laura Sullivan (Nazareth College) seconds the motion. There are no objections to the minutes and the Secretary's Report is accepted as written.

Treasurer's Report: Katherine Nelligan (SUNY Oneonta) presents the ACUMS Budget Report. The estimated income from the Fall 2023 Conference is $7,257.15 with dues standing at $1,715.05. Expenses are estimated to be $10,487.33 but ACUMS is paying out less than originally projected. The $715.52 Recruiting Expense took place at the NACUMS Conference. Banking fees stand at $39.80 and legal fees are $18.50. The estimated balance after Conference Expenses is projected to be $11,165.42. The FY 22-23 checking account total stood at $14,178.70. Vendor payments for this conference have really helped the bottom line. Brandy Smith-Berger (Cornell University) asks why the 22-23 website fee is so high. Katherine indicates the higher fee was due to the timing of the payment (which was also explained in the Spring 2023 business meeting minutes). As it stands, there will be a website fee of $1,033 but there will also be an increase of $150 starting March 1. Pam Slentz (Hobart & Wiliam Smith Colleges) motions to accept the budget report. Betsy Shortell (Harvard University) seconds the motion. There are no objections and the Treasurer's report is accepted as submitted.

Katherine tells the membership a few other budget items will affect the budget in the future. The credit card fees paid through our website provider Star Chapter amount to $9.95 a month but that will be increasing to $19.95 per month starting January 1, 2024. A 3.25 % fee along with a $.40 transaction fee will also be included. Community Bank, the bank ACUMS now uses, also has a

few options regarding credit card fees and may be able to provide a less expensive alternative. The fees may have to be passed onto the user or ACUMS as an organization may just have to absorb the fee. Any payments made by check will avoid all potential fees. Pat Ring indicates more membership will be needed as this will help offset all expenses.

NACUMS: Pat Ring (Boston University) provides the NACUMS Report. NACUMS news has been slow since the summer conference. The President Elect of NACUMS has decided to back out due to personal reasons. An idea being proposed is to implement monthly NACUMS seminars to get NACUMS back on track. Katherine Nelligan provides information indicating the NACUMS business meeting will be held on Thursday (November 9) at 3:00 PM.

NACUMS has a seat on MTAC (Mailers Technical Advisory Committee) which has quarterly meetings with the Associations who are part of the Committee. Some of the items discussed recently are customs forms and contract stations. Issues on Business Replay are trying to be resolved. Bob Dixion, who wants to expand informed delivery, is looking for ways to get the younger generation to use it. Informed delivery will be first phased into certain business and then into colleges. Eventually it may lead to the possibility of forwarding student mail at colleges, but this may also take 2 or more years to accomplish.

The issue of boarding schools being incorporated into NACUMS is still being debated.

Katherine Nelligan indicates the Texas area may host the next NACUMS Conference.

Membership Committee: Carol Stedman (University of Rhode Island) asks to vacate the Membership Chair. George thanks Carol and appreciates all the service provided to ACUMS over the years. George indicates membership is an ongoing issue. The main problem is not knowing who is working at the colleges and universities any more due to turnover and outsourcing, plus there at times seems to be a lack of interest. A local College, which is no more than 20 minutes away, for one reason or another had little to no interest in attending this conference despite the offer to subsidize their outing.

Laura Sullivan offers the idea of reaching out to Human Resource Officers at colleges and universities with the intent they would pass on the information to the correct staff member(s). George also says ACUMS may have to lean on vendors and provide them with some literature as they would also be interacting with the same individuals we would be interacting with, although the vendors are under no obligation to do so.

Jason Lusignan (Worcester Polytechnic Institute), Brandi Smith-Berger (Cornell University) and Tracey Post (Cornell University) all indicate they received email information about this conference.

George comments we need members to collect dues to offset costs.

Program Committee: Pam Slentz (Hobart and William Smith Colleges) asks if anyone is interested in hosting in the future to please reach out.

Education Committee: Betsy Shortell (Harvard University) announces the need to step down as the Education Chair. Betsy will be transitioning into transportation at Harvard University but will maintain membership in ACUMS. It is Betsy's hope that Christopher Tolkacz, Associate Director of Mail and Distribution Services will be able to step in and be an active ACUMS member. The MDP certification canceled at the SUNY Oneonta Spring Conference was conducted a few weeks later online and 6 ACUMS members received their certification.

Communications Committee: Laura Sullivan (Nazareth College) provides the Communications Committee report. There has not been much news to report on. George asks Laura to send out a communication to the membership and provide a summary review of this conference.

Old Business: ACUMS will continue with its steep discounts to members.

New Business: A Founders Circle Committee will be organized. The Founder's Circle provides the opportunity to recognize members for their outstanding service provided to ACUMS. George will lead the Committee along with Pam and Pat.

George wants to make sure new members are in the ACUMS directory found on the website.

George has heard some vendor concerns about attending an ACUMS Conference twice a year. Traditionally ACUMS has tried to do an east/west (Massachusetts/New York) rotation when deciding potential locations to host the conferences. It may make more sense to do one in person conference and one small virtual meeting. With that in mind, the next in person conference would be held in Fall of 2024. Laura indicates Nazareth could host and will reach out to the Woodcliff again. George says the sooner the better to get potential dates as they may be limited.

Brandi and Tracey say Cornell University has meeting spaces, rooms, and the possibility to give a mailroom tour. This would bring us to the Fall of 2025.

Katherine asks if there are any volunteers to be the Education or Membership Chair.

Nicole Destefano (Southern New Hampshire University) volunteers for the Membership Chair and Pat Ring (Boston University) volunteers to be interim Education Chair.

George says we will address the elections at the Fall 2024 Conference.

This concludes the ACUMS business meeting and George asks if there is a motion to adjourn.

Kristen Duff (Binghamton University) motions to adjourn. Brandi Smith-Berger (Cornell University) seconds the motion. The Business Meeting is adjourned at 4:30 PM.

Respectfully Submitted,

Dennis Bryson