

## **AIHP Committee Needs & Process**

Current process works in the following way when we have a Volunteer Committee Chair (currently vacant):

1. Volunteer Committee Chair worked with CEO to determine committee/taskforce needs. Volunteer Committee Chair, would then reach out to list of potential committee/taskforce members to gauge interest and make ask if appropriate.
2. Committee/Taskforce chairs are to submit minutes to Board Liaison or appropriate staff after each meeting. These minutes then get shared with the board and CEO to monitor progress and address any recommendations.
3. Each Committee/Taskforce has a Board Liaison. The responsibilities of AIHP board liaisons include:
  - Serving as the primary communication link between the Board of Directors and our committees and task forces. Facilitating the work of a committee, task force or other group, particularly when there is a need to report or seek approval or recommendations from the AIHP Board;
  - Assessing the contributions of individual committee or task force members for other AIHP opportunities, that can then be shared with the Leadership Committee.
  - Enabling early identification of problems or concerns;
  - Identifying opportunities where the Board involvement/action would advance success. Working with AIHP's Volunteer Coordinator to evaluate prospective members for a new committee or task force.

## **Committee/Taskforce Needs**

1. We do not currently have a Volunteer Committee Chair – can the Leadership Committee serve that role to support CEO and Board per process above?
2. Volunteer Coordinator
3. Education Chair
4. Advocacy Chair
5. Editorial Board Chair
6. Membership Chair
7. Bed and Breakfast Foundation - Taskforce (“Better Way to Stay”) – had a conversation with Peter Sharp who would like to be involved in this and bring some type of effort back for discussion.

## **AIHP Committees and Taskforces**

### **ALLIED PARTNER COMMITTEE**

#### **Purpose**

This committee represents the interests of Allied Partners within AIHP. The committee will develop strategies and partnerships for the benefit of all members and to promote AIHP's commitment to progressive business practices.

The Committee will manage the relationship of the allied partners within the AIHP organization as a whole. In addition, they will provide advice and guidance on improving the relationships between AIHP and key national organizations.

The Committee will determine if task forces are needed within the committee to complete specific activities related to AIHP's strategic plan.

**Staff** – Rob Fulton, CEO

**Allied Partner Chair** - Pat McCauley - InsideOut Solutions

#### **Members of Committee**

David Syoc, *dnj Specialties*, Janice Hurley, *BedandBreakfast.com*, Gene Faul, *Berkshire Amenities Group*, Allison Crumpton, *White Stone Marketing*, Annabelle Hunton, *Nobnocket Boutique Inn* and Tammy Holloway, *Bay Haven Inn*

**Board Liaison** - Pat McCauley - InsideOut Solutions

### **EDUCATION COMMITTEE**

#### **Purpose**

To oversee the implementation of impactful and innovative education opportunities for both innkeeper and allied partner members that lead to improved performance, understanding, and success. To brainstorm ideas with AIHP staff and serve as a sounding board in the development of program content and delivery options. To assure educational offerings are diverse, relevant, stimulating and current and that they address critical issues for both new and experienced innkeepers as well as allied partners.

**Staff** -TBD

**Education Chair** - **VACANT**

**Education Board Liaison** - Linda Hayes - *ijk Partners, LLC*

#### **Members of Committee**

**Summit 2018 Chair** - Linda Hayes, *ijk Partners, VA*

**StayVA Liaison** - Carolyn McGee, President, StayVA, *The Inn at 400 West High*

**Back of the House Path**- Brian Mulcahy, *Rabbit Hill Inn*, Chair, Phil Jenkins, *Deer Brook Inn*; Bob Goss, *Inn at Monticello*; Al Heminger, *Huron House/The Hotel Saugatuck*; Brian Mulcahy, *Rabbit Hill Inn*

**Guest Experience Path** - Susan Steffan, Chair, *Farmers Guest House B&B*; Melody Landis, *Gilchrist and Soames*; Nancy Miller, *Southmoreland on the Plaza*; Leslie Mulcahy, *Rabbit Hill Inn*; Kristie Rosset, *Innkeeper Emeritus*

**Heads in Beds Path** - Linda Hayes, Chair, *ijk Partners*; Cindy Bachmann, *Innkeeper's Advantage*; Allison Crumpton, *White Stone Marketing*; Lisa Kolb, *Acorn Internet Services*; Amy Smith, *Saratoga Arms*

**Future Innkeepers Path** - Andrea Bushweiler, Chair, *The Lakehouse Inn*; Carol Edmondson, *Innkeeping Specialists*; Kathy Geist, *Arcady Vineyard B&B*; Tim Piper, *Inn Partners*; Peter Scherman, *The B&B Team*

**Online Resources** - Dee Fegan, Chair, *30 Timber Road Bed & Breakfast*; David Pfau, *Shiloh Morning Inn*

**Webinars** - Marilyn Bushnell, Chair, *Bushnell & Bushnell Services*; Chuck Anderson, *Lucille's Mountaintop Inn*; Shelley Goulding, *9 Cranes Inn* and Scott Lack, *Lake Pointe Inn*

## **LEADERSHIP DEVELOPMENT**

### **Purpose**

The Committee is tasked with identifying volunteer leaders in the industry, helping CEO to fill key volunteer roles as well as call for board nominations. The Committee is responsible for reviewing the qualifications of candidates and presenting recommendation(s) to the CEO and AIHP Board.

**Staff:** Rob, CEO

**Leadership Development Committee Chair** - Dan Ingraham, Afton Mountain

**Board Liaison** – Dan Ingraham – Afton Mountain

### **Members of Committee**

Jim Leitch – Inn on Lake Granbury, Carol Edmondson - *Innkeeping Specialists*, Kristie Rosset – *Emeritus Innkeeper*, Pat McCauley - *InsideOut Solutions*

## **MEMBERSHIP COMMITTEE**

### **Purpose**

The Membership Committee working with AIHP staff will be charged with developing strategies for the retention and recruitment of members across all membership categories. This committee will work with staff to develop membership and marketing materials for AIHP.

Additionally, the committee will identify new parallel businesses or partners that fall within the independent lodging industry and would be critical partners for AIHP. This committee will also provide advice and guidance to the Director of Business Development. The Committee will determine if task forces are needed to complete specific activities or programs of work.

**Staff** – Rob, CEO & Susan Beckwith, Director of Business Development

**Membership Committee Chair** – VACANT

**Board Liaison** - VACANT

***Members of Committee:***

Christy Wolf - *CBIZ Insurance*, Scot Fuller - *Beatty - Think Reservations*, Jane Sales - *The Presidents Quarters Inn*, Kathleen Panek - *Gillum House*

**ASSOCIATION LEADERS COMMITTEE**

**Purpose**

This Committee represents the interests of our State/Regional and Local Association leaders. The Committee will work to create and foster critical relationships with our partners for the benefit of our industry.

**Staff** -- Rob Fulton, CEO

**Association Leaders Committee Chair** - Rose Mape - Executive Director, Pennsylvania Association of Bed & Breakfast/Inns (PABBI)

**Board Liaison** - Nancy Malikie

**Members of Committee**

Bob Price - *Bed and Breakfast Association of Tennessee*, Dan Ingraham - *AIHP Board*, Nancy Malikie - *Montana Bed & Breakfast Association*, Linda Singer - *Michigan Lake to Lake Bed & Breakfast Association* and Carolyn McGee - *StayVA*

**ADVOCACY COMMITTEE**

**Purpose**

The Committee will guide the CEO and the Board in setting policy and developing white papers for members and our state and local associations to use. The committee will develop strategies and partnerships related to our advocacy efforts that will benefit all members and promote AIHP's commitment to legislative and advocacy leadership for the innkeeping industry. The Committee will determine if task forces are needed to complete specific activities or programs of work.

**Staff** -- Rob Fulton, CEO

**Advocacy Committee Chair** – VACANT

**Board Liaison** – VACANT

**Members of Committee** – VACANT

**B&Bs FOR VETS COMMITTEE**

**Purpose**

The B&B's for Vets program is sponsored by AIHP, and has served for 8 years to honor and thank veterans for their service through B&B stays generously offered by B&Bs and Inns throughout North America and the UK.

**Staff** -- Rob Fulton, CEO

**B&Bs for Vets Committee Chair** - Nancy Renner – Innkeeper Emeritus

**Board Liaison** - Dallas Renner - Former Innkeeper

### **Members of Committee**

Janet Wolf - *The B&B Team*, Kathleen Panek - *Gillum House*, Marti Mayne - *Maynely Marketing* and Debbie Dapson – *Copper Moon Media*

### **EDITORIAL BOARD COMMITTEE**

#### **Purpose**

The AIHP **editorial board**, is a team of volunteer experts who have resources and talents in the public relations and communications arena. Assist AIHP is creating a proactive public relations/communications approach to support and promote the industry through various communications channels. Advise AIHP on public relations/communications strategies.

**Staff** – Rob Fulton, CEO and Communications Team

**Editorial Board Committee Chair** – VACANT

**Board Liaison** - VACANT

### **Members of the Committee**

Kathleen Panek – *Gillum House*, Marti Mayne, *Maynely Marketing*, Jace von Bushberger, *Hudson Valley Rose B&B*, Selena Einwechter, *Bed and Breakfast on Tiffany Hill* and Gwenn Eyer, *Blessings on State*

### **AUDIT COMMITTEE**

#### **Purpose**

The Audit Committee is accountable for an annual audit function. This committee will determine the scope of the annual audit activity, selecting an auditor using an objective process within the established budget. Upon receipt and acceptance of the report from the auditor, the Audit Committee will present the report to the Board of Directors. The committee shall be composed of three (3) members at large who are financially literate and are appointed by the Chair.

**Staff** -- Rob Fulton, CEO

**Audit Committee Chair** – Ray Rosset, Innkeeper Emeritus

**Board Liaison** – Dallas Renner, Innkeeper Emeritus

### **Members of Committee**

Marco DiDomirio, *Candleberry Inn on Cape Code*, Ray Rosset, *Innkeeper Emeritus* and Jim Holloway, *Bay Haven Inn of Cape Charles*

### **FINANCE COMMITTEE**

#### **Purpose**

The Finance Committee, chaired by the Treasurer, may include up to four additional members, at least one of whom shall be a non-director. The Finance Committee is responsible for reviewing fiscal policy and procedures, reviewing annual budget prior to approval by the Board of Directors, and monitoring the financial condition of the Organization and reporting its findings to the Board of Directors. The Finance Committee Chair will appoint the other members to the Committee.

**Staff** -- Rob Fulton, CEO

**Finance Committee Chair** – Dallas Renner, Innkeeper Emeritus

**Board Liaison** – Dallas Renner

**Members of Committee**

Dan Ingraham, Yvonne Martin, Scott Bushnell and Dallas Renner

**AWARDS COMMITTEE**

**Purpose**

The Awards Committee is charged with recognizing significant contributions by our members and acknowledging them at our annual Knowledge Sharing Summit. The Committee has the ability to recommend who should be recognized and what awards AIHP should present.

**Staff** -- Kathryn White, Education Director

**Awards Committee Chair** - Kristie Rosset – *Emeritus Innkeeper*,

**Board Liaison** – Jim Leitch – Board Chair

**Members of Committee**

Kristie Rosset – *Emeritus Innkeeper*, Dallas Renner – *Emeritus Innkeeper* and Heidi Lanford – *Iris Inn*

**CERTIFICATION TASK-FORCE - ON – HOLD**

**Purpose**

The task force is to research and define a program that leads to a recommendation on a proposed innkeeping certification. The work of this task-force is to determine if there is a program that could be designed to elevate the standards and individual performance of hospitality professionals in the innkeeping industry.

**Staff** -- Kathryn White, Education Director

**Certification Task-Force Chair** - Brian Mulcahy - Rabbit Hill Inn

**Board Liaison** – Laura Ferrary

**Members**

Deb Mosimann - *Swiss Woods*, Phil Jenkins - *The Independent Edge*, Ellen Grinsfelder - *Inn at Cedar Falls*, Alan Fielding - *Cameo Heights* and Peter Sherman - *The B&B Team*

**HOSPITALITY SCHOOLS & COLLEGES TASK-FORCE – ON – HOLD**

**Purpose**

The taskforce is primarily responsible for the following: establish a relationship with one or more schools of hospitality management. To encourage students to become familiar with the innkeeping industry and to become future employees, owners and investors of properties (after joining AIHP as a student!) (or as a teacher/professor). To explore creating internships with AIHP member properties as training opportunities for future innkeepers or those that want to pursue a career in innkeeping.

**Staff** -- Kathryn White, Education Director

**Chair** - Whitney Knollenberg, University of North Carolina

**Board Liaison** - VACANT

**Members of Committee**

Vicki Jones - *Captain Henderson House*, Katherine Sanderson - *Isaiah Jones Homestead*, Michael Sorrels - *Great Oak Manor* and Tiffany Wilson - *Inn at Lookout Point*.