



**Minutes of the 108th Business Session of the Annual Meeting
April 5, 2022
In-Person Meeting, Portland OR**

1. Call to Order

President Robinson called the meeting to order at 10:31 AM Pacific Daylight Savings Time.

2. President's Remarks

President Robinson invited Katie Raymond to take the stage. Raymond served as the sign language interpreter for President Robinson's remarks. President Robinson asked the audience to join her in recognizing Melanie Gottlieb as the first female Executive Director in the association's 112 -year history. She also noted that she had the privilege of witnessing AACRAO's most diverse Board of Directors during her presidency and is excited to see where Executive Director Gottlieb will take the organization.

President Robinson noted that last year, she challenged herself and the membership to step outside of their comfort zones. During her presidency, President Robinson gave her first keynote address for WashingtonACRAO, became a coach for the AACRAO ASCEND program, and is moving her family to Texas as she begins her new position at the University of Texas at San Antonio later this month. President Robinson encouraged everyone in the membership to:

- 1) Do something that scares you
- 2) Do something that is just for you
- 3) Do something for someone else

President Robinson concluded her remarks by thanking God, her parents, her husband, her children, the AACRAO staff, the Board of Directors, her sister circle, and the AACRAO Membership.

3. Executive Director's Remarks

Executive Director Gottlieb started off her remarks with noting how nice it was to have the ability to connect with so many AACRAO friends and colleagues over the past couple days. She also thanked everyone for their kind words and congratulations, especially the AACRAO Board of Directors and Staff who provided her with so much support while she served in the interim role.

Executive Director Gottlieb went on to talk about how AACRAO has been the foundation for her professional career since she started out in the field of higher education nearly 24 years ago. She thanks all the people that she has met throughout her professional career. Executive Director Gottlieb notes that there is still a great deal of work to be done as the world recovers from the pandemic and AACRAO is in a great position thanks to careful planning by the Board of Directors and the development of the new AACRAO Strategic Plan.

4. Introduction of Parliamentarian

President Robinson introduced Kristin Waters, Bank Street College of Education, as Parliamentarian for the 2022 Business Session, who was joining virtually.

5. Nominations and Elections Committee

2021-2022 Nominations & Elections Committee Chair, Adrienne Bricker, The Ohio State University, reported the following results of the elections for AACRAO leadership, held electronically during Fall 2021:

President-elect: Jackie Carter: Washington University in St. Louis

Vice President for Finance: Ari Kaufman, Berklee College of Music/Boston Conservatory at Berklee

Vice President at Large: Connie Shipman Newsome, Campbell Law School

Vice President for Records and Academic Services: Julia Pomerenk, University of Oregon

These individuals will all serve three-year terms, expiring at the Business Session of the 2025 Annual Meeting.

2021-2022 Nominations & Elections Chair, Adrienne Bricker also introduced the Nominations and Elections Committee for 2022-2023: T. James Faustino of Brigham Young University – Hawaii will serve as Chair and Bianca Thompson-Owen of Rutgers School of Health Services will serve as Vice-Chair. They were both elected electronically by the membership in the fall of 2021.

Wendolyn Davis of The University of Tennessee was elected as Chair-Elect, and Sasha Suzuki of Wake Forest University was elected as Vice Chair-Elect. The following individuals were elected as committee members and will serve one-year terms: Erin Michelle Collins of Pomona College, Sam Fugazzotto of the University of Nevada-Las Vegas, Carrie Jeffers of Macomb Community College, Christopher Tremblay of the University of Michigan, and Edward Trombley of Embry-Riddle Aeronautical University. Laura Jacobs Anderson of Willamette University was elected as 1st Alternate, Johnika Dreher of Prince George's

Community College was elected as 2nd Alternate, and Kristin Smigielski of Parkland College was elected as 3rd Alternate.

President Robinson thanked Chair Adrienne Bricker, The Ohio State University and Vice-Chair Christopher Huang, Lutheran School of Theology at Chicago for their work on behalf of the Association.

6. Approval of the 2021 Business Meeting Minutes

On behalf of the AACRAO Board of Directors, Vice President for Finance, Stan DeMerritt, moved that the minutes from the Business Session of the 2021 Annual Meeting be approved. A second was not required for the motion.

The motion was approved without dissent.

7. Finance and Proposed FY 2023 Budget

Vice President DeMerritt provided a summary of AACRAO's 2021 fiscal year, and outlined goals for the 2022 fiscal year.

He then introduced the proposed FY 2023 budget, noting especially a dues increase of \$18 per member.

On behalf of the AACRAO Board of Directors, Vice President DeMerritt moved that the proposed Fiscal Year 2023 budget be approved. A second was not required for the motion.

The motion was approved without dissent.

7. Recognition of Service

President Robinson recognized the following individuals for their outstanding service to the Association:

- The Program Committee Chair: Jonathan Helm of the University of Pittsburg, and Vice-Chair Robert Hornberger of Missouri State University, and the 2022 Annual Meeting Program Committee.

8. Transition

President Robinson thanked the outgoing Board Members for their outstanding service to the Association:

- Past-President Jack Miner, Vice President at Large Tim Amyx, Vice President for Finance Stan DeMerritt and Vice President for Records and Academic Services Kristi Wold-McCormick.

President Tiffany Robinson introduced Rhonda Kitch as the new AACRAO President for 2022-2023. Now-President Kitch, in turn, recognized Past

President Tiffany Robinson for her outstanding service as President during the 2021-2022 term.

9. 2022-2023 AACRAO President Comments

President Kitch started off her remarks by noting how many swift professional and personal adjustments everyone has had to make since the pandemic. She asked the audience to pause and observe a moment of silence for those that were lost during the world crisis. President Kitch asked the audience to think about some of the gifts that have been found as a result of the pandemic, such as the ability to change an outdated academic policy within just weeks, the ability to connect with others in ways that hadn't been possible before, or a new hobby. She encouraged everyone to celebrate those gifts as both professional and personal wins. The next steps for moving forward is to focus on the "go forward" strategy. President Kitch challenged everyone to pick a "go forward" strategy for a goal that each individual would like to work on for the next year. Once that strategy has been set, President Kitch would like for everyone to keep the momentum going.

President Kitch noted that AACRAO currently has the most racially diverse Board Members in the association's history, and also will have had nine women taking action on behalf of the association.

In closing her remarks, President Kitch thanked her family, colleagues, friends, mentors, the Board, membership, and AACRAO staff for all their support.

President Kitch, of Cornell University, introduced the Board of Directors for 2022-2023:

- President Rhonda Kitch, Cornell University
- President-Elect Jackie Carter, Washington University in St. Louis
- Past President Tiffany Robinson, The University of Kansas
- Vice President for Access and Equity Cassandra Moore, Anne Arundel Community College
- Vice President for Admissions and Enrollment Management Sherry Waldon-Wells, Lamar University
- Vice President for Finance Ari Kaufman, Berklee College of Music/Boston Conservatory at Berklee
- Vice President for Information Technology Rock McCaskill, Clemson University
- Vice President for International Education Karee Head, University of Idaho
- Vice President for Leadership and Management Development Philip Hunt, North Dakota State University
- Vice President for Records and Academic Services Julia Pomerenk, University of Oregon

- Vice President at Large Connie Shipman, Campbell Law School
- Vice President at Large Tiffani Robertson, Governors State University
- External Board Member: Rob Shomaker, CUPA-HR

8. Annual Meeting 2023 – Aurora, Colorado

President Kitch introduced the Co-Chair of Volunteers for the 2023 Annual Meeting in Colorado: Kristi Wold-McCormick and David Paltza.

A video of Aurora, Colorado was played to promote the 2023 AACRAO Annual Meeting in Aurora, Colorado.

10. Adjournment

President Kitch gaveled the Business Session to adjournment at 11:26 AM Pacific Daylight Time.

Attachments

2021 Business Session Minutes, FY 2023 AACRAO Budget

Fellow AACRAO members,

As we enter the third year of this global pandemic, the impacts continue to be far reaching. The fiscal year 2020-2021 (FY2021) continued to be challenging with continued delivery of virtual meetings and services. As of this letter, the 2021-2022 (FY2022) fiscal year is trending positive. AACRAO held its first in-person meeting with the 2019 SEM conference in November and is looking forward to the 2022 Annual Meeting in Portland, Oregon.

As we prepare for the AACRAO Annual Meeting, I am writing in my capacity as the Vice President for Finance to notify you of the proposed budget for the 2022-2023 fiscal year (FY2023). This budget will run from October 1, 2022 through September 30, 2023.

The proposed budget was approved by the Board of Directors on January 19, 2022. Voting members attending the Annual Meeting in-person will be asked to approve the budget at the Business Meeting of the AACRAO Annual Meeting on Tuesday, April 7, 2022 at 10:30 AM PST.

Fiscal Year 2021 Financial Performance

On January 19, 2022, the Board of Directors accepted an unmodified opinion (clean) report from independent auditor CohnReznick for FY 2021. To review the independent auditor's report, please go to the [Audited Financial Statements on the AACRAO website](#).

The following is a summary of the Association's audited financial statements for the twelve months ending September 30, 2021, compared to the previous fiscal year:

Statement of Financial Position	FY 2021	FY 2020
Assets	\$23,394,458	\$20,186,946
Liabilities	\$9,016,712	\$9,675,574
Net Assets	\$14,377,746	\$10,511,372
Statement of Activities	FY 2021	FY 2020
Revenue	\$9,687,429	\$7,643,684
Expenses	\$7,685,541	\$8,794,923
Net from Operations	\$2,001,888	\$(1,151,239)*
Non-operating income (loss)	\$1,864,486	\$(153,149)
Change in Net Assets	\$3,866,374	\$(1,304,388)

*Some of the losses in our net operations resulted from receiving the revenue from our Lumina grant in FY 2017 but not incurring the expenses of the grant until FY 2018, 2019, and 2020. Losses in FY 2020 resulted from the cancellation of in-person conferences, a reduction in service fees, and a decline in membership renewals all related to the pandemic. Increases in FY 2021 was a result of securing additional donor restricted Lumina grant funding. Non-operating income increase was due to the rebound of the market and positive impact on the investment portfolio.

Proposed Fiscal Year 2023 Budget

The following is a summary comparison of budgeted and actual FY 2021 revenues and expenses, the approved budget for the current year (FY 2022), and the proposed FY 2023 budget. You can find detailed information in the [FY 2023 Proposed Budget available by going to the AACRAO website.](#)

Category	FY 2021 Budget (Modified)	FY 2021 Actual	FY 2022 Budget	FY 2023 Proposed
Revenue	\$7,543,250	\$9,687,429	\$10,517,781	\$11,111,302
Expenses	\$7,411,002	\$7,685,541	\$10,282,350	\$10,893,735
Net Income	\$132,248	\$2,001,888	\$235,431	\$217,566

Proposed Fiscal Year 2023 Dues Increase

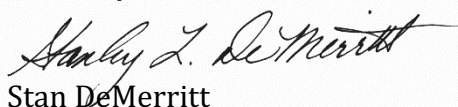
This year, the Finance, Investments and Audit Committee of the Board of Directors continued their evaluation of current dues in relationship to the overall cost of providing membership services. To stay in line with increases of the economy, dues will increase \$18 from \$266 to \$284 based on the December 31, 2021 +7% CPI-U. A statement of the value of AACRAO membership and full outline of member benefits is posted on the [AACRAO website.](#)

The Board of Directors approved in January 2021 the use of \$150,000 annually from our investment portfolio's Strategic Fund for the FY2021, FY 2022, and FY2023 budgets to continue our support for several key Board priorities including Hill Day, Caucus activities, the LEAD Initiative and underwriting of MemberClicks association management software for our state and regional association partners. Additional services to state and regional association partners are being investigated including cyber security training.

Although 2021 was another challenging year, AACRAO has risen to the call to continue to be a valuable organization to the global higher education community. As we continue to move forward with more in-person meetings we understand the need for virtual gatherings as well. Hopefully, we can see many of you in person at the annual meeting. If you are able to join us in person or virtually, I would hope you will plan to be in attendance at the Business Meeting where the membership will vote to approve the proposed budget. If you have any questions about the budget or finances, please find me at the AACRAO booth in the exhibit hall during the Annual Meeting or contact me at sdemerritt@southplainscollege.edu.

I look forward to seeing you in person or virtually!

Sincerely,



Stan DeMerritt

Vice President for Finance

American Association of Collegiate Registrars and Admissions Officers