Board of Directors Meeting #1

April 11, 1998

Board Participants:
Paul Anderson, Fred Fresh, Diana Guerrero, Johnny Johnson, Louise Lonabocker, Kathy Plante, Heather Smith, Faith Weese.

Guests:
William Haid, Valerie Mead, R. Eugene Schuster, Henny Wakefield, Roger Swanson

President Fresh called the meeting to order at 8:14 am.

Chicago Annual Meeting Script (provided by Roger SWANSON)

Annual Meeting Evaluation Forms: Swanson reported that evaluation forms for the Annual Meeting have been distributed to Program Committee members and Chairs. Procedure is that evaluation forms are retained in AACRAO National Office for 1 year and then discarded.

AACRAO National Office Leadership

Search for an Interim Executive Director: An Interim Executive Director from the Washington area has been sought and the Board subcommittee is receiving suggestions from the members. Current status: The Board subcommittee has talked to 2-3 Past Presidents who recommended Cliff Sjogren to serve as Interim E.D. A meeting will take place with the Board to discuss Sjogren's short-term coverage, as well as meetings for National Office directors.

Finance

Jim Caputo to Provide Temporary Financial Consulting Services: The Board's sub-committee has interviewed Jim Caputo, retired CFO for the American Council on Education, to provide temporary financial consulting services in the National Office. Fresh received a proposal from Caputo and negotiated the rate at which to compensate Caputo for his short-term service and oversight. A brief Board meeting will be scheduled prior to the Town Meeting to share Anderson's recommendation.

Moved/Seconded/Passed: **To authorize Anderson or the Executive Director to contract with James Caputo for financial consulting services after review of his references and background.** [Guerrero/Lonabocker. 8/0/0]

Break 10:00-10:30 am

1999 Charlotte Annual Meeting Program (provided by Bill HAID)

Program Session Schedule and Issues

- Haid proposes a Sunday through Wednesday Annual Meeting, with 9 time slots of 1 hr 15 min. each and post-meeting workshops daily.
- The keynote speaker will be scheduled for Sunday; Roundtable time slots will be held on Monday and Tuesday.
- Six Vice President and Executive Director groups will develop program and vendor tracks.
- The Board will host the Town Meeting.
- "Call for Papers," "Hot Topics," and special interest group sessions will be held.
- The sessions proposal is based on count of program sessions for Chicago (25 workshops with 5 cancellations; 249 sessions in Chicago including 14 vendor sessions with 10% cancellations and 4 sessions added). The committees configured 235 of 249 sessions.
- Reduction in Program Sessions for 1999 Annual Meeting: Haid proposed that the number of sessions be reduced 180 (committees to have 160 sessions; hot topics and vendor tracks, etc. to make up balance). This will still allow variety in all time slots. Workshops will be targeted at 15 (participants/attendants), which might yield more participants per workshop.

AACRAO U. Evaluation

AACRAO U. is to be evaluated by the Program Committee based on Chicago and other feedback. The findings of the evaluation and feedback from the Program Committee will be presented by Haid at the July Board meeting; with this information in hand, the decision will be made as to continuing or discontinuing AACRAO U.

Call for Papers Session

1. **Goal**: To solicit scholarly presentations from members and to highlight members' contributions that deserve an honorarium in the form of a stipend.
2. **Proposal Selection**: The Program Committee will evaluate proposals and accept more of the oversight responsibility.
3. **Announcement**: A Call for Papers announcement will be made at the 1998 Annual Meeting with follow-up information provided in the*Data Dispenser*, Web, etc.
4. **Deadline**: There will be a similar submission deadline as for workshops and sessions.

Proposed Theme for Charlotte Meeting: "The New Century Beckons"

Does Board want to approve concept, changes, etc.? Plante suggests that the Program Committee review the theme proposed in order to make a formal recommendation for Board consideration at a later date.

Reduction in Session Length for 1999 Annual Meeting

Fresh suggested that further discussion take place regarding the reduction of time allotted for each session. Haid will discuss the financial cost with Brad Weaber of Conferon.

1. The Board agreed to reduce program to 9 slots, 1 plenary and 1 keynote (as in Chicago).
2. Johnson noted that with workshops scheduled at beginning and end, extended travel/room reservations may be required; the placement of workshops is therefore important.
3. Schuster commented that sessions on the same topic as a workshop would deter participants from attending both. Haid is working on securing remote access for Program Committee members that would relieve burden on Board and National Office.
4. Goal: That the Charlotte program final schedule be set by the end of the July Board meeting. August is the target date for notifying meeting participants, with confirmations of participants should be received by September 1. The Program will be released on the Website by October 1, and an abbreviated program will be released by Dec. 1. Schuster noted that Chairs and program participants in unaccepted programs must be notified as well.

Best Session Awards Committee

Best Session Awards Committee may determine new way to select "best session" without waiting for sessions to be nominated. There are more candidates for "best session" awards than are nominated. Call-for-Papers sessions should not be eligible for "best session" award since there is a stipend provided to the session presenter; Call-for-Papers sessions are incentives to prepare good sessions. It is difficult for the Awards Committee of 5 members to cover all the sessions. Plante suggested that a vote based on evaluations might be an option for the Awards Committee in this matter.

Moved/Seconded/Passed: **That tentative proposals for Charlotte be endorsed in concept, pending recommendation of the Program Committee in July 1999**.

[Anderson/Weese. 8/0/0]

Costs for Presentation Equipment

Fresh mentioned that Conferon is concerned about rising costs for presentation support such as audio-visual equipment. There is no information regarding this as yet in reference to the Charlotte meeting. Haid will present this issue to the Program Committee for consideration.

Hotel Contract

For the July 1998 contract with Radisson, AACRAO must fulfill its meeting space reservations, but can use fewer hotel rooms if necessary.

Program Development Proposal for July 1998 Planning Meeting (presented by HAID)

Haid proposed that the Program Committee PE?, PC?, and staff coordinator? meet on Friday night, a total of 60 participants. Rationale: July meeting addresses (minimally) program. Chairs connect; meeting secondarily operates as a leadership opportunity (Town Meeting and Association issues are important). Chairs represent the greatest cost. State/regional presidents cannot be included this year; even if state/regionals were self-funded, they would increase costs. Board has an opportunity now to look at schedule and determine priorities. Discussion ensued. ***Moved/Seconded/Passed:*** **To not require that chairs come to Charlotte for July program development.** [Plante/Lonabocker. 8/0/0]

Chairs' Focus Group

Chairs' focus group (to take place Monday morning) may yield suggestions regarding professional development for chairs and communication. Guerrero suggests talking to chairs Monday about the professional development opportunity in July. Defer non-Annual Meeting program and leadership development to chairs. Based on feedback, Anderson may reopen discussion on Friday. Swanson says AACRAO must sign contract by mid-May.

Membership for National Center for Policy in Higher Education CPHE

Application for affiliate membership and table request for Exhibit Hall must be considered as separate issues. AAU table is model for CPHE's request.

1. ***Moved/Seconded/Passed:*** **To accept Daren Bakst of CPHE as an affiliate member**. The board noted that NCPHE is not a higher education governing body such as a state higher education department. Johnson noted that all affiliates are not nonprofit. Schuster suggested that the problem may be with the way the member listings appear in the Member Guide (i.e., listing is by organization to which the member is affiliated). [Plante/Guerrero. 8/0/0]

2. **CPHE's Request for a Table at Exhibit Hall**: Generally, tables are given to regular institutional members, not affiliates. *M/S/D:*To provide Daren Bakst of NCPHE with the table at the Exhibitor Hall during the 1998 Annual Meeting. Motion withdrawn as this is an affiliate member request and may not be eligible for receiving this information. [Plante/Smith. 0/8/0]

Board took a break for lunch at 12:17 pm. Meeting resumed at 1:37 pm.

Approval of Minutes of February 1998 Board of Directors Meeting

See paper copy. ***Moved/Seconded/Passed:*** **To approve minutes as presented.** [Plante/Lonabocker. 8/0/0]

Budget and Finances

Anderson commended Hurley and Finley on their work in light of current difficulties.

1. **Overhead**: The overhead has not been distributed correctly. There are problems with figures since there is no general oversight.
2. **Expenses in Excess of Revenue**: Lonabocker questioned how AACRAO National Office will meet expenses if projected expenses exceed dues revenue. Anderson noted he will consider salaries, etc. and recommends a continuing resolution.
3. **Program Budget**: Anderson responded that he is having difficulty coming up with a program budget that is consistent with the budget approved in April 1997. While the Board meeting in February 1998 concluded with the expectation that Anderson would come up with a 2-year budget for presentation, a break-even analysis for revised budget was to be provided by Becraft for various programs. Haid suggested Anderson take February *Data Dispenser* figures and modifications approved by Board in February and present it as a modified budget.
4. **Resolution Suggestions**:

- Fresh suggested that the Board devise a plan that addresses how to plan, project, and approve/reject at a given point in time. Anderson suggests the production of monthly reports of the financial status. Plante proposes: Since the February *Data Dispenser*, board has determined other options to paring down expenses by providing a list of cuts. The February *Data Dispenser* figures were based on 12/13/97 budget. Smith suggests stating this is the baseline from which projections are made since status changes daily.
- An entirely new review of income and expenses seems appropriate.
- Plante pointed out that a positive approach is needed to assure members that action is being taken to rectify this matter. It was determined that there is a need to update the membership regularly of the budget status, such as increase in expenses, decrease in revenues, etc.
- A more conservative approach to professional development activities is needed. Annual Meeting/SEM, workshops and dues are revenue-generating. Minimally, activities need to cover office expenses. Suggest that a computer/Web support individual be hired.
- May suggest justification for permanent dues increase. Look at dues, exhibitors, etc., outsourcing options, ad hoc group on National Office technology recommendations. A dues increase could be used to rebuild the necessary reserve.

The Board discussed financial issues and provision of relevant information to the membership. Those present agreed to meet to review the proposed budget after the opening session tomorrow at 10 PM in Fresh's suite.

Proposal for Contracting with Swanson (proposed by Bill HAID)

The fee for the Annual Meeting can be built into the Annual Meeting expenses. It was agreed that Haid talk to Pilliod and to have consideration of this postponed until Friday.

CGFNS Discussion

Postponed.

Moved/Seconded/Passed: **To adjourn Board meeting.** [Plante/Lonabocker. 9/0/0]