Board of Directors Meeting #10

October 15-18, 1999

Board Members in Attendance:
Paul Anderson, Tom Bilger, Bill Haid, Johnny Johnson, Louise Lonabocker, Valerie Mead, Gene Schuster, Heather Smith, Paul Taylor (present on October 17 and 18).

Staff Members in Attendance:
Barmak Nassirian, Jerry Sullivan, Dana Walker

1. **Call to order and approval of agenda**
   Bill Haid, President, called the meeting to order and outlined the meeting agenda. No revisions to the agenda were made.

2. **Approval of Previous Meeting Minutes**

1. The minutes from the June 18 and 20, 1999 Board of Directors Meeting 7 were approved and adopted with two revisions.

   1999.10.1 M/S/P [Lonabocker/Smith. 8/0 (Taylor absent)]

2. The minutes from the August 5, 1999 Board of Directors Meeting 8 were approved and adopted

   1999.10.2 M/S/P [Lonabocker/Smith. 8/0 (Taylor absent)]

3. **Auditor's Report**
   Jennine Anderson, CPA from Peacock Condron Anderson & Co. presented the audit report for FY 99. The auditor stated that the AACRAO had a healthy, stable financial year. Total assets of the Association are approximately $1.9 million, versus $1.5 million in FY 98. Assets designated by the Board for future periods (i.e. Reserve) now total $581,653.

   The audited financial report, with minor revisions, was received and will be posted on the AACRAO web site.

4. **Finance Committee** (Chair: Gene Schuster)
1. *Credit Card and Expense Reimbursement Procedure Change*
   The Finance Committee recommended that the AACRAO office prepare a revised credit card and expense reimbursement procedure that would involve the following:

   - Credit card holder responsibility for payment of credit card charges and reimbursement;
   - Ten working day turnaround of reimbursements within travel policy guidelines;
   - Pre-approval of travel, direct return of receipted reimbursement requests to the

office (with exception reporting to the official who authorized travel);

- As much pre-payment/direct billing of expenses as possible;
- President's approval of Executive Director reimbursement requests; and
- Executive Director approval of President's reimbursement requests.

1999.10.3 M/S/P [Schuster/Lonabocker. 8/0 (Taylor absent)]

2. *Accounting for Reserves*
The Finance Committee actions regarding "Reserve" accounts:

- Interest on reserve funds should be credited to reserve accounts in the future.

- The association's financial statement should reflect the following adjustment:

  Following FY 97, the Board designated the remaining funds, $261,427, in the investment account as "reserve." At the end of FY 98, the annual operational balance of $172,414 was added to make the total $433,841. FY 99 netted $295,623 and per the Board's action, $147,812 was added to the reserve making the current total $581,653. $147,811 was also designated for program and infrastructure improvements.

3. *FY 2001 Budget Planning*
Board members discussed the FY 2000-1budget planning process and their interest in moving toward performance-based objectives. The finance committee will work with the AACRAO office, tying into performance standards for a budget issues discussion at the December Board meeting leading to a proposed budget.

5. **Administrative Committee** (Chair: Bill Haid)

a) AACRAO Bylaws

- Haid presented information regarding the Incorporation Task Force that was formed for the purpose of reviewing and recommending a set of corporate Bylaws that would serve in place of the current AACRAO Constitution and Bylaws. He stated how grateful he was to the members of the Task Force and how successful the process had been.
- Recommended Bylaws include those technical and necessary for compliance with incorporation; those that would perfect and simplify the language; and those that may improve the governance of AACRAO. The Task Force recommended that Board and/or Member Resolutions address several of the governance issues that were in the old documents. They all need to be adopted by the Board so a couple can be put before the membership at the Annual Meeting. The entire package will be published for member information.
- A vote on the Bylaws and Resolutions will be scheduled at the December Board meeting. After adoption by the Board, the Bylaws in conjunction with the Articles of Incorporation will become the official governing documents of the Association. All Board actions with regard to the incorporation of AACRAO will be submitted to the membership for approval at the Annual Meeting's business meeting, April 2000. Members will have the opportunity to comment on these proposals until the December Board meeting. In addition the AACRAO office will send the

package to counsel to make sure they are in keeping with District of Columbia law.

6. **Operations Committee** (Chair: Heather Smith)

1. Connor Scholarship Fund
The Operations Committee recommended that the Connor Fund and the Winter Scholarship Fund be consolidated to one restricted fund known as the Connor Scholarship Fund.

1999.10.4 M/S/P [Smith/Lonabocker. 8/0 (Taylor absent)]

2. Annual Meeting Scholarships Following a discussion on the status and activities concerning the Annual Meeting Scholarships, it was agreed that Smith and Schuster will develop a recommendation for presentation at the December Board meeting.Policy on Member Subcontractor

3. Paul Taylor is continuing to lead efforts to establish a policy concerning member contracting. It is hoped a draft can be presented at the December Board Meeting.

7. **Membership Committee** (Chair: Louise Lonabocker)

1. Institutional Dues Structure An initial analysis was completed by the AACRAO office regarding the impact of changing from a dues structure based on headcount to a dues structure based on FTE. Further analysis will be undertaken, using a matrix of both FTE and the institution's operating budget. The goal is to develop more equitable dues assessment. The dues structure discussion is something that can be planned for broader discussion at the February Leadership Meeting

2. Corporate Dues Structure Discussion regarding the option of going to a corporate dues sliding scale resulted in requesting that the office will present a recommendation at the December meeting.

3. Nonvoting member structure To conform to the proposed Bylaws, a recommendation for different categories and dues for nonvoting members will need to be presented to the Board at the December meeting. The office will develop a proposal for consideration.

8. **Executive Director Report** (Jerry Sullivan)
A written Executive Director report detailing these highlights was provided in the meeting book.

1. Government Relations
The government relations department has created a real substantive product in the electronic Federal Relations Update it sends out weekly. There has been very positive feedback from members on this service.

2. OIES
OIES has had some significant success in increasing its volume of credential

evaluations. AACRAO is known for its excellent product and quick turnaround.

3. Membership
We incur heavy costs to collect dues and continue to work with the membership to encourage them to pay. It is hoped we can alleviate some of these costs by starting the dues billing cycle earlier for the 2000-01-membership-year.

4. Program Committee
Better communication needs to be fostered between committees, the Vice-Presidents and the Office. Clearer expectations of what each committee representative should do as an AACRAO representative should be developed. This represents an important future issue for AACRAO.

9. **Officer Reports**
Detailed reports were provided in the meeting book.

1. President's Report (Haid)
Reciprocal Meeting Registration Waivers -- In the past AACRAO has followed the policy of reciprocal registration fee waivers between AACRAO and other associations. A policy should be developed regarding who to send to other association's meetings and whether a fee waiver should be given. The Operations Subcommittee was assigned this item.

AUA Meeting -- This year, Haid designated Johnny Johnson and Paul Anderson to attend and asked the Board to concur

M/S/P [Schuster/Lonabocker. 9/0]

2. Past President (Anderson)
Committee lists were distributed and will be sent electronically to all Board members. Before the December Board meeting, everyone should check the accuracy; make sure the ending terms are correct for each committee member; and where a committee needs a new chair and suggest who that chair should be. At the December meeting time should be scheduled to discuss appointments.

President-elect (Lonabocker)
Annual Meeting - The Program Committee expanded the options for vendors by identifying a couple other times for vendor track sessions. The opening speaker has been secured and work continues on a closing speaker. Nassirian and Lonabocker are also working on a "Featured Speakers" track.

3. Vice President for Finance (Schuster)
Financial Reports -- In conjunction with the AACRAO office, we continue to work to get periodic financial reports to all the Board members.

4. Vice President for Admissions and Enrollment Management (Taylor)
Financial Aid Officers/Administrators -- We are continuing to make an attempt to involve more financial aid officers/administrators in enrollment management activity. Plans are finalizing to invite selected members of the financial aid community to a ½

day workshop prior to the SEM conference in Orlando. The outcome of this meeting is hoped to be a more inclusive environment for those with financial aid interests within the event and AACRAO.

5. Vice President for International Education (Johnson)
   Distinguished Service Award -- Johnson forwarded a nomination for the Distinguished Service Award.

6. Vice President for Registration, Records and Information Technology (Mead)
   Task Force on Disciplinary Dismissals and Student Transcripts - The national survey has been completed and a proposal may be brought forward at the December Board meeting.

   Registrar 101 - Sullivan and Mead agreed to develop a Registrar 101 prototype for a dry run at the Annual Meeting

7. Vice President for Professional Development and Publications (Smith)
   The Publications Advisory Board is meeting October 17-18, 1999 and plans to have 5 new publications in line and ready to go to print.

8. Vice President for Association and Institutional Issues (Bilger)
   State & Regional Meetings - AACRAO office prepared and will distribute a Power Point presentation "AACRAO Update." Bilger also continues the process of matching Board members with the S&R annual meetings.

   State & Regional Leadership Meeting - It was agreed that Bilger and Sullivan will create a S&R leadership meeting.

10. **Other Items:** Annual Meeting Budget

1. Minority Registration FeeThe Finance committee recommended that the Annual Meeting budget be adjusted to reflect a minority registration fee of $195 (a $100 discount), with an expected number of attendees under this fee of 75.
   M/S/P [Schuster/Smith. 9/0]

2. Expected Attendance
   The finance committee recommended that the Annual Meeting budget be adjusted to reflect that the expected number of member attendees at the $295 registration rate be raised from 2000 to 2225, with a corresponding revenue of $656,375.**M/S/P [Schuster/Lonabocker. 9/0]**

3. Guest Fee
   The finance committee recommends that a guest fee be set at level to cover marginal costs.
   M/S/P [Smith/Schuster. 9/0]

4. Opening Reception/Big Event
   The finance committee recommended that the price per person for the Big Event be raised from $55 per person to $75 per person at an estimated number of attendees of

2000, bringing the budget for the Big Event to $150,000.
M/S/F [Schuster/Taylor. 4 (Taylor, Bilger, Anderson, Haid)/4 (Lonabocker, Smith, Mead, Johnson)/1 (Schuster)]

5. Revenue Side of Annual Meeting Budget It was moved that $1,010,155 be accepted as the Annual Meeting income budget.
M/S/P [Anderson/Taylor. 9/0]

6. Expense Side of Annual Meeting Budget
It was moved that $608,440 be accepted as the Annual Meeting expense budget.
M/S/P [Bilger/Schuster. 8/1 (Anderson)]

7. Opening Reception/Big Event It was moved that Line 66 of the Annual Meeting Budget
(Opening Reception/Big Event) be revised to $75/person
at an expected attendance of 2000 people, bringing expenses
to $651,190.
M/S/P [Bilger/Anderson. 5 (Schuster, Taylor, Bilger, Anderson, Haid)/4 (Lonabocker, Smith, Mead, Johnson)]

11. **Adjournment**
The Board meeting was adjourned at 5:30 p.m. on Sunday, October 17.
1999.10.13 M/S/P [Bilger/Lonabocker. 9/0]