Board of Directors Meeting #12

December 18, 2002

Board Members in Attendance via Telephone: Joe Roof, Mike Allen, Will Corprew, Ange Peterson, Bob Morley, Gene Schuster, Heather Smith, and Paul Taylor.

Staff Members in Attendance via Telephone: Amy Haavik, Jerry Sullivan

1. **Call to Order and Approval of Agenda**
   President Heather Smith called the meeting to order at 3:00 p.m. EST on Wednesday, December 18, 2002. The agenda was reviewed and approved without objection.

2. **Executive Director Update**
   Executive Director Jerry Sullivan reported that the Administration Committee meeting discussed the process for putting the Annual Meeting together including a stronger role for the Vice Presidents in relating to PACs. He announced that Paul Taylor was successful in finding a program chair.

   Executive Director Sullivan reported on a successful State and Regional Meeting with 17 associations represented. Evaluations were strong and indicated that AACRAO is right on target with the kind of information it provides at the meeting.

   He noted a slow start for subscriptions to SEM Monthly and announced a series of new marketing efforts on its behalf. Executive Director Sullivan reported on a profit of $125,000 from the SEM Conference and very positive evaluations.

   Executive Director Sullivan reported that Past-president Schuster is trying to achieve a lasting transfer of the Aspen Institute to make it an AACRAO suite of meetings. He projected a date of 18 months from now.

   Executive Director Sullivan reported on marketing for the Annual Meeting and announced that the e-mail video message received 3,600 hits in the first two hours. Vice President Morley noted that the video could not be stopped and that members have different Web browser capabilities.

   Executive Director Sullivan reported on the development of the member needs survey as a way to obtain a sense of what is and is not working.

   Executive Director Sullivan introduced a discussion on how AACRAO can preempt the Reauthorization of the Higher Education Act which has the potential to cause problems by instituting manifold penalties for failure to meet certain guidelines.

3. **Finance Report**
   Vice President Roof reported that AACRAO is in good shape financially. With 17% of the FY over, revenues are at 19% and expenses at 18%. He announced that most items on the Operating Plan were in progress or had been accomplished. Vice

President Allen queried the Vice President reports saying that they do not provide any information about what expenses are tied to. He requested more backup detail behind the report.

Vice President Roof reported on the outlook for the five year budget and noted that an arbitrary 4% increase would result in a deficit of $300,000 by the fifth year. He suggested that AACRAO needs to apply a more realistic assumption than 4%.

4. **Appointment of Program Committee Chair for 2004**
   A motion was passed to name Dorene Root as the 2004 Annual Meeting Program Committee Chair. Paul Taylor moved and Ange Peterson seconded.

5. **Nominations and Elections Committee**
   The Board expressed concern about the overall issue of diversity and ensuring that members who serve on AACRAO committees, task forces and other leadership positions are representative of AACRAO's overall diverse membership. Vice President Corprew proposed creating a taskforce to address what AACRAO is doing to encourage diversity within its leadership.

6. **Adjournment**
   President Smith adjourned the meeting at 4:30 PM EST.