Board of Directors Meeting #3

Saturday, April 13, 2002

Board Members in Attendance: Gene Schuster, Mike Allen, Louise Lonabocker, Paul Taylor, Gloria Nathanson, Joe Roof, Heather Smith, Will Corprew, and Tom Bilger

Board Nominees in Attendance: Robert Morley, Ange Peterson and Paul Aucoin

Staff Members in Attendance: Jerry Sullivan, Barmak Nassirian, Janie Barnett and Martha Henebry

1. **Call to order and approval of agenda**
   President Gene Schuster, called the meeting to order at 1:00pm on April 13, 2002. The agenda was reviewed and approved without objection.

2. **Approval of Previous Meeting Minutes**
   The Board reviewed the minutes from the February 17 & 18 Board Meeting and placed them on the Consent Agenda for approval.

3. **Finance and Audit Committee**
   VP Roof reported that he had just received the March statement from the Joanne Mozynski, AACRAO accountant, and will distribute copies at the Thursday, April 18 meeting. He reported that for the month of March, AACRAO had an operating loss of $38,464 which results in an operating income for YTD $21,185. He also reported that AACRAO is at 36% in revenue and we should be at 50%.

4. **Administrative Sub-Committee**

   Organization of the LAC and Appointment of Chairs
   President Schuster reported that the Administrative Sub-Committee recommends the appointment of LAC Chairs should go through the regular appointment process. This adjustment is expected to go into effect for the 2004 Las Vegas meeting. The Administrative Sub-Committee also recommends that the number of LAC committee chairs be reduced to two. The two areas for which the LAC should focus are: Local Area Information/Hospitality and an on-site volunteer work force. After discussion, the Board agreed on the changes to the LAC and to the Administrative Sub-Committee outline for distributing the information to State & Regional Chairs during the Annual Meeting

   Business Models for Programming
   President Schuster reported that the Administrative Sub-Committee discussed the development of business models for new programming at AACRAO. The Sub-Committee proposed four different programming models:

- The Conference Model, a multi-day activity with a lot of programming under the guidance of an expert in the topic;

- The Seminar Model, a Reg101-type one or one and a half day seminar using local expertise with an AACRAO volunteer manager. The Seminar Models would be geographically disbursed and low-cost. AACRAO would seek sponsorship to keep costs low and to allow a return on investment;

- Staff-Developed Conferences, similar to the workshops already offered by AACRAO's International Education Services, using staff expertise and time; and

- Expert Presentations, the Association would hire an expert in the field to present information to AACRAO members.

Development of Special Interest Groups
President Schuster reported that the Administrative Sub-Committee would like to begin an effort to develop a way to support member-interests groups. This concept would provide members an opportunity to get together to talk about specific aspects of, or issues that effect, the profession. He reported that the Administrative Sub-Committee would continue the discussion of Special Interest Groups and how best AACRAO can go about creating these groups.

State and Regional Web Hosting
Associate Executive Director Nassirian updated the Board on the possibility of AACRAO providing Web solutions for State & Regional organizations. He outlined what the package would contain, the possibility of information sharing, and how AACRAO would implement the project. The Board agreed to table the discussion to allow time for the Board members to review the proposal, provide feedback and marketing options.

5. **Operations Sub-Committee**
VP Nathanson introduced the new draft of the Annual Meeting Comp Policy. The Operations Sub-Committee recommends that the LAC Co-Chairs (to a maximum of 2 persons) receive complimentary meeting registration and hotel room. The remaining members of the LAC would not receive complimentary meeting registration or hotel rooms. This change would come into effect for the 2004 Las Vegas meeting. The Program Committee would receive complimentary meeting registration. The Program Committee Chair, in addition to complimentary meeting registration, also would receive complimentary hotel room. This change would come into effect for the 2003 Washington DC meeting. *The Board reviewed the policy and agreed to place it on the Consent Agenda for approval.*

6. **Membership Sub-Committee**
VP Bilger reported that Membership Sub-Committee is looking into ways to revise methods for dues collection, particularly, when making phone calls. Discussion continued on the need to make the "value" case to potential meeting attendees and the need to market to the "boss" of potential members. The Board also discussed the possibility of retaining a marketing expert to assist in developing the message to

recruit and retain members.

7. **New Business**

Nominations & Elections
The Board began a discussion on the automation of the nominations process. The Board discussed nomination eligibility and the secrecy of the process. Current practices of N&E are not documented and Executive Director Sullivan pointed out that there are larger association legal issues related to the nominations process. The Board agreed that the Nominations & Elections current practices should be reviewed to ensure that they do not create a legal liability.

8. **ED Report**

Executive Director Sullivan updated the Board on numerous activities that have taken place since the February Board Meeting. He also updated the Board on preliminary registration figures and related information for the Annual Meeting. He discussed a business plan that would provide enhanced services for member and requested funding to support the plan. The Board agreed in concept to the business plan and agreed to place on the Consent Agenda the transfer of up to $95,000 from the Strategic Investment Fund to fund this plan.

9. **Consent Agenda**
   1. *To approve the minutes from February 17 & 18 Board Meeting as amended.*
   2. *To approve the AACRAO Comp Policy regarding the program committee and LAC effective the 2004 Las Vegas Annual Meeting except that the changes for the Program committee change shall become effective with the 2003 Annual Meeting in Washington.*
   3. *To fund a new AACRAO member subscription service by authorizing the transfer of up to $95,000 from the strategic investment reserves into the operating budget to cover associated expenses.*

M/S/A [Bilger/Allen 9/0/0]

10. **Adjournment**
The meeting was adjourned at 3:00 PM on Saturday, April 13, 2002.