

Board of Directors Meeting #3

May 20, 1998

Conference Call

Board Participants:

Paul Anderson, Fred Fresh, Diana Guerrero, Bill Haid, Johnny Johnson, Louise Lonabocker, Valerie Mead, Gene Schuster, Heather Smith

Guests:

Cliff Sjogren, Interim Executive Director

AACRAO Office Update (provided by Cliff SJOGREN)

1. **Staffing:** Jim Caputo, retired financial VP for American Council on Education, has been hired as part-time Financial Manager.
2. **Office Space:** Discussion has been initiated regarding the rental of AACRAO office space to the staff of GATE/The Center for Quality Assurance in International Education.

1999 Annual Meeting Program File (provided by Bill HAID)

1999 Annual Meeting Program file has been made available and
Haid's staff is preparing it for use

Publications (provided by Heather SMITH)

1. **"Data Dispenser" Electronic Version Proposal by Paul ACOIN** consists of:

- Bi-monthly (Twice a month) schedule (except one issue/month for July and December only)
- November and February paper issue printed to announce Annual Meeting and business issues
- Progress on electronic enablement would meet a TF2000 recommendation

Moved/Seconded/Passed: To approve Paul Acoin's proposal with a September target date for initiation. [Smith/Lonabocker. 8/0/1(Fresh)]

1. **Development of Publications:** New Executive Director and Board will work together on development of publications

Task Force Status (provided by Fred FRESH)

1. **Certification and Credentialing:** In preliminary discussion stage; no budget as yet.
2. **Technology:** prepared, though currently inactive; last task force activity took place at Annual Meeting regarding Web operations.
3. **Distance Learning:** A report on distance learning is in progress.

Committee Membership: Appointments of Vice Chairpersons

Group Vice President and each Committee Chair are responsible for assessing need for and identification of Committee Vice Chairperson

Executive Session

1. **Recruitment of Executive Director Jerry Sullivan: *Moved/Seconded/Passed:* To employ Jerry Sullivan as Executive Director with final contractual terms to be negotiated by President Anderson. [9/0]**
2. **Miscellaneous Office Staff Issues**

Finances

A review of banking account adjustments, the Bracken/Schuster visit, and the IRS filing was given.

December Board Meeting Dates (Provided by Paul ANDERSON)

December Meeting Dates: Evening of 12/09/98 thru Noon of 12/13/98.