Board of Directors Meeting #4

Thursday, April 18, 2002

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

Board Members Absent: Gloria Nathanson

Staff Members in Attendance: Jerry Sullivan, Barmak Nassirian, Janie Barnett, and Angela Gemza

1. **Call to order and approval of agenda**
   President Heather Smith called the meeting to order at 8:24am on April 18, 2002. The agenda was reviewed and approved without objection.

2. **Copyright of AACRAO Materials**
   The Board held an initial discussion on the copyright of AACRAO developed materials. Associate Executive Director Nassirian raised the issue of trademarks on AACRAO titles. The Board agreed there needed to be a clear statement of AACRAO's copyright and trademark policies. They agreed that a Letter of Agreement for participants serving on AACRAO Taskforces and/or in Workshops should be included in any appointment letter. An additional concern was raised about collecting the material from people AACRAO pays for presentations and how we can make it available to members. Associate Executive Director Nassirian agreed to draft a statement and policy for Board review.

3. **Annual Meeting Debriefing**

   Executive Director
   Executive Director Sullivan reported on a conversation with the State & Regionals about a shared AACRAO Management system. He indicated there were enough State & Regionals interested in the project to begin development with an expected delivery date of late fall or early winter.

   Executive Director Sullivan also reported that he received expressions of interest from interest groups who wish to develop affiliate relations with AACRAO. The Board agreed that AACRAO should develop guidelines on how to establish affiliate organizations and formalize the relationship and referred the issue to the Membership Sub-Committee for additional consideration.

   President
   President Smith reported on the Public Policy Task Force meeting and the members interested in participating on the Task Force. The meeting was successful and the attendees represented a very diverse group. The next step is for President Smith to appoint members to the Task Force and for the Board to adopt a public policy statement. Associate Executive Director Nassirian agreed to draft a statement for the Board to review.

   President-Elect
   President-Elect Taylor discussed activities and Meeting at a Glance schedule for the 2003 Annual Meeting. He indicated his desire not to occupy Board meeting time with discussions on the details of the Annual Meeting, but to try to confine it to Board e-mails.

VP for Finance
VP Roof reported on the Corporate Partners meeting. Some of the issues mentioned by Corporate Partners included: security at the Annual Meeting; slow periods in the Exhibit Hall including at the Vendor Showcase; User Group meetings; and scheduling and cost of Vendor Sessions. VP Roof agreed to type up the notes from the Corporate Partner meeting for review by the Board. Corporate Partners also raised concern about receiving a timely list of attendees in a usable format prior to the Annual Meeting.

Associate Executive Director Nassirian began a discussion on having a policy on Corporate Partners spamming and the use of AACRAO e-mail addresses. The Board agreed that a statement should be drafted and adopted outlining "good use" of AACRAO member e-mails.

VP Roof reported that he had a conversation with the one member who voted against the budget. He explained the budget increases and the member was ultimately fine with the budget.

VP Admissions and Enrollment Management
VP Peterson talked about glitches with the Program and mentioned several sessions where the presenters did not show up.

VP for Publications and Professional Development
VP Corprew reported that the AACRAO Scholarship fund received approximately $2,300 in donations at the Annual Meeting. He reported that the Gay, Lesbian, Bisexual and Transgender Caucus donated $650 towards the scholarship fund and challenged other caucus groups to donate.

VP for Association and Institutional Issues
VP Aucoin reported that User Group meetings were a success. Attendance varied from three to more than 50 people per User Group. The Board agreed that it would be useful to receive a report on the results of the User Group evaluations during the July Board meeting.

VP for Information Technology
VP Morley reported on possible nominees for Honorary Membership for 2003. He also reported that he met with AACRAO's SPEEDE committee to discuss various issues including Web development for their EDI in Education meeting. Associate Executive Director Nassirian pointed out that external AACRAO Web sites are in violation of Board policy. The Board agreed that the next year should be a transition period.

4. **President's Remarks**
President Smith briefly discussed her goals over the next year. She is looking forward to working on the question: What is the future of AACRAO? She stressed that the Board should be continually looking toward the future as the leaders of AACRAO.

She outlined the structure of 2002-2003 meetings and review of events during upcoming meetings. Board members are urged to give feedback and comments on Board meetings. She also stressed that Board members need to pay attention to the timing of plane/travel reservations and meeting start and finish times. Board members are not to leave before the end of the meeting.

5. **Sub-Committee Reports**

Finance Sub-Committee Report
VP Roof reported on the March financial statements. He reported that overall AACRAO is doing very well. He also reported that Expenses and Revenues are even at 36%. He told the Board that income from the Annual Meeting should be reflected in the May financial statements. VP Roof raised concern over next year's membership fees and a possible decline in paying members due to institutional budget cuts over the past year.

Dues Increase Notification
VP Roof brought up the issue of membership approval for the budget. He explained the members are approving a budget that is six months from implementation. He agreed to do research on how other similar associations handle budgets and dues. There will be a preliminary report for the July Board Meeting with the goal of a recommendation by the 2003 Leadership Meeting.

New Business

VP Realignment Task Force Report
The Board discussed the structure of committees and possible ways to expand and restructure committees to ensure professional development. VP Roof stressed that this would be a long-term process. The Board agreed that final resolution on the restructuring of VP of Publications/Professional Development position would need to be completed by the July Board meeting so as to inform the N&E Committee about new requirements for the position. VP Roof indicated that a decision must be made on how to incorporate strategic planning with committee planning by December 1 so as to include it at the Transition meeting in December. The Board agreed to have a draft ready by October. The VPs agreed to review their Committee mission statements and have committees look at what they do and review their functional descriptions. The Board members need to ensure that the descriptions fit into the Operating Plan.

VP Roof recommended that the VP of Publications/Professional Development would be changed to VP for Professional and Organizational Development. He also recommended the following committee changes:

- Move Student Access & Equity from Group I to Group IV
- Move Member Services from Group V to Group IV
- Combine the Publications Acquisitions Committee with the College & University Advising Committee.

Past-President Schuster stressed the need for a committee that scans the environment to bring in content outside the professional area that would be of interest to members. He also mentioned the need for a committee to aid in the development of management skills for members. The Board also discussed the future of College & University and how it can be improved.

Scholarships
President-Elect Taylor initiated a discussion of the future of the AACRAO Scholarship. Approximately $2,300 for the Scholarship fund was collected onsite in Minneapolis. Before the Board decides on the future of the scholarship, the actual costs associated with scholarships and methods for alleviating administrative costs need to be examined. Past-President Schuster recommended locating a volunteer to take over operating the scholarship. The Board tabled the discussion for a later date.

Taxonomy
VP Allen reported that work is continuing on the taxonomy ensuring that the Admissions section is complete and up-to-date. A revised version of the taxonomy will be sent out for review in 3-4 weeks.

Authentication Issues
VPs Allen and Morley raised the issue of what is a reasonable level of authenticity for changes in academic records and transcripts, including electronic transactions. The Board agreed that it would be a good follow-on from the Academic Records and Transcript Taskforce. VP Allen was asked to draft a proposal for a taskforce to examine authentication issues for review by the Board.

N&E Committee
VP Aucoin summarized recent discussions regarding the 2002-2003 N&E Nominations process. He reported that there are no documented procedures for the nominations process and there are no restrictions on who can nominate a voting member for office. The Board agreed that they should begin to work with the N&E Committee to develop established and documented procedures that every N&E Committee will use. The 2002-2003 N&E Committee will begin documenting their procedures and will produce a draft at the end of the year.

General Policy Statement
Associate Executive Director Nassirian distributed a draft General Policy Statement. It will be posted on the AACRAO Web site, included on the conflict of interest statements and included in the materials distributed at AACRAO workshops, meetings and conferences. The Board agreed to table the discussion until the next Board meeting.

6. **Adjournment**
   The meeting was adjourned without objection at 11:55am.