Board of Directors Meeting #7

September 15, 2004

Board Members in Attendance: Paul Aucoin (joined the meeting late), Luz Barreras, Thomas Bilger, Betty Huff (joined the meeting late), Robert Morley, Ange Peterson, Joseph Roof, Paul Taylor, and Paul Wiley.

Board Members Absent: Eric Staab and Jerry Sullivan.

Staff Members in Attendance: Janie Barnett, Diana Cecil, Barmak Nassirian, Gloria Rutberg .

1. **Call to order/Adoption of agenda**
   The meeting was called to order on Wednesday, September 15, 2004 at 3:15 p.m. (EST). The agenda was reviewed and adopted.

2. **Approval of minutes**
   Ange Peterson moved and Luz Barreras seconded the motion to accept the June 27, 2004 Board minutes. The motion passed unanimously. (10/0)

3. **Finance report**
   Vice President Paul Wiley reported that AACRAO is 83 percent through the fiscal year and revenues were at 83 percent and expenses were at 75 percent of budget. Wiley noted the following :
   - This is the time of year when the association will normally operate with a net revenue loss .
   - Compared to last year, AACRAO revenues are higher by 13 percent and expenses are higher by 2 percent.
   - IES continues to operate at a loss but adjustments are being made to reduce expenses.
   - Net assets have increased.

4. **Dues Task Force**
   The Dues Task Force met in July to discuss several issues: restructuring the membership dues formula using the FTE of an institution and developing a subscription membership rate. The task force, chaired by Brad Myers, will prepare a report for review by the Board.

5. **Annual Meeting Update**
   Vice President Joe Roof distributed a current 2005 Annual Meeting at a Glance and reported that Senator Hillary Clinton had been invited to speak at the AACRAO Annual Meeting. The Board discussed several issues related to the Annual Meeting including the options available for luncheons and luncheon speakers. Roof also noted that the letters to presenters have been sent.

6. **Officer Reports**
   Vice president Ange Peterson reported that the financial report for the Admission Institutes will be available soon; indicating that the workshops did not do as well

financially as anticipated. However, the evaluations of the workshops have been excellent. Peterson also extended a thank you to staff for setting up the Admission listserv.

Vice president Betty Huff reported that the document, Guide for New Chairs, will be available for the Board to review at the November Board meeting.

Vice President Paul Aucoin reported that the plans for the State and Regional Meeting (December 3-5, 2004) are near completion.
Vice President Bob Morley indicated that the plans for the upcoming Technology Conference are coming along nicely. He continues to work on the authentication issue and he will be making a presentation at the ARTS/SMART meeting on the XML transcript schema.

7. **Old Business**
   The Strategic Plan is being reviewed by Jim Dalton and staff. The Plan will be forwarded to the Board members for their review.

8. **Adjournment**
   Paul Aucoin moved and Joe Roof seconded the motion to adjourn the meeting. The motion passed unanimously. (8/0) The meeting was adjourned at 4:28 pm (EST).