**American Association of Collegiate Registrars and Admissions Officers**
**Minutes of the Meeting of the Board of Directors**
March 18, 2020
Virtual Meeting

**Board Members in Attendance:** Tim Amyx, Tammy Aagard, Stanley DeMerritt, Tina Falkner, Luisa Havens Gerardo, Rhonda Kitch, Jack Miner, Jennifer Minke, Mark McConahay, Jerry Montag, Tiffany Robinson, Kristi Wold-McCormick

**Incoming Elected Board Members in Attendance:** Rock McCaskill, Cassandra Moore, Sherry Wells

**External Director in Attendance:** Rob Shoemaker

**Staff Members in Attendance:** Tina DeNeen, Melanie Gottlieb, Tom Green, Mike Reilly, Mike Sisson

**Call to Order**
President Havens Gerardo called the meeting to order at 2:34 P.M. Eastern Daylight Time on March 18, 2020.

**Approval of Agenda**
MOTION 2020.02.01 – It was duly moved and seconded to approve the agenda. APPROVED

**Approval of Minutes**
MOTION 2020.02.02– It was duly moved and seconded to approve the minutes from the January 31-February 1, 2020 meeting of the Board of Directors. APPROVED

The Board agreed to approve the minutes of the February 19, 2020 meeting of the Board of Directors at the virtual meeting taking place in April. President Havens Gerardo will poll the group to find a date for a 3-hour virtual meeting.

**Discussion List**

<u>Conducting a Virtual Business Meeting</u>
President Havens Gerardo initiated a discussion on options for hosting a virtual Business Session due to COVID-19 and the cancellation of the 2020 Annual Meeting. Voting and budget approval which normally takes place in-person at the Annual Meeting must now be done in a virtual format. The deviation from standard procedures and moving the meeting to a virtual platform will allow more participation and flexibility for the voting membership. The Board discussed that the voting membership be allowed an extension on the voting period for exigent circumstances.

Executive Directory Reilly requested that the Board consider accepting the CPI-U increase of $6 versus the 5% or $13 increase previously proposed.

MOTION 2020.02.03– It was duly moved and seconded to remove previously approved extra dues increase of 5% or $13 and proceed with the CPI-U increase only of 2.3% or $6. APPROVED.

MOTION 2020.02.04– It was duly moved and seconded to move and conduct the 2020 Business Meeting virtually. APPROVED.

Awards
Executive Director Reilly indicated that due to the cancellation of the 2020 Annual Meeting, award recipients and honorees will be recognized on the AACRAO website and in communication to the membership. Plaques and certificates will be mailed out to all recipients by the AACRAO Office.

Annual Meeting Virtual Tracks
Deputy Director Gottlieb is leading an internal team to plan virtual tracks for Annual Meeting content. Session presenters have been asked to communicate with AACRAO and slot a time to present their session via webinar or an article for AACRAO Connect. Deputy Director Gottlieb and AACRAO staff will review all submissions and then slot them based on theme. The goal is to have all sessions slotted for April through June 2020. Communication to the membership will go out in the next few weeks regarding this new virtual track.

Deputy Director Gottlieb will work with the Member Engagement Committee to convert Stop and Share sessions to a more informal virtual, such as Coffee Break with AACRAO, which is similar in format to AACRAO Quick Takes.

Associate Executive Director DeNeen is working on the idea of virtual booths as an opportunity for the 2020 Annual Meeting exhibitors to showcase their product and/or services. Sponsorship opportunities for webinars and other platforms are also being promoted at this time as a marketing opportunity for exhibitors.

The largest hotel contract (Hilton) has been cancelled and rescheduled for the 2026 Annual Meeting.

Leadership Meeting
Members of the Board are exploring options for moving the meeting to a virtual platform. AACRAO staff is working with the contracted hotel to see if the meeting can be moved to next year. It was decided that the meeting will not be held in June due to travel restrictions that may be in place due to COVID-19. Hill Day is cancelled as a result of cancelling the June Leadership Meeting.

The June meeting dates are on hold in the event that a virtual meeting is conducted.

Tech and Transfer Conference
Members of the Board are exploring options for a virtual track for this meeting. Due to a smaller number in attendance for this meeting, a virtual track may be an ideal option. Associate

Executive Director DeNeen is working with her team and the contracted venue to determine cancellation fees and the possibility of rescheduling this meeting.

Upcoming Board of Directors Meeting
With the cancellation of the 2020 Annual Meeting, the Board of Directors will not have an opportunity to meet and discuss business. President Havens Gerardo is looking into alternative dates at the beginning of April to host a virtual meeting and will notify the Board once a date and time has been selected. Board Committees will schedule their own meetings via Zoom or alternative virtual meeting platforms.

**Staff Reports**
Executive Director Reilly is working on a resource about guidance on FERPA compliance for teleworking staff.

Executive Director Reilly will join a call for a discussion about the Return to Title IV and Federal Work Study.

VA Benefits is a bill that is moving through Congress quickly and Executive Director Reilly will update the Board once he receives more information.

**Adjournment**
MOTION 2020.03.05– It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board meeting ended at 4:02 PM Eastern Daylight Time.

**Attachments**
Agenda
January 31-February 1 2020 Meeting Minutes