

**American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors**

August 18, 2021

Virtual Meeting

Board Members in Attendance: Tim Amyx, Stan DeMerritt, Karee Head, Philip Hunt, Rhonda Kitch, Jack Miner, Rock McCaskill, Cassandra Moore, Tiffani Robertson, Tiffany Robinson, Rob Shomaker, Sherry Waldon-Wells, Kristi Wold-McCormick

Staff Members in Attendance: Tina DeNeen, Melanie Gottlieb, Tom Green, Tiffany Hsu

Call to Order

President Robinson called the meeting to order at 2:30 PM EDT on August 18, 2021

Approval of Agenda

MOTION 2021.08.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

MOTION 2021.08.02 – It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the July 14, 2021 meeting. APPROVED

MOTION 2021.08.03 – It was duly moved and seconded to approve the executive session minutes of the Board of Directors from the July 14, 2021 meeting. APPROVED

Officer Reports

President

President Robinson updated the Board on the need for presenters for state and regional meetings.

A reminder was given regarding the spam emails that appear to originate from President Robinson or other AACRAO locations.

President Robinson asked for volunteers to assist with developing the goals for the next leadership meeting. President Robinson, President-elect Kitch, and Vice Presidents Hunt, Head, and Robertson volunteered.

Vice President for Access and Equity

Vice President Moore read her report to the Board. The report is included as attachment *AACRAO Board of Directors Report_VP Access_Equity_Cassandra_Moore*

Vice President for International Education

Vice President Head updated the Board on the status of session submissions for the annual meeting. Number are lagging for submissions due to uncertainty of travel. She reminded the Board that submissions are due by August 31, 2021.

Committee Reports

Finance, Investments & Audit

Vice President DeMerritt reviewed the FY 2021 Q3 Financial Statements.

MOTION 2021.08.04 – It was duly moved by the Finance, Investments & Audit committee to accept the report as presented. The motion did not require a second. APPROVED

A brief report of the SPG update given to the FI&A committee was shared with the Board. It was reported that the portfolio has performed well over the last quarter.

It was mentioned that the Board investment policy had been reviewed by SPG for any corrections or additions. SPG indicated that that changes approved by the Board were acceptable with no additions or corrections.

Governance

Vice President Moore shared with the Board the *AACRAO Board of Directors Report_Governance_Committee_August_182021* document. The committee has determined that it should undertake a full By-Laws review without the engagement of a work group. The process will begin in September 2021 with an update at each Board meeting.

Human Resource and Compensation

Vice President Wells indicated that the committee would be evaluating titles at their September 2021 meeting. This was an item previously brought forward by the Governance committee as part of the proposed work group.

Staff Reports

Interim Executive Director Gottlieb directed the Board's attention to Dropbox for additional details about her August Executive Director report.

Old Business

President Robinson reviewed the *BOD Action Items-Updated 8.18.2021.docx* document with the Board. AACRAO staff Hsu updated the progress of each pending item.

New Business

Dues and Membership Model

Discussion was held regarding the current membership and dues model. It was determined that the Governance and FI&A committee will work together as the issue is not just financial, but also philosophical.

Board Orientation

Vice President Moore noted that the Governance committee is looking for a way to standardize the Board transitions including documentation, what should be reported and shared in the orientation and transition between Board members, and the leveraging of available tools to assist in the process.

Executive Session

MOTION 2021.08.06 – It was duly moved and seconded to enter Executive Session.
APPROVED

The Executive Session began at 3:25 PM EDT.

MOTION 2021.08.07 – It was duly moved and seconded to adjourn the Executive Session and the Board meeting. APPROVED.

The Executive Session and the Board meeting was adjourned at 3:28 PM EDT.

Attachments

Agenda

July 14, 2021 Meeting Minutes

AACRAO Board of Directors Report_VPAccess_Edquity_Casandra_Moore

AACRAO Financial Update 2021 (Quarter 3) Updated

AACRAO Q2 2021 Performance Report 6.30.2021

Brown Resume (Accounting Services Review Consultant)

AACRAO Board of Directors Report_Governance_Committee_August_182021

Human Resources and Compensation Committee Charge 02-2021

ED Report – Aug 2021.docx

StaffReportQ3_2021

BOD Action Items- Updated 8.18.2021