**American Association of Collegiate Registrars and Admissions Officers**
**Minutes of the Meeting of the Board of Directors**
October 20, 2021
Virtual Meeting

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

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

**Call to Order**
President Robinson called the meeting to order at 2:32 PM EDT on October 20, 2021

**Approval of Agenda**
MOTION 2021.10.01 – It was duly moved and seconded to approve the agenda. APPROVED

**Approval of Minutes**
MOTION 2021.10.02 – It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the September 15, 2021 meeting. APPROVED

MOTION 2021.10.03 – It was duly moved and seconded to approve the executive session minutes of the Board of Directors from the September 15, 2021 meeting. APPROVED

**Officer Reports**
<u>President</u>
A leadership discussion will take place on Friday, October 22, 2021 during the time slot that was initially set aside for strategic planning. President Robinson asked all board members to save their thoughts and comments about the Mary Byers presentation for Friday's discussion.

<u>Vice President at Large</u>
Vice President Amyx noted that the Mentoring Work Group is still writing and hopes to have recommendations completed by the end of calendar year. The work group's goal is to have a list of recommended action items the Board can take for an AACRAO mentorship program by the February 2022 meeting.

Vice President for Access and Equity

Vice President Moore gave an update on Group V activities, noting that all caucuses helped with the call for ASCEND applications. As a result of their efforts, the ASCEND program had 12 applicants.

All caucuses are focused on increasing membership and addressing issues brought up by their membership through webinars and book club discussions. Additional details can be found in Dropbox document titled: *Group V Access and Equity Report.docx*.

**Committee Reports**

Governance

A member of the committee membership (after election and during service on the committee), cannot be considered for a nomination as a director, nor be eligible for consideration by resigning from the committee until the end of the member's term on the committee. Vice President Moore will work with the Nominations & Elections Committee to communicate this information to prospective and current nominees. In addition, this information will be added to the Nominations & Elections Time Commitment document and included in the nomination description. Vice President Moore will also have a conversation with the current and future chairs and vice-chairs of the committee to have this information added to the Nominations & Elections manual.

Strategic Planning Committee

Vice President Amyx noted that the Strategic Planning Committee is looking at the charge of the committee. The committee would like to make sure the charge is reflective of the current strategic planning process so that new board members can assess the status of the five year plan. The committee did not want to review the charge until they have a chance to see the presentation on Monday and have a chance to discuss the presentation on Friday.

**Staff Reports**

Associate Executive Director Green gave an update on the ASCEND program noting that the call went out and 12 people applied. Associate Executive Director Green and Interim Executive Director Gottlieb reviewed all the applications and believe that all 12 people are qualified to join. Interim Executive Director Gottlieb noted that all accepted participants will receive an email asking them to confirm that they would like to join the program, pay the fee, and attend the AACRAO Strategic Enrollment Management conference in Aventura, Florida.

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

**Old Business**

President Robinson noted that there was no old business to discuss.

**New Business**
President Robinson noted that there were new business items to discuss.

**Executive Session**
MOTION 2021.10.04 – It was duly moved and seconded to enter Executive Session. APPROVED

The Executive Session began at 3:17 PM EDT.

MOTION 2021.10.05 – 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 3:47 PM EDT.

**Attachments**
*Agenda*
*September 15, 2021 Meeting Minutes*
*ED Report – Oct 2021.docx*
*Group V Access and Equity Report.docx*
*Governance Committee Report.docx*