

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

August 17, 2022

Virtual Meeting

Board Members in Attendance: Jackie Carter, Karee Head, Ari Kaufman, Rhonda Kitch, Cassandra Moore, Connie Shipman Newsome, Julia Pomerenk, Tiffani Robertson, Rob Shomaker, Sherry Waldon-Wells

Staff Members in Attendance: Quintina Barnett Gallion, Tina DeNeen, Melanie Gottlieb, Tiffany Hsu, Michele Sandlin

Call to Order

President Kitch called the meeting to order at 2:34 PM EDT on August 17, 2022

Approval of Agenda

MOTION 2022.08.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

MOTION 2022.08.02– It was duly moved and seconded to approve the meeting minutes from the July 20, 2022 meeting as presented. APPROVED

Officer Reports

Vice President for Finance

Vice President Kaufman met with AACRAO Staff Apple to discuss creating an affinity group for State and Regional Treasurers. State and Regional Relations Committee Chair, Christopher Huang, and Vice President Hunt were also in attendance at the meeting.

Vice President for Access and Equity

Group V is busy with promoting: nominations for the Awards season, the upcoming SEM Conference, Conner Scholarship applications, and the new ASCEND cohort.

Vice President for Records and Academic Services

Carol Harrison, former Group III Program Coordinator, has left her institution to work for Ellucian, therefore creating a vacancy in the position. Erin Mason was selected as her replacement. AACRAO staff Apple and Associate Executive Director DeNeen will aid in the process of Program Committee replacements in the future.

Vice President Pomerenk noted that she attended the WashingtonACRAO conference and there were around 80 people in attendance.

President

President Kitch noted that Vice President Hunt and several other board members, as well as AACRAO Staff Gil, had the opportunity to connect with Michelle Hill from the National Association of State Approving Agencies (NASAA). Hill is looking to form a work group, with five to six members, including the NASAA membership and the The National Association of Veterans Program Administrators (NAVPA) membership, in hopes of being able to provide insight on static catalogue requirements the Veteran's Affairs office expects, and how to navigate those using best practice. Executive Director Gottlieb suggested putting out a call for members in the next Connect article. President Kitch will work on getting additional details for the article.

Committee Reports

Finance Investments and Audit Committee

AACRAO's swap advisors from Wye River Group, joined the FI&A Committee meeting on July 13, 2022 to go over a couple slides that explained what was happening with the interest rate swap. The big picture concept is an exchange of a fixed rate payment with a variable rate payment. When you factor in the offset, AACRAO will still be left payment a fixed rate. The transaction cost is around \$5,500,000.00, which Executive Director Gottlieb will fund on September 1, 2022. Executive Director Gottlieb did note that this interest rate swap was not written in the AACRAO budget, and therefore, the budget will be off. In order to move forward with the transaction, the Board was asked to vote on the approval of the Resolutions which are required for closing.

MOTION 2022.08.03 – It was duly moved and seconded to approve the Resolutions as presented. APPROVED

Governance Committee

Vice President Moore noted that the Governance Committee continues to have robust discussions until the committee is ready to finalize all the recommendations.

Human Resources and Compensation Committee

The committee had a meeting with the Executive Director Gottlieb to discuss how the committee can support her both personally and professionally. The committee will reach out again to schedule another meeting in the next couple of weeks to touch base.

Staff Reports

Executive Director Gottlieb directed the Board to Dropbox for her August report.

Discussion List

Meetings Discussion Continued

Associate Executive Director DeNeen gave an overview of the slides from the *Future of AACRAO Meetings_BOD_08172022.pdf*. She would like the Board to provide feedback on the following points:

1. Will the Board consider eliminating the travel ban? Eliminating the ban will not eliminate AACRAO values, but rather open up the states where AACRAO can host meetings, therefore, allowing AACRAO to reach a broader membership level.
2. Annual Meetings will continue to be in a hybrid format. The SEM meeting will be an in-person meeting to attract the Teams aspect of SEM. The Tech and Transfer Conference will continue to be virtual.
3. Currently, the Business Meeting is held around the Annual Meeting. Should the Business Meeting continue to be in-person? Does the Board want to consider a virtual meeting? Does the Business Meeting need to be held during the Annual Meeting or will the Board consider holding it during another time?

Vice President Kaufman asked whether or not AACRAO has considered only sourcing hotels who match AACRAO values. External Board Member Shomaker shared the verbiage that CUPA-HR uses on their contracts and noted that there has never been any pushback from hotels.

Associate Executive Director DeNeen noted that other associations are also wrestling with similar issues such as the meeting delivery method. Attendees expect a virtual component to every meeting, however, virtual components are very expensive and many associations can't hold virtual components due to cost. External Board Member Shomaker noted that most sponsors do not want to sponsor virtual events, therefore, making it harder to get sponsorships to help offset the cost of virtual meetings.

Pertaining to the Business Meeting, Associate Executive Director Barnett Gallion suggested that perhaps the Board can consider the transition of power to happen during the Leadership Meeting as opposed to the Annual Meeting. After much discussion, the consensus was to tie the Business Meeting to the Annual Meeting, but allow for virtual voting.

On a separate note, Associate Executive Director DeNeen asked for the Board's feedback on whether or not vaccinations should be required at the November SEM Conference in Toronto, Canada. Associate Executive Director DeNeen will work on discussing this internally before presenting the Board with a final resolution.

Old Business

AACRAO Staff Hsu went through and updated the Actions Items List while the Board discussed the pending items.

New Business

There was no new business to discuss.

The meeting was adjourned at 4:30 PM EDT

Attachments

Agenda

July 20, 2022 Meeting Minutes

ED Report August 22.docx

Presentation to AACRAO-Swap Overview080122v3(1).pdf

Future of AACRAO Meetings_BOD_08172022.pdf.

Compare_26075279v6_AACRAO –Board Resolutions-Series 2017 Bond Refinancing and Swap (AFS Draft – 8-15-22).pdf