

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

January 19, 2022

Virtual Meeting

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

Incoming Board Members in Attendance: Jackie Carter, Ari Kaufman, Connie Shipman Newsome, Julia Pomerenk

Staff Members in Attendance: Farah Aleem, Tina DeNeen, Melanie Gottlieb, Tom Green, Tiffany Hsu, Michele Sandlin

Guest in Attendance: Sarah Bobman, Christopher Griffin, Janene Mitchell

Call to Order

President Robinson called the meeting to order at 2:31 PM EST on January 19, 2022.

Approval of Agenda

MOTION 2022.01.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

MOTION 2022.01.02 – It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the December 15, 2021 meeting. APPROVED

MOTION 2022.01.03 – It was duly moved and seconded to approve the executive session minutes of the Board of Directors from the December 15 2021 meeting. APPROVED

Committee Reports

Finance, Investments and Audit Committee

Interim Executive Director Gottlieb presented to the Board the proposed budget for FY 2023, which includes a 6.8% increase in membership dues. It was noted that the increase is still under the CPI of 7%. The Corporate Sponsorship position was created over a year ago, and that position is responsible for increasing sponsorship opportunities outside of just event sponsorship

alone. Interim Executive Director Gottlieb believes that the area of sponsorship will continue to grow. Additional details on the proposed FY 2023 budget can be found in Dropbox.

MOTION 2022.01.04 - It was duly moved and seconded to approve the proposed FY2023 Budget as presented, which includes the 6.8% CPI increase in dues. APPROVED

AACRAO has secured Consultant Gil Brown to help with the preparation of the accounting services RFP. Consultant Brown will work with the FI&A Committee to determine the best timing to get this RFP started.

FY 2021 Financial Presentation

Janene Mitchell started off the presentation with an overview of Objectives which were:

1. Expression an opinion on the financial statements of the American Association of Collegiate Registrars and Admissions Officers
2. Report on significant deficiencies or material weaknesses
3. Maintain open lines of communication with management

Mitchell then proceeded to give an overview of the Areas of Audit Emphasis while Sarah Bobman covered the Financial Statement Highlights. Christopher Griffin concluded the presentation with an update on Accounting and Regulatory Updates. Additional details can be found on the *AACRAO FIA Committee Presentation.pdf*.

MOTION 2022.01.05 - It was duly moved and seconded to approve the FY 2021 audit as presented. APPROVED

AACRAO COVID Protocols

Interim Executive Director Gottlieb called attention to the new DC guidelines which notes that an individual must be fully vaccinated (at least two shots by February 15, 2022) to enter into a restaurant or meeting space/banquet hall. These new guidelines will supersede AACRAO's current guidelines.

Interim Executive Director Gottlieb asked the Board for their feedback on what AACRAO's COVID protocols should be moving forward for live in-person meetings. Associate Executive Director DeNeen, shared her experiences with whether or not vaccinations were required for the in-person events that she has attended recently. Interim Executive Director Gottlieb will go back and re-work the current AACRAO policy and then share that with the AACRAO Board when it's ready. She noted that after hearing all the feedback from the Board, it appears that AACRAO will need to consider an exception clause to the current policy in order to be non-discriminatory and more accommodating.

Staff Reports

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

Executive Session

MOTION 2022.01.05 – It was duly moved and seconded to enter Executive Session.

APPROVED

The Executive Session began at 3:57 PM EST.

MOTION 2022.01.06 – 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 4:32 PM EST.

Special Called Executive Session – January 27, 2022

The Executive Session began at 1:05 PM EST.

MOTION 2022.01.07 – It was duly moved and seconded to invite Interim Executive Director Gottlieb for a formal interview with the current & elect members of the Board, a representative of the staff, and a representative of the membership with the staff and membership representative to be selected by the Presidential Trio. APPROVED

MOTION 2022.01.08: It was duly moved and seconded to adjourn the Executive Session and the regular Board meeting. APPROVED.

Executive session and general meeting adjourned at 1:59 PM EST.

Attachments

Agenda

December 15, 2021 Meeting Minutes

ED Report_Jan 2022.docx

AACRAO FIA Committee Presentation (2).pdf

AACRAO_SOW2.docx

AC 2023.xls

AM 2023.xls

BD 2023.xlsx

Budget FY2023 Comparison (Stan).xls

Budget Master FY2023.xls

CM 2023.xlsx

FIA minutes December-15-2021.docx

G&A 2023.xls

GR 2023.xlsx

IES 2023.xlsx
MIS 2023.xls
PB 2023.xls
PD 2023.xls
RD 2023.xlsx
WS 2023.xls