

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

May 18, 2022
Virtual Meeting

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

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

Guests in Attendance: Chris Apple, Quintina Barnett Gallion

Call to Order

President Kitch called the meeting to order at 2:32 PM EDT on May 18, 2022

Approval of Minutes

MOTION 2022.05.01– It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the April 20, 2022 meeting as presented. APPROVED

Agenda

No one proposed any additions to the agenda

Discussion

New Community Segment/Group Formation

AACRAO's new Community and Volunteer Manager, Chris Apple, joined the meeting to present the various segments/groups.

There are two types of "communities" from a financial perspective: affinity groups and Google groups. Vice President Moore asked what the financial nature of affinity groups is. The big expenses is that AACRAO pays for the Chair and Vice-Chair of an affinity group to attend the Leadership meeting - budgeted at \$2,500 per person. This is why more steps would be required to approve a new affinity group due the financial implications.

It was noted that leadership succession is not a problem with the caucuses, but is a problem with the PACs, the Executive Director Gottlieb asked the Board for their feedback on what was presented.

Vice President Moore noted that setting minimum roster counts might be setting barriers for the membership to join. AACRAO staff Barnett Gallion can work with AACRAO staff Apple to revise and define the expectations. President-Elect Carter noted that AACRAO should be careful about creating unintentional barriers when creating the process. Executive Director Gottlieb mentioned that PACs currently have a more structured creation process than the caucuses (affinity groups) which is the topic of what staff Apple was discussing.

President Kitch asked the Board to review the documents in Dropbox and the group can re-visit the topic at the June meeting. Executive Director Gottlieb asked AACRAO staff Hsu to pull together a list of committees that fall under each Board portfolio group so that the board members can review to determine where the holes are for a constructive conversation in June. The Vice President for each group will need to have a conversation with the Program Coordinators and Chairs to determine whether or not some committees need to be collapsed or rethought.

Officer Reports

Vice President for Leadership and Management Development

Vice President Hunt will meet with the Strategic Planning Committee on May 23rd. He has plans to reinvigorate some of the PACs. Executive Director Gottlieb suggested that Vice President Hunt and other members of the Board review the PAC rosters prior to the Leadership Meeting. The roster review will determine which PACs need to be revived. AACRAO Staff Hsu will upload a copy of the committee rosters in Dropbox and inform the Board when it's ready for review.

Vice President for Finance

Vice President Kaufman provided a quick update on the Accounting Services RFP noting that a draft copy of the RFP is in Dropbox and additional details will be shared during the FI&A updates portion of the meeting. A small subcommittee will assist with reviewing the proposals in mid to late July, determining a list of finalists in August, and ideally the new firm will start in September. The subcommittee is comprised of: Consultant Guilbert (Gil) Brown, Executive Director Gottlieb, Vice President Kaufman, President-Elect Carter, AACRAO Staff Henebry and AACRAO Staff Han. Executive Director Gottlieb suggested adding diversity markers such as Veteran-Owned, Woman-Owned, Minority-Owned etc., to the rubric.

Vice President for Access and Equity

Vice President Moore directed the Board's attention to Dropbox for her May report. Please see that attachment for what was discussed with the Board.

Vice President at Large

Vice President Robertson reached out to Adrienne Bricker and Jennifer Love, Co-Chairs of the Mentoring Work Group and asked for an update on the final Mentoring Work Group Report.

External Board Member

External Board Member Shomaker noted that the Employee Engagement Survey closes on May 20th. Currently, there are around 3,400 responses.

Vice President for Admissions and Enrollment Management

Vice President Wells and Vice President Robertson are working with the CAS Standards Committee along with Past Vice President at Large Amyx.

President-Elect

President-Elect Carter suggested asking the Leadership Meeting attendees how they feel about certain words. The purpose of the exercise would be to see how people feel about certain terms so that AACRAO use some common language when creating the Member Engagement Survey.

Committee Reports

Finance, Investments, and Audit Committee

Vice President Kaufman went over the Q2 Financial Statements. The biggest change is grant income that came in at the end of last year, which includes the Lumina and Gates Grants. Total revenue is up for the year due to some sponsorships, registrations, and grant project income. The expenses are higher compared to last year. Operating income is in the positive whereas last year it was in the negative. There is a drop in investment balance because the stock market is not doing well right now. AACRAO is still doing better than what Raymond James forecasted despite investments being down.

MOTION 2022.05.03– It was duly moved and seconded to approve Q2 Financial Statements as presented. APPROVED

Governance Committee

On May 10th, the Governance Committee met with Attorney, Matt Entenza to go over the Articles of Incorporation and Bylaws. The committee members will put together a cleaned up copy of his recommendations and then review the bylaws that are currently in place. The committee will review the recommendations in further detail after the Leadership Meeting in June.

Staff Reports

Executive Director Gottlieb directed the Board's attention to Dropbox for her May report.

Old Business

There was no old business to discuss.

New Business

Executive Director Gottlieb directed the Board's attention to the *DRAFT Supplier Diversity Policy.docx* in Dropbox. The Board will review the policy draft and the policy can be revised if needed and voted on at the next meeting in June.

The meeting was adjourned at 4:26 PM EDT

Attachments

Agenda

April 20, 2022 Meeting Minutes

2022 Leadership Meeting Agenda (Board Copy).docx

AACRAO Board of Directors Report_GroupV_Governance_May17_2022.docx

AACRAO Community Engagement Segments.pdf

AACRAO Financial Update 2022 (Quarter 2) (1).docx

AACRAO New Community Segment_Group Creation.pdf

AACRAO_AACOUNTING_RFP_FINAL.pdf

Deedre Daniels_Speaker Proposals.pdf

DRAFT Supplier Diversity Policy.docx

ED Report May 22.docx