

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

August 20, 2025

Virtual Meeting

Board Members in Attendance: Hala Abou Arraj, Wendolyn Davis, Chris Huang, Carrie Jeffers, Caroline Laguerre-Brown, Cassandra Moore, Connie Newsome, Tiffani Robertson, Brenda Selman, Beth Warner, Kristi Wold-McCormick, Max Xiong

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

Guests in Attendance: Fred Magdaug

Call to Order

President Moore called the meeting to order at 2:34 PM EDT on August 20, 2025.

Approval of Consent Agenda and Minutes

MOTION 2025.08.01 – It was duly moved and seconded to approve the consent agenda and the July 30, 2025 Meeting Minutes as presented. APPROVED

Officer Reports

All officer reports were uploaded to AACRAO Exchange and approved as a part of the consent agenda.

Committee Reports

All committee reports were uploaded into AACRAO Exchange and approved as a part of the consent agenda.

Staff Reports

Executive Director Gottlieb directed the Board to Exchange for her August report and called attention to a couple highlights on the report:

- Membership renewals continue to go well
- SEM meeting registration is open and trending ahead
- President Moore, Vice President Jeffers, and Executive Director are working on an issue brief. The brief is related to admissions fraud and they are hoping to release the brief to members in the fall
- Executive Director Gottlieb and Associate Executive Director Simmons met with the Deputy Assistant Secretary Nick Moore on Monday. The meeting was to talk about the work that AACRAO is doing in the LER and Project Infuse space

MOTION 2025.08.02 – It was duly moved and seconded to approve the August 2025 Executive Director report as presented. APPROVED

Old Business

FY 2026 Budget

Executive Director Gottlieb presented the proposed FY26 budget for board approval, projecting \$13.9 million in revenue against \$14.5 million in expenses, resulting in a \$543,000 deficit (including \$228,000 in depreciation). To manage costs, the budget includes no staff raises and holds membership dues flat, foregoing \$300,000 in potential revenue. The board praised the thorough review process and staff efforts to contain expenses.

MOTION 2025.08.03 – It was duly moved and seconded to approve the FY 2026 proposed budget as presented. APPROVED

Line of Credit

Executive Director Gottlieb notified the Board that Truist is currently undergoing negotiations with Raymond James over the control agreement for the line of credit. In the past, there has been some difficulties with the negotiations. This is a national issue and not specific to AACRAO's financial advisor or Truist branch. The Truist advisor did say that if negotiations are unsuccessful, there is another option to secure the line of credit against the AACRAO building. This will result in a slightly higher interest rate. The FI&A Committee has already approved and asked Executive Director to move forward with pursuing the \$2 million line of credit with Truist, however, in order for Executive Director Gottlieb to continue with the process, she will need board approval. The line of credit will provide financial flexibility for the association if needed.

MOTION 2025.08.04 – It was duly moved and seconded to authorize Executive Director Gottlieb to pursue a \$2 million line of credit with Truist Bank. APPROVED

New Business

June 2025 Financial Statements

CFO Magdaug went over the June 2025 financial statements noting the following highlights:

- Cash/investments combined is around \$13.3 million, with \$6,900,000 in unrestricted funds, which equates to around seven months operating expenses
- YTD net operating deficit of \$706,000, which is \$98,000 more than what was budgeted
- Revenue is \$262,000 below budget, while expenses are \$167,000 under budget
- The Tech & Transfer meeting resulted in a \$100,000 loss

AAPICaucus Proposal

The AAPI Caucus proposed a name change to the Asian American, Native Hawaii, and Pacific Islander (AANHPI) Caucus. In their proposal, they noted that this will align with federal terminology and promotes inclusivity.

MOTION 2025.08.05 – It was duly moved and seconded to approve the Caucus name change from Asian American Pacific Islander Caucus to the Asian American Native Hawaiian and Pacific Islander Caucus. APPROVED

The meeting was adjourned at 3:51 PM EDT.

Attachments

Agenda

[July 30, 2025 BOD Meeting Minutes](#)

ED Report August 2025

President's Report – August 2025

Past-President Report August 2025

Davis-VP at Large August Board Report

VP at Large August 2025 Report – Jeffers

FY26 Budget Draft (8.13.2025)

June 2025 Financials

AAPI Caucus Proposal

VP International Education

Governance-August 2025

August 2025 Officer Report

VP for Records & Academic Services Report

Vice President for Information Technology Office Report August 2025

Prez-Elect Newsom Report AUG 2025

VP Admissions and Enrollment Management Report – June 2025

VP for Finance August 2025 Board Report

Finance, Investments & Audit Committee Report – August 2025 Report

Strategic Planning Committee Report – August 2025