American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 17-18, 2026
In-Person Meeting, New Orleans, LA

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

Incoming Board Members in Attendance: Scott Campbell, Chris Dorsten, Lenell Hahn

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

Guests in Attendance: Mona Birchfield, Fred Magdaug

Call to Order
President Moore called the meeting to order at 2:37 PM CDT on April 17, 2026.

Approval of Consent Agenda and Minutes
MOTION 2026.04.01 – It was duly moved and seconded to approve the consent agenda, and the March 18, 2026 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.

Board committees met on Friday, April 17, 2026 from 9:00 AM – 1:00 PM CDT.

Staff Reports
Executive Director Gottlieb covered some key highlights and then directed the Board's attention to Exchange for additional details on her April report.

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MOTION 2026.04.02 – It was duly moved and seconded to accept the Executive Director's report for April 2026 as presented. APPROVED

AACRAO Staff Hsu reminded the Board to refer to the 2026 exhibitor list in Exchange for their assigned exhibitor thank-you responsibilities in the exhibit hall.

The Board resumed information and discussion session on Saturday, April 18, 2026 at 9:00 AM CDT.

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

Incoming Board Members in Attendance: Scott Campbell, Chris Dorsten, Lenell Hahn

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New Business

Form 990

Principal Birchfield joined the call to address any questions that the Board may have on the Form 990 that was presented during the FI&A meeting on April 17, 2026. Vice President Xiong presented the Form 990 to the Board for approval.

MOTION 2026.04.02 – It was duly moved and seconded to accept the Form 990 as presented. APPROVED

February 2026 Financials

CFO Magdaug went over the February 2026 financials and highlighted the following items:

- As of February 28, 2026, AACRAO ended with a combined cash and investment balance of $13.5 million. $7.5 million is available for operations, which is comparable to more than 6 months of operating reserves.
- $205,000 has been spent from the strategic spending funds, leaving a remaining balance of $195,000.
- The first five months of the fiscal year, AACRAO reported a net operating deficit of $759,000. This was offset by $665,000 in investment income, which resulted in a net decrease in net assets of $94,000.
- Operating revenue totaled $4.5 million (shortfall of $1.3 million) against the budget. A contributor to this was that service fees were $147,000 below the year-to-date budget.
- The 2025 SEM Conference generated $1.6 million in revenue. Direct expenses were estimated at $686,000.
- $3.2 million in membership dues have been collected for the 2025-2026 membership year. This is $87,000 less compared to the previous year. This is primarily due to a decrease in the number of new

and returning past institutional members. Institutions facing budget cuts as well as institutional closers and mergers are a possible contributor to the decrease.

- Registration fees are $384,000 below budget. $1 million came from the SEM Conference, but that fell short of the target by $289,000. Instructor-Led Courses, International Institutes, and Courses on-Demand also missed the budgets by $32,000, $30,000 and $14,000 respectively.
- Sponsorship revenue totaled $220,000, which was $117,000 below the year-to-date budget.
- Exhibit revenue from the SEM Conference surpassed the budget by $15,000.
- Total revenue from subscription and publication sales came in at $24,000 over budget.
- Grants and contributions fell short of the budget by $684,000. The variance is due to the Gitlab/Ballmer grant, which was budgeted for the first quarter, but not awarded.
- AACRAO drew $400,000 from its line of credit to cover vendor payments due to the timing lag in receiving grant revenue.

PSR Update

Associate Executive Director Barnett Gallion went over the new internal program services and review process with the board. It was noted that this new process would weave in input from the Program and Services Review (PSR) Committee. She went over the calendar of events for what programs would be reviewed in which fiscal year (typically three programs reviewed per quarter), the triggers for initiating a PSR review, the report template, and an outline of the process. AACRAO staff is responsible for executing the review and the Board will provide strategic oversight to make sure that the missions and strategic direction are aligned with the strategic plan. It was also noted that the Board may request a review outside of the standing calendar if needed.

Hill Day Review

The Program and Services Review (PSR) Committee, with assistance from AACRAO staff, completed a review of AACRAO Congressional Hill Day. The committee noted that the event was held virtually in 2020 and 2021 due to the COVID-19 pandemic and has been conducted a total of seven times to date. Hill Day provides AACRAO members with opportunities to engage with congressional offices regarding public and higher education policy priorities, while also offering professional development and advocacy experience.

The committee determined that Hill Day aligns with AACRAO's strategic goals and objectives, particularly those related to advancing professional knowledge, amplifying member expertise, and strengthening advocacy efforts in higher education policy. Participants receive training on legislative messaging and gain experience communicating higher education issues and AACRAO priorities to policymakers.

The review also highlighted strong participant satisfaction and support for the continuation of Hill Day. Between 2019 and 2025, 61 members participated, with post-event surveys reflecting high satisfaction with the experience and its professional value.

The committee reviewed the program budget and noted that the annual cost is approximately $30,000, with participants covering transportation costs while AACRAO covers lodging, meals, and local transportation. The committee concluded that the program provides significant value relative to its cost and supports AACRAO's mission, advocacy presence, and strategic priorities.

Strategic Planning and Human Resources and Compensation Committee Charters
Vice President Jeffers brought forth to the board some proposed changes to the Strategic Planning Committee charter. It was noted that it's good governance to regularly review the committee charter to be sure that it reflects the charge of the committee and it's alignment with AACRAO's strategic plan, mission and values.

MOTION 2026.04.03 – It was duly moved and seconded to accept the newly revised Strategic Planning Committee charter as presented. APPROVED

Vice President Robertson brought forth to the board some proposed changes to the Human Resources and Compensation Committee charter. It was noted that it's good governance to regularly review the committee charter to be sure that it reflects the charge of the committee and it's alignment with AACRAO's strategic plan, mission and values.

MOTION 2026.04.04 – It was duly moved and seconded to accept the Human Resources and Compensation Committee charter as presented. APPROVED

Old Business
Non-Voting Member Exception Policy & Process
Vice President Robertson and Vice President Warner reviewed the newly drafted Non-Voting Member Exception Policy and Process document and accompanying request form. They explained that the new process is intended to provide greater clarity and consistency when non-voting member exception requests are brought before the board. Under the proposed process, individuals seeking an exception will complete a request form and submit it through a board member, who will then present the request to the board for review and approval. The Board suggested some revisions to the wording for consistency on the Policy & Process document and also the Request Form.

MOTION 2026.04.05 – It was duly moved and seconded to approve the Non-Voting Member Exception Policy & Process Document and Request Form, inclusive of the revisions discussed by the board. APPROVED

Latinx Caucus Name Change

The caucus co-chairs and representatives recommended that the AACRAO Board approve the new caucus name, Raíces (pronounced rah-EE-ses) Caucus. Vice President Perry brought forth this proposal for the board to consider. The caucus co-chairs shared that the recommendation was informed by both qualitative feedback gathered during caucus meetings and quantitative feedback collected through Google polls over several months. They also noted that the proposed name change is intended to strengthen inclusivity, belonging, and community building within the caucus, while acknowledging that administrative updates would be required to implement the change. To support the transition and improve understanding across the broader AACRAO community, several communication strategies were suggested, including maintaining the accent in the name, providing a phonetic pronunciation, and including the English translation, "Roots," in communications.

MOTION 2026.04.06 – It was duly moved and seconded to approve the changing of the Latinx Caucus to the Raíces Caucus. APPROVED

The meeting was adjourned at 12:06 PM CDT.

Attachments
Agenda
March 18, 2026 Meeting Minutes
PSR Process Powerpoint
April 2026 ED Report
AACRAO FY25 Audited Financials
AACRAO February 2026 Financials
April 2026 BOD Officer Report.pdf
April 2026 BOD Committee Report.pdf
Proposal of Name Change_ Latin X.pdf
AACRAO Congressional Hill Day Review 2018-2025.docx (1).pdf
Finance, Investments & Audit Committee Report - April 2026 Report
VP for Finance - April 2026 Board Report
VP Admissions and Enrollment Management Report - April 2026
AACRAO 2024 Form 990
PREZ-ELECT Newsome Report APR 2026
Governance Committee-April 26
VP International Education Report/April26
HRC Committee Charter _w. tracked changes
President's Report – April 2026
Vice President for Information Technology Officer Report_April 2026

VP for Records & Academic Services Board Report_April 2026
VP Leadership Report April 2026
HRC Committee Report April 2026
AACRAO SP Committee Charter Updates - April 2026
VP at Large April 2026 Report (Jeffers)
Strategic Planning Committee Report - April 2026
Non-Voting Member Exception Request Form
Non-Voting Member Exception Policy & Process
2026 Exhibitors