



**Minutes of the 107th Business Session of the Annual Meeting
April 1, 2021
Virtual Meeting**

1. Call to Order

President Miner called the meeting to order at 3:01 PM Eastern Daylight Time.

2. President's Remarks

President Miner summarized the work of the Association during his time as President and thanked the AACRAO staff for their help in navigating the COVID-19 pandemic to ensure that AACRAO remains strong in the services that they provide to their members in time of need, the membership, both his institutions (The Ohio State University and the University of Cincinnati). President Miner thanked Deputy Director Melanie Gottlieb, Vice President at Large Tim Amyx, and AACRAO Consultants Tomikia Le Grande and Stan Henderson for their hard work and dedication to developing a new strategic plan for the association. President Miner also thanked Deputy Director Melanie Gottlieb for accepting the role as Interim Executive Director for AACRAO. President Miner gave reassurance to the membership that AACRAO will continue their work to be an even stronger association moving forward, and continue to engage with the membership to make sure the members and member institutions are getting the support they need.

Additionally, President Miner thanked the membership for allowing him to serve as President during this challenging year and for putting trust in him to help lead the association through the pandemic.

3. Introduction of Parliamentarian

President Miner introduced Kristin Waters as Parliamentarian for the 2021 Business Session.

4. Executive Director's Remarks

Executive Director Mike Reilly noted the impacts the pandemic had on the association, including the cancellation of two conferences, which were eventually converted to virtual meetings. AACRAO staff, along with the help of member volunteers, worked together to hold multiple coffee breaks to share guidance to members so that students didn't have to suffer. Executive Director Reilly thanked the AACRAO staff for their quick adjustment to working from home, without any

disruption so that the association can continue to provide the best services for the membership.

A number of changes have occurred since the AACRAO staff switched to working from home due to the pandemic. Executive Director Reilly noted that the staff has many new neighborhood changes to look forward to once they return to the office, including the Black Lives Matter Plaza.

Executive Director Reilly thanked the membership for the opportunity to serve as Executive Director for the past few years, the State and Regionals for their hospitality, and the 30 or so Board Members that he has worked with through his years at AACRAO. Executive Director Reilly is most thankful to the staff at AACRAO. Every staff member is dedicated to serving the membership and the positive changes have been a result of their hard work and dedication.

5. Nominations and Elections Committee

2020-2021 Nominations & Elections Committee Chair, Cassandra Lachica-Chavez reported the following results of the elections for AACRAO leadership, held electronically during Winter 2021:

President-elect: Rhonda Kitch, Cornell University

Vice President for International Education: Karee Head, University of Idaho

Vice President for Leadership and Management Development: Philip Hunt, North Dakota State University

Vice President at Large: Tiffani Robertson, Governors State University

These individuals will all serve three-year terms, expiring at the Business Session of the 2024 Annual Meeting.

2020-2021 Nominations & Elections Chair, Cassandra Lachica-Chavez also introduced the Nominations and Elections Committee for 2021-2022: Adrienne Bricker of The Ohio State University will serve as Chair and Chris Huang of The Lutheran School of Theology at Chicago will serve as Vice-Chair. They were both elected electronically by the membership in the fall of 2020.

T. James Faustino of Brigham Young University - Hawaii was elected as Chair-Elect, and Bianca Thompson-Owen of Rutgers School of Health Professions was elected as Vice Chair-Elect. The following individuals were elected as committee members and will serve one-year terms: Soraira Urquiza of American Film Institute Conservatory, Erin Mason of the University of Connecticut, Kizzy

Morris of Cheyney University of Pennsylvania, Tiffany Blackwell of Tri-County Technical College, and Casey Bullock of Weber State University. Stacey Tidball of the University of Minnesota was elected as 1st Alternate, David Fulmer of Georgia Military College was elected as 2nd Alternate, and Jerri Weston of Louisiana State University of Alexandria was elected as 3rd Alternate.

President Miner thanked Chair Cassandra Lachica-Chavez and Vice-Chair Roslyn Perry for their work on behalf of the Association.

6. Approval of the 2020 Business Meeting Minutes

On behalf of the AACRAO Board of Directors, Vice President for Finance, Stan DeMerritt moved that the minutes from the Business Session of the 2020 Annual Meeting be approved. A second was not required for the motion.

The motion was approved without dissent.

7. Finance and Proposed FY 2022 Budget

Vice President DeMerritt provided a summary of AACRAO's 2020 fiscal year, and outlined goals for the 2021 fiscal year.

He then introduced the proposed FY 2022 budget, noting especially a dues increase of \$4 per member.

On behalf of the AACRAO Board of Directors, Vice President DeMerritt moved that the proposed Fiscal Year 2022 budget be approved. A second was not required for the motion.

The motion was approved without dissent.

7. Recognition of Service

President Miner recognized the following individuals for their outstanding service to the Association:

- The Program Committee Chair: Kelley Brundage of Kansas State University, and Vice-Chair Jonathan Helm of Baylor University, and the 2021 Annual Meeting Program Committee.

8. Transition

President Miner thanked the outgoing Board Members for their outstanding service to the Association:

- Past-President Luisa Havens Gerardo, Vice President for International Education Jennifer Minke, Vice President for Leadership and Management Development Jerry Montag and Vice President at Large Rhonda Kitch.

Rhonda Kitch will transition into her new role as President-Elect for 2021.

President Miner, of the University of Cincinnati, introduced the Board of Directors for 2021-2022:

- President-Elect Rhonda Kitch, Cornell University
- President Tiffany Robinson, The University of Kansas
- Past President Jack Miner, University of Cincinnati
- Vice President for Leadership and Management Development Philip Hunt, North Dakota State University
- Vice President for International Education Karee Head, University of Idaho
- Vice President for Finance Stan DeMerritt, South Plains College
- Vice President at Large Tiffani Robertson, Governors State University
- Vice President for Information Technology Rock McCaskill, Clemson University
- Vice President for Access and Equity Cassandra Moore, Anne Arundel Community College
- Vice President for Admissions and Enrollment Management Sherry Waldon-Wells, Lamar University
- Vice President for Records and Academic Services Kristi Wold-McCormick, University of Colorado Boulder
- Vice President at Large Tim Amyx, Volunteer State Community College
- External Board Member: Rob Shomaker, CUPA-HR

President Jack Miner introduced Tiffany Robinson as the new AACRAO President for 2021-2022. Now-President Robinson, in turn, recognized Past President Jack Miner's outstanding service as President during the 2020-2021 term.

9. 2021-2022 AACRAO President Comments

President Robinson started off by thanking the Lord, her ancestors, family, work sisters, AACRAO sisters, Tina DeNeen, Jackie Carter, Adrienne McDay, and Monique Snowden for their support and encouragement in giving her the opportunity to serve AACRAO.

President Robinson would like to challenge everyone to step outside of their comfort zone, so that their voices can be heard, noting the various ways to get involved with the association. President Robinson encouraged the membership to join a committee, get involved with the advocacy center, and stay informed about public policies that affect the students they serve. Everyone has gone through a tough year, and this is the year for uplifting changes. President Robinson would like to see members continue to mentor upcoming

professionals, because it is through leadership that everyone gets to where they are today. President Robinson thanked the membership for the opportunity to serve AACRAO, and she will continue to serve her term with AACRAO's mission, vision, and goals in mind.

8. Annual Meeting 2022 - Portland Oregon

A video of the Portland Japanese Garden was played to promote the 2022 AACRAO Annual Meeting in Portland, Oregon.

9. Open Forum

Members were given the opportunity to ask questions and provide comments for AACRAO Executive Leadership and the Board of Directors. There were discussions about: virtual options for next year's Annual Meeting, cyber security sessions at future meetings, and the nomination process for honorary membership and leadership elections.

10. Adjournment

President Robinson gaveled the Business Session to adjournment at 3:54 PM Eastern Daylight Time.

Attachments

2020 Business Session Minutes, FY 2022 AACRAO Budget

Fellow AACRAO members,

The past year has been difficult for everyone. The global pandemic has impacted every part of society including AACRAO and our finances. The fiscal year 2019-2020 (FY2020) was particularly challenging with the cancellation of in-person conferences which typically generate significant operating revenue for the association. The 2020-2021 (FY2021) fiscal year is trending positive due to the modification to the budget due to COVID-19.

As we prepare for the AACRAO Annual Meeting, I am writing in my capacity as the Vice President for Finance to notify you of the proposed budget for the 2021-2022 fiscal year (FY2022). This budget will run from October 1, 2021 through September 30, 2022.

The proposed budget was approved by the Board of Directors on January 29, 2021. You will be asked to approve the budget at the Business Meeting of the AACRAO Annual Meeting on Thursday, April 1, 2021.

Fiscal Year 2019 Financial Performance

On January 29, 2021, the Board of Directors accepted an unmodified opinion (clean) report from independent auditor CohnReznick for FY 2020. To review the independent auditor's report, please go to the Audited Financial Statements [on the AACRAO website](#).

The following is a summary of the Association's audited financial statements for the twelve months ending September 30, 2020, compared to the previous fiscal year:

Statement of Financial Position	FY 2020	FY 2019
Assets	\$20,186,946	\$21,412,481
Liabilities	\$9,675,574	\$9,596,721
Net Assets	\$10,511,372	\$11,815,760

Statement of Activities	FY 2020	FY 2019
Revenue	\$7,643,684	\$10,191,708

Expenses	\$8,794,923	\$10,514,405
Net From Operations	\$(1,151,239)*	\$(322,697)*
Non-operating income (loss)	\$(153,149)	\$(71,2019)
Change in Net Assets	\$(1,304,388)	\$(393,906)

*Some of the losses in our net operations resulted from receiving the revenue from our Lumina grant in FY 2017 but not incurring the expenses of the grant until FY 2018, 2019, and 2020. Losses in FY 2020 resulted from the cancellation of in-person conferences, a reduction in service fees, and a decline in membership renewals all related to the pandemic.

Proposed Fiscal Year 2021 Budget

The following is a summary comparison of budgeted and actual FY 2020 revenues and expenses, the approved budget for the current year (FY 2021), and the proposed FY 2022 budget. You can find detailed information in the FY 2022 Proposed Budget available by [going to the AACRAO website](#).

Category	FY 2020 Budget	FY 2020 Actual	FY 2021 Budget (Modified)	FY 2021 Proposed
Revenue	\$10,156,208	\$7,643,684	\$7,543,251	\$10,517,781
Expenses	\$9,935,177	\$8,794,923	\$7,398,503	\$10,282,350
Net Income	\$221,031	\$(1,151,239)*	\$144,748	\$235,431

Proposed Fiscal Year 2021 Dues Increase

This year, the Finance, Investments and Audit Committee of the Board of Directors continued their evaluation of current dues in relationship to the overall cost of providing membership services. In order to stay in line with increases of the economy, dues will increase \$4 from \$262 to \$266 based on the 2020 CPI-U. A statement of the value of AACRAO membership and full outline of member benefits is posted on the [AACRAO website](#).

The Board of Directors has also approved the use of \$150,000 annually from our investment portfolio's Strategic Fund for the next three years to continue our support for several key Board priorities including Hill Day, Caucus activities, the LEAD Initiative and underwriting of MemberClicks association management software for our state and regional association partners.

This has been a challenging year, and we hope that as vaccines become available we can begin to resume some of the activities that contribute to building a strong AACRAO community. I hope you will join me at the Business Meeting at AACRAO's Annual Meeting where the membership will vote to approve the proposed budget. If you have any questions about the budget or finances, please contact me at sdemerritt@southplainscollege.edu.

I look forward to seeing you virtually!

Sincerely,

A handwritten signature in black ink, reading "Stanley L. DeMerritt", is centered within a light gray rectangular box.

Stan DeMerritt
Vice President for Finance
American Association of Collegiate Registrars and Admissions