



106th Annual Business Session

**April 7, 2020
Virtual Meeting**

- I. Reports and Governance**
- II. Nominations and Elections Update**
- III. Finance and Budget**
- IV. Recognitions**
- V. Transition of Officers**
- VI. Open Forum**



**Minutes of the 106th Business Session of the Annual Meeting
April 7, 2020
Virtual Meeting**

1. Call to Order

President Luisa Havens Gerardo called the meeting to order at 2:03 PM Eastern Daylight Time.

2. President's Remarks

President Luisa Havens Gerardo summarized the work of the Association during her time as President, and thanked her family, work colleagues, the members, all of the AACRAO volunteers, the staff, and the Board of Directors. President Havens Gerardo also gave reassurance to the membership that AACRAO is ready to provide support and guidance as the membership copes with the effects of the COVID-19 pandemic.

3. Introduction of Parliamentarian

President Luisa Havens Gerardo introduced Scott Dittman as Parliamentarian for the 2020 Business Session.

4. Motion to Suspend the Rules

President-Elect Miner introduced a motion to suspend the rules to allow for online voting due to the cancellation of the 2020 Annual Meeting. According to the bylaws, voting traditionally takes place at the Business Session during the AACRAO Annual Meeting. With the cancellation of the 2020 Annual Meeting, the AACRAO Board of Directors is motioning to suspend the rules and allow for online voting. The motion was seconded by the Board of Directors. President Havens Gerardo called a vote to the membership to suspend the rules to allow for online voting.

The motion was approved without dissent.

5. Executive Director's Remarks

Executive Director Mike Reilly noted in his opening remarks that he was thinking of the AACRAO membership while they navigate the COVID-19 pandemic. AACRAO made a difficult decision to cancel the 2020 Annual Meeting, and he sends well wishes to those in New Orleans as they navigate the crisis. AACRAO is in the process of filing insurance claims with the cancellation of the Annual Meeting. New Orleans will be the Annual Meeting location for 2026. The

2020 Technology and Transfer Conference is also cancelled as a result of the pandemic. AACRAO is working with the planning committee to plan virtual sessions based off of the selected Annual Meeting sessions. The virtual content will be offered to the membership free of charge. The 2020 Strategic Enrollment Management Conference will proceed as scheduled until further notice.

AACRAO is dedicated to helping the members who are working on the frontlines to help manage the COVID-19 impacts to their campuses, while minimizing impacts to students. Resources such as: webinars, newsletters, and free three month memberships, will be made available to assist the AACRAO membership during the crisis.

6. Nominations and Elections Committee

Past President Tina Falkner reported the following results of the elections for AACRAO leadership, held electronically during Fall 2019:

President-elect: Tiffany Robinson, University of Kansas

Vice President for Information Technology: Rock McCaskill, Clemson University

Vice President for Admissions and Enrollment Management: Sherry Waldon-Wells, Lamar University

Vice President for Access and Equity: Cassandra Moore, Anne Arundel Community College

These individuals will all serve three-year terms, expiring at the Business Session of the 2023 Annual Meeting.

Past President Falkner also introduced the Nominations and Elections Committee for 2020-2021: Cassandra Lachica-Chavez of El Paso Community College will serve as Chair and Roslyn Perry of The Ohio State University will serve as Vice-Chair. They were both elected electronically by the membership in the fall of 2019.

Adrienne Bricker of the University of Minnesota-Twin Cities was elected as Chair-elect, and Christopher Huang of Wheaton College was elected as Vice Chair-elect. The following individuals were elected as committee members and will serve one-year terms: Amy Gleason of Duke University, Brandy Piner of The University of Texas Health Science Center, Texas Ruegg of LeTourneau University, Miguel Sahagun of Harvard University, and Melissa Lenhart Young of DeSales University.

Past President Falkner reviewed the timeline for nominations and elections in 2020.

President Havens Gerardo thanked Chair Tiffani Robertson and Vice Chair Connie Shipman Newsome for their work on behalf of the Association.

7. Approval of the 2019 Business Meeting Minutes

On behalf of the AACRAO Board of Directors, Vice President for Finance and Investments Stan DeMerritt moved that the minutes from the Business Session of the 2019 Annual Meeting be approved.

The motion was approved without dissent.

8. Finance and Proposed FY 2021 Budget

Vice President DeMeritt provided a summary of AACRAO's 2019 fiscal year, and outlined goals for the 2020 fiscal year.

He then introduced the proposed FY 2021 budget, noting especially a dues increase of \$6 per member.

On behalf of the AACRAO Board of Directors, Vice President DeMeritt moved that the proposed Fiscal Year 2021 budget be approved.

The motion was approved without dissent.

7. Recognition of Service

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

- Annual Meeting Volunteers and Co-Chairs of Volunteers: Jerri Weston of Louisiana State University of Alexandria, and Clay Benton from Louisiana State University
- The Program Committee Chair: Seth Kamen, of the University of Baltimore, and Vice-Chair Kelley Brundage of Kansas State University, and the 2020 Annual Meeting Program Committee.

8. Transition

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

- Past-President Tina Falkner, Vice President for Admissions and Enrollment Management Tammy Aagard, Vice President for Information Technology Mark McConahay, and Vice President for Access and Equity Tiffany Robinson. Tiffany Robinson will transition into her new role as President-Elect for 2020.

Past President Havens Gerardo, of Virginia Tech University, introduced the Board of Directors for 2020-2021:

- President-Elect Tiffany Robinson, University of Kansas
- Past President Luisa Havens Gerardo, Virginia Tech 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 Finance and Investments Stan DeMerritt, South Plains College
- Vice President for Information Technology Rock McCaskill, Clemson University
- Vice President for International Education Jennifer Minke, Tarrant County College District
- Vice President for Leadership and Management Development Jerry Montag, Northern Illinois University
- Vice President for Records and Academic Services Kristi Wold-McCormick, University of Colorado Boulder
- Vice President at Large Rhonda Kitch, Cornell University
- Vice President at Large Tim Amyx, Volunteer State Community College
- External Board Member: Rob Shomaker, CUPA-HR

President Havens Gerardo introduced Jack Miner as the new AACRAO President for 2020-2021. Now-President Miner, in turn, recognized Past President Havens Gerardo's outstanding service as President during the 2019-2020 term.

9. 2020-2021 AACRAO President Comments

President Miner made remarks outlining his goals for member engagement and the continued growth and advancement of the Association, and his dedication to increase access to professional development for AACRAO members. President Miner also thanked The Ohio State University and the University of Cincinnati for their support in giving him the opportunity to serve AACRAO, and thanked the Board Members that he has served with.

President Miner highlighted two initiatives that he would like to oversee during his term. The first is the search for a new Executive Director as Executive Director Mike Reilly will be retiring May 2021. President Miner encouraged members to look for opportunities to engage with AACRAO as they develop the position profile and begin the search for a new Executive Director.

The second initiative is the launch of a strategic planning initiative which will be helpful with the search of the new Executive Director. President Miner

introduced Rob Shomaker as the External Board Member and explained that Mr. Shomaker's expertise will be invaluable in the search for the new Executive Director, but also helping AACRAO to further support members in advancing the profession and higher education.

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: the cancellation of the 2020 Technology and Transfer Conference, free three months of AACRAO membership to non-members, whether or not AACRAO would provide wording for transcripts due to COVID-19 for the Spring 2020 semester, the open board positions and the schedule for the nominations and elections process, the cancellation of the 2020 Leadership Meeting, and an extension to the call for proposals for the 2020 Strategic Enrollment Management Conference.

10. Adjournment

President Jack Miner gaveled the Business Session to adjournment at 3:00 PM Eastern Daylight Time.

Attachments

2019 Business Session Minutes, FY 2021 AACRAO Budget

Fellow AACRAO members,

I am pleased to report that the fiscal year 2018-2019 (FY2019) was another successful year for AACRAO's overall financial performance and that the 2019-2020 (FY2020) fiscal year is also looking very positive.

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 2020-2021 fiscal year (FY2021). This budget will run from October 1, 2020 through September 30, 2021.

The proposed budget was approved by the Board of Directors on January 31, 2020. You will be asked to approve the budget at the Business Meeting of the AACRAO Annual Meeting on Tuesday, April 7, 2020.

Fiscal Year 2019 Financial Performance

On January 31, 2020, the Board of Directors accepted an unmodified opinion (clean) report from independent auditor Chon-Reznick for FY 2019. 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, 2019, compared to the previous fiscal year:

Statement of Financial Position	FY 2019	FY 2018
Assets	\$21,412,481	\$23,024,263
Liabilities	\$9,596,721	\$10,814,597
Net Assets	\$11,815,760	\$12,209,666
Statement of Activities	FY 2019	FY 2018
Revenue	\$10,191,708	\$10,849,966
Expenses	\$10,514,405	\$9,895,550
Net from Operations	\$(322,697)*	\$954,416
Non-operating income (loss)	\$(71,209)	\$453,385
Change in Net Assets	\$(393,906)	\$1,407,801

*The appearance of a loss in our net operations resulted from receiving the revenue from our Lumina grant in FY 2017 but incurring the expenses of the grant in FY 2018, and 2019.

Proposed Fiscal Year 2021 Budget

The following is a summary comparison of budgeted and actual FY 2019 revenues and expenses, the approved budget for the current year (FY 2020), and the

proposed FY 2021 budget. You can find detailed information in the [FY 2021 Proposed Budget available by going to the AACRAO website.](#)

Category	FY 2019 Budget	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Revenue	\$10,156,208	\$10,191,708	\$10,696,461	\$10,938,896
Expenses	\$9,935,177	\$10,514,405	\$10,601,592	\$10,818,023
Net Income	\$221,031	\$(322,697)*	\$94,869	\$120,872

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. Our dues increases for the last four years were limited to the CPI-U while organizations like NAICU, AACC, and ACE increased their dues anywhere from 3% to 5%. Based on the findings of the Committee, the Board of Directors, at their meeting on January 31, 2020, approved proposing an increase to the dues of 5% from \$256 to \$269 for the fiscal year 2020-2021. The dues increase would help us keep pace with increases in association expenses related to office ownership and maintaining our headquarters in Washington DC and allow us to expand services to members. 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 help finance 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.

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 and the increase in dues. If you have any questions about the budget or finances, please find me at the AACRAO booth in the vendor area during the annual meeting or contact me at sdemerritt@southplainscollege.edu.

I look forward to seeing you in New Orleans!

Sincerely,



Stan DeMerritt

Vice President for Finance

American Association of Collegiate Registrars and Admissions Officers

