



DRAFT

**Draft Minutes of the 100th Annual Business Meeting
April 1, 2014
Denver, CO**

1. Call to Order

President Adrienne McDay called the meeting to order.

2. President's Remarks

President Adrienne McDay made remarks outlining the work of the Association during her time as President.

3. Introduction of Parliamentarian

President McDay introduced Scott Dittman of Washington and Lee University as Parliamentarian for the meeting.

4. Nominations and Elections Committee

Tina Collins, Chair of the 2013-2014 Nominations and Elections Committee, reported to the membership on the Nominations and Elections Committee's activities over the last year.

Tina Collins reported the results of the elections for AACRAO leadership, held electronically prior to the Business Meeting:

Dan Garcia was elected to the position of President Elect. Pursuant to Article III, Section 3 of the Association Bylaws, upon conclusion of that term, he shall assume the office of President for a one-year term. Immediately upon the conclusion of that term, he shall assume the office of Past President for a one-year term.

Luke Schultheis was elected as Vice President for Admissions and Enrollment Services for a three-year term beginning in 2014-2015.

Monique Snowden was elected as Vice President for Access and Equity for a three-year term beginning in 2014-2015.

Nicole Rovig was elected as Vice President for Information Technology for a three-year term beginning in 2014-2015.

Tina Collins introduced the 2014-2015 Nominations and Elections Committee. These positions were also voted on electronically, except for Jackie Carter (Chair) and Tammy Johnson (Vice-Chair) who were nominated and elected in the 99th Annual Business Meeting on April 16, 2013.

Cassandra Moore was elected as Chair-Elect. Upon conclusion of that term, she shall serve as Chair for a one-year term.

Kelley Christman was elected as Vice Chair-Elect. Upon conclusion of that term, she shall serve as Vice Chair for a one-year term.

The following individuals were elected as members and will serve one-year terms: Steven Smith, Mary Meserve, Ari Kaufman, James Miller, and John Hall.

Tina Collins reviewed the timeline for nominations and elections in 2014.

5. Executive Director's Remarks

Executive Director Mike Reilly spoke briefly on the state of the Association.

6. Approval of the 2013 Business Meeting Minutes

On behalf of the AACRAO Board of Directors, Vice President for Finance Stan DeMerritt moved that the minutes from the April 2013 Business Meeting be approved.

The motion was approved without dissent.

7. Finance and Proposed FY 2015 Budget

Vice President DeMerritt provided a summary of AACRAO's fiscal health and other financial milestones.

He then introduced the FY 2015 proposed budget, noting a dues increase of \$3 from \$206 to \$209 per member. Pursuant to Article II, Section 1 of the AACRAO bylaws, the dues adjustment did not require a separate member vote as the increase was capped at the previous year's consumer price index, rounded to the nearest dollar.

On behalf of the AACRAO Board of Directors, Vice President for Finance Stan DeMerritt moved that the proposed Fiscal Year 2015 budget be approved.

The motion was approved without dissent.

8. Recognition of Service

President McDay recognized the following for their outstanding service to the Association:

- Nominations and Election Committee, Chair Tina Collins, and Vice Chair Carl Einhaus;
- Annual Meeting Volunteers and Co-Chairs of Volunteers Lara Medley and Kelley Christman;
- 2014 Program Committee Chair Kathie Beaty and Vice-Chair Patrick McClaughlin;
- Annual Meeting Evaluation Committee Chair Sherry Benoit;
- Past-President Jeff von Munkwitz-Smith, Vice President for Admissions and Enrollment Management Tracey Jamison, Vice President for Access and Equity Luisa Havens, and Vice President for Information Technology Jim Bouse.

9. Transition

Brad Myers was introduced as the AACRAO President for 2014-2015. He recognized Past President McDay's outstanding service in the position of President during the 2013-2014 term.

10. 2014-2015 AACRAO President Comments

President Myers made remarks outlining his goals for the Association in the coming year.

President Myers introduced the 2014-2015 Board of Directors:

- Past President, Adrienne McDay, William Rainey Harper College
- President-Elect, Dan Garcia, West Texas A&M University
- Vice President for Finance, Stan DeMerritt, Wayland Baptist University
- Vice President for Admissions and Enrollment Management, Luke Schultheis, Virginia Commonwealth University
- Vice President for International Education, Melanie Gottlieb, Webster University
- Vice President for Leadership and Management Development, Paul Kyle, Johnson County Community College
- Vice President for Records and Academic Services, Tina Falkner, University of Minnesota—Twin Cities
- Vice President for Access and Equity, Monique Snowden, Fielding Graduate University
- Vice President for Information Technology, Nicole Rovig, Michigan State University

11. Venue for the 2015 Annual Meeting

Co-Chairs of the Annual Meeting Volunteers Mary Ellen Flaherty and Steven Smith offered a video presentation and salutary remarks and extended a warm invitation for the 2015 Annual Meeting in Baltimore, Maryland.

12. Adjournment

President Myers gaveled the 100th Annual Business Meeting to adjournment.

Attachments

2013 Business Meeting Minutes

FY 2015 AACRAO Budget



**Minutes of the 99th Annual Business Meeting
April 16, 2013
San Francisco, CA**

13. Call to Order

President Jeff von Munkwitz-Smith called the meeting to order.

14. President's Remarks

President von Munkwitz-Smith made remarks outlining the work of the Association during his time as President.

15. Executive Director Remarks

Executive Director Mike Reilly spoke briefly on the state of the Association.

16. Introduction of Parliamentarian

President von Munkwitz-Smith introduced Scott Dittman of Washington and Lee University as Parliamentarian for the meeting.

17. Approval of the 2012 Business Meeting Minutes

On behalf of the AACRAO Board of Directors, Vice President for Finance Nancy Krogh moved that the minutes from the April 2012 Business Meeting be approved.

The motion was approved without audible dissent.

18. Finance and Proposed FY 2013 Budget

Vice President Krogh provided a summary of AACRAO's fiscal health and other financial milestones.

She then introduced the FY 2014 proposed budget noting a dues increase of \$3 from \$203 to \$206 per member.

On behalf of the AACRAO Board of Directors, Vice President for Finance Nancy Krogh moved that the proposed Fiscal Year 2014 budget be approved.

The motion was approved without audible dissent.

19. Proposed Bylaws Amendments

President von Munkwitz-Smith presented a summary of the proposed amendments to the Association Bylaws.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to standardize language and comply with District of Columbia law and to make such administrative changes as are necessary depending on the outcome of the other motions.

The motion was approved without audible dissent.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to define the role of the Board.

The motion was approved without audible dissent.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to enlarge the Board to include twelve member directors.

The motion was approved without audible dissent.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to add an External Director to the Board of Directors.

The motion was approved by a two-thirds majority as called by President von Munkwitz-Smith.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to allow the election of Member Directors to be conducted by electronic ballot, open to all voting members of the association.

The motion was approved by a two-thirds majority as called by President von Munkwitz-Smith.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to allow for a competitive slate of nominees for member directors, consisting of up to two nominees for each open position. This motion requires a four-fifths majority because it was not announced 30 days prior to the Business Meeting.

The motion was approved by a four-fifths majority as called by President von Munkwitz-Smith.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the changes to expand the Committee on Nominations and Elections to include one board-elected member director each year, who will serve as a non-voting member of Nominations and Elections.

The motion was approved by a two-thirds majority by a vote of 162 for, 81 against, and 7 abstentions.

On behalf of the AACRAO Board of Directors, President von Munkwitz-Smith moved approval of the change to authorize a transition plan.

The motion was approved without audible dissent.

20. Nominations and Elections Committee

Susan Van Voorhis, Chair of the 2012-2013 Nominations and Elections Committee, reported to the membership on the Nominations and Elections Committee's activities over the last year.

On behalf of the 2012-2013 Nominations and Elections Committee, Van Voorhis moved that Brad Myers be elected as President-Elect for 2013-2014. Pursuant to Article III, Section 3 of the Association Bylaws, upon conclusion of that term, he shall assume the office of President for a one-year term. Immediately upon the conclusion of that term, he shall assume the office of Past President for a one-year term. There were no nominations from the floor.

The motion was approved without audible dissent.

On behalf of the 2012-2013 Nominations and Elections Committee, Van Voorhis moved that Stan DeMerritt be elected as Vice President for Finance for a three-year term beginning in 2013-2014. There were no nominations from the floor.

The motion was approved without audible dissent.

On behalf of the 2012-2013 Nominations and Elections Committee, Van Voorhis moved that Tina Falkner be elected as Vice President for Records and Academic Services for a three-year term beginning in 2013-2014. There were no nominations from the floor.

The motion was approved without audible dissent.

21. Recognition of Service

President von Munkwitz-Smith recognized the following for their outstanding service to the Association:

- Nominations and Election Committee, Chair Susan Van Voorhis, and Vice Chair Robert Kubat;
- Annual Meeting Volunteers and Co-Chairs of Volunteers Ann Gillen and James Miller;
- 2013 Program Committee Chair Melinda Roelfs and Vice-Chair Kathie Beaty
- Past-President Nora McLaughlin, Vice President for Finance Nancy Krogh, and Vice President for Records and Academic Services Brad Myers.

22. Transition

Adrienne McDay was introduced as the AACRAO President for 2013-2014.

23. 2013-2014 AACRAO President Comments

President McDay made remarks outlining her goals for the Association in the coming year.

President McDay introduced the 2013-2014 Board of Directors:

- Past President, Jeff von Munkwitz-Smith, Boston University
- President-Elect, Brad Myers, The Ohio State University
- Vice President for Finance, Stan DeMerritt, Wayland Baptist University
- Vice President for Admissions and Enrollment Management, Tracey Jamison, University System of Maryland
- Vice President for International Education, Melanie Gottlieb, Webster University
- Vice President for Leadership and Management Development, Paul Kyle, Johnson County Community College
- Vice President for Records and Academic Services, Tina Falkner, University of Minnesota—Twin Cities
- Vice President for Access and Equity, Luisa Havens, University of Texas at El Paso
- Vice President for Information Technology, Jim Bouse, University of Oregon

24. Venue for the 2014 Annual Meeting

Co-Chairs of the Annual Meeting Volunteers Kelley Christman and Lara Medley offered a video presentation and salutary remarks and extended a warm invitation for the 2014 Annual Meeting in Denver, Colorado.

25. Adjournment

President McDay gaveled the 99th Annual Business Meeting to adjournment.

Attachments

2012 Business Meeting Minutes

FY 2014 AACRAO Budget
Summary of the Proposed Amendments to the Association Bylaws

American Association of Registrars and Admissions Officers
2014/2015 Budget Worksheet
Detailed Master Proposed Budget

	2014-15	2013-14	
	Operating Total	Operating Total	Differences
Revenue			
Advertising	\$ 191,600	\$187,400	\$ 4,200
Contributions	-	\$0	\$ -
Corporate/associate dues	125,000	\$120,000	\$ 5,000
Exhibit fees	580,935	\$610,113	\$ (29,178)
Grant/contract income	-	\$0	\$ -
Interest income	800	\$5,000	\$ (4,200)
Investment gain/(loss)	-	\$0	\$ -
Label/mailling list income	-	\$0	\$ -
Management fees	-	\$0	\$ -
Member dues	2,477,852	\$2,429,084	\$ 48,768
Other income	35,000	\$0	\$ 35,000
Publication sales	766,500	\$708,750	\$ 57,750
Registrations	2,455,928	\$2,297,319	\$ 158,609
Service fees	3,918,088	\$3,797,188	\$ 120,900
Sponsorship revenue	361,375	\$363,575	\$ (2,200)
Total Revenue	10,913,078	\$10,518,429	\$ 394,649
Personnel costs			
Salaries and Wages	3,278,893	\$3,128,163	\$ 150,730
Fringe Benefits	652,725	\$651,513	\$ 1,212
Payroll Taxes	229,962	\$222,100	\$ 7,862
Total Personnel costs	4,161,580	\$4,001,776	\$ 159,804
Other expenses			
Advertising and promotion	102,130	\$102,588	\$ (458)
Awards, scholarships and grants	5,139	\$9,719	\$ (4,580)
Bad debt	-	\$0	\$ -
Bank charges	215,334	\$200,743	\$ 14,591
Consulting/outside services	1,697,459	\$1,739,281	\$ (41,822)
Contingency expenses	120,000	\$115,750	\$ 4,250
Depreciation	219,851	\$223,145	\$ (3,294)
Equipment rental	3,900	\$6,900	\$ (3,000)
General taxes	5,000	\$5,000	\$ -
Insurance	59,333	\$51,547	\$ 7,786
Interest	-	\$0	\$ -
Legal and accounting	313,000	\$315,028	\$ (2,028)
Lodging	293,164	\$299,227	\$ (6,063)
Marketing	28,840	\$23,060	\$ 5,780
Meals and entertainment	184,963	\$181,080	\$ 3,882
Meeting costs	1,411,828	\$1,307,676	\$ 104,152
Memberships and subscriptions	94,000	\$52,520	\$ 41,480
Other expenses	26,857	\$32,169	\$ (5,313)
Postage and delivery	124,528	\$108,456	\$ 16,072
Printing, production and duplicating	329,735	\$314,185	\$ 15,550
Registration fees	13,000	\$20,100	\$ (7,100)
Rent	309,012	\$360,439	\$ (51,427)
Supplies, equipment and maintenance	151,157	\$154,929	\$ (3,772)
Communications/internet	129,680	\$128,157	\$ 1,523
Temporary assistance	10,225	\$7,608	\$ 2,617
Training and development	23,700	\$18,450	\$ 5,250
Travel	467,961	\$455,465	\$ 12,496
Total Other Expenses	6,339,797	\$6,233,224	\$ 106,573
Total Expenses	10,501,377	\$10,234,999	\$ 266,377
Change in Net Assets FY 14/15 Budget	411,701	\$283,429	\$ 128,272