American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
December 5 & 6, 2007

Board Members in Attendance: Paul Aucoin, Mary Baxton, Jerry Bracken, Sam Conte, Dan Garcia, Nora McLaughlin, Angé Peterson, Wanda Simpson, Paul Wiley

Staff Members in Attendance: Janie Barnett, Suzanne Levine, Jeff Petrucci, Jerome Sullivan

Call to Order
President Aucoin called the meeting to order at 2:01 p.m. EST.

Minutes
MOTION 2007.12.01 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on October 8 & 9, 2007, be approved. ADOPTED

Reports of Officers
President Aucoin ordered the written reports of the officers to be filed.

Reports of Boards and Standing Committees
President Aucoin ordered the written reports of the standing committees (Administration and Finance, Association Issues, and Professional Issues) to be filed.

Recess
President Aucoin declared the Board meeting to be in recess until the Budget and Finance Report, which was to begin Thursday morning, December 6, 2007, at 8:30 a.m. EST.

Reconvene
The Board reconvened at 8:45 a.m. EST.

Budget and Finance Report
Vice President for Finance Conte reviewed highlights of the financial update for September 2007. President Aucoin ordered the report filed.

Executive Director Report
Executive Director Sullivan reviewed highlights of his written report. President Aucoin ordered the report filed.

Unfinished Business
The Board reviewed and updated its list of action items.

New Business
MOTION 2007.12.02 – It was duly moved and seconded directing President Aucoin to sign and send the proposed memorandum (attached) to the chair of the Kuali Student Service System Program, confirming a statement of support by AACRAO. ADOPTED
MOTION 2007.12.03 – It was duly moved and seconded that a plaque be awarded to the Vice Chair of Nominations and Elections with the current practice of recognizing the Chair during the awards presentation at the annual meeting. The Nominations and Elections Committee will be presented with certificates. ADOPTED

Associate Executive Director for Business Affairs Petrucci presented an update to the Board of Directors action item regarding the preparation of a disaster recovery and business continuance plan for the AACRAO office. President Aucoin ordered the report to be filed as an addendum to the ED's report

President Aucoin asked the Board to join him in recognition of Senior Program Manager Suzanne Levine for her outstanding service to AACRAO as she prepares to leave for a new job opportunity in January 2008.

Recess
President Aucoin declared the Board meeting to be in recess until the report of future annual meeting sites by Associate Executive Director for Association Services Barnett.

Reconvene
The Board reconvened at 1:25 p.m.

New Business (continued)
Associate Executive Director for Association Services Barnett presented details of the assessments and recommendations for future annual meeting sites for 2012 and 2013. President Aucoin ordered the report to be filed as an addendum to the ED's report.

MOTION 2007.12.04 – It was duly moved and seconded to approve the selection of Philadelphia for the 2012 annual meeting for the dates April 1-4. ADOPTED
MOTION 2007.12.05 – It was duly moved and seconded to approve the selection of San Francisco for the 2013 annual meeting for the dates April 14-17. ADOPTED

Adjournment
MOTION 2007.12.06 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 1:50 p.m. EST.