American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
September 22, 2010
Conference Call

Board Members in Attendance: Betty Huff, Wanda Simpson Munson, Nora McLaughlin, Bruce Cunningham, Nancy Krogh, Adrienne McDay, Brad Myers, Michele Sandlin (joining at 2:45 p.m.), Jeff von Munkwitz-Smith, Robert Watkins

Staff Members in Attendance: Jerome Sullivan, Matt Ogle

Call to Order
President Betty Huff called the meeting to order at 2:03p.m. Central Daylight Time.

Approval of Agenda
MOTION 2010.9.01 – It was duly moved and seconded that the agenda be approved. ADOPTED

Minutes
MOTION 2010.9.02 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on August 18, 2010 be approved. ADOPTED

Reports of Officers

Vice President von Munkwitz-Smith
Vice President for Information Technology von Munkwitz-Smith has been working with Executive Director Sullivan to form a committee to advise on the Technology/AMS proposal. The members of the committee are:

Board Liaisons: Jeff von Munkwitz-Smith and Brad Myers
Member at large: John Pierce (Registrar, Georgetown University)
Annual Meeting Program Committee: Tina Falkner and Stan DeMerritt
Accounting: Adnan Bokhari
Consulting: Nicole Spero
Government Relations: Michelle Cormier
IES: Julia Funaki
Marketing: Saira Burki
Membership: Jessica Montgomery
Meetings: Melissa Ficek
Publications: Paula McArdle
Small Meetings: Mark McConahay

This group will meet with AACRAO staff next week to develop a detailed project charter, requirements, and scope of the proposed project. Vice President von-Munkwitz-Smith will have a comprehensive report and recommendation at the December Board meeting in order for the Board to consider whether to approve the proposal.

Vice President Watkins
Vice President Watkins reported the International Guide has been published. He is working with Jeff Petrucci and IES to review the evaluations from the summer institute. The Memorandum of Understanding with the Ministry of Education, Science, and Research of the German State of Baden-Wurttemberg and AACRAO is in progress.

Vice President Krogh

Vice President for Finance Nancy Krogh indicated that the Finance and Investments Committee had a conference call meeting in August and will meet again by conference call on September 27th. They are working on several items including a summary of the year-end financials for the October Board meeting, the per diem policy, a review Association insurance, and a proposal for a revised investment policy.

Past-President Simpson Munson

Past-President Simpson Munson reported on the Awards Committee has developed the on-line awards submission system and she asked if the Board would like to review before it is opened to the membership. The Board indicated comfort with it going forward without further review.

President-Elect McLaughlin

President-Elect McLaughlin reported she is working on the agenda for the December Leadership meeting.

President Huff

President Huff reported that she is pleased with the responses that have been received in response to the Policy Advisory Committee. She is receiving nominations that represent a wide range of AACRAO constituents. She is working with President-elect McLaughlin to appoint this committee. She would like the endorsement of the board members before formally appointing the Committee.

MOTION 2010.8.03—It was duly moved and seconded that the Policy Advisory Committee be established as described in President Huff's proposal. ADOPTED

President Huff announced that she was changing the membership of the Audit Committee to include Vice President Watkins and that he will no longer serve on the Finance Committee. President Huff is stepping onto the Finance and Investments Committee to fill the vacancy.

Executive Director Report

Executive Director Sullivan reported that the SEM meeting general registration is running ahead of last year, and that registration for the transfer conference will open a few weeks. On-line registration for the REG101 has filled and will be closed today. In addition, two webinars are scheduled regarding cloud computing and its relationship to FERPA and a webinar on the *i*Stanford mobile application. His current goal is to have two to three webinars per month. The 2011 Annual Meeting commercial space is 90% sold. ED Sullivan reported that publications continue to do well. His goal is to have four to five new publications offered per year. A marketing effort was launched as the "Registrar's Survival Kit" which offered a group of publications at a discount, and it was well received. He reported that membership renewal is within budget but running behind from last year to date. He also reported that the office staff is working on the redesign of the AACRAO website, and is meeting with firms to work on the redesign with goal to roll out a new design at the2011 Annual Meeting.

New Business

Task Force Governance Final Report

President Huff opened discussion of the final report submitted by the Governance Task Force and encouraged Board members to read it carefully before the October meeting. Vice President Watkins expressed deep concern with the wording used in the description of one of the Task Force proposals, specifically as written on page 10 and 11 of the report. President Huff suggested that Board members should send questions about the report in advance to the Task Force Chairman

Robert Doolos, who will join the Board for discussion at the October Board meeting. The Board discussed procedural issues its consideration of this report. The Board will release the Final Report to the membership after it has reviewed and discussed it.

Adjournment
MOTION 2010.9.03 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 3:00 p.m. Central Daylight Time.

Attachments
Board of Directors Meeting Minutes, August 18, 2010

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Conference Call

Board Members in Attendance: Betty Huff, Wanda Simpson Munson, Bruce Cunningham, Nancy Krogh, Adrienne McDay, Brad Myers, Michele Sandlin, Jeff von Munkwitz-Smith, Robert Watkins

Board Members not in Attendance: Nora McLaughlin

Staff Members in Attendance: Jerome Sullivan, Matt Ogle

Call to Order
President Betty Huff called the meeting to order at 2:02p.m. Central Daylight Time.

Approval of Agenda
MOTION 2010.8.01 – It was duly moved and seconded that the agenda be approved. ADOPTED

Minutes
MOTION 2010.8.02 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on June 14-15, 2010 be approved as amended. ADOPTED

Reports of Standing Committees

<u>Governance Committee</u>
Governance Committee Chair, Past President Simpson Munson updated the Board on the progress of the Board Handbook and the Board survey which is now in an electronic format. Executive Director Sullivan will investigate requirements for updating the mission in our D.C. incorporation documents.

Report of Ad Hoc Committees

<u>Board Committee on Governance Task Force</u>
President Huff reported that the Board ad hoc committee, which was created at the June meeting to discuss how the Board will consider the final Governance Task Force report, has met. The committee agreed that it will be effective for the Board to discuss each of the recommendations individually to assess agreement on each, while also considering how the recommendations work together. She reported that during the July conference call discussion, many of the Board members concurred that this would be a useful strategy. President Huff stated the final report will be considered at the October meeting and that the chair of the Governance Task Force, Robert Doolos, will also attend.

Reports of Officers

<u>Vice President von Munkwitz-Smith</u>
Vice President for Information Technology von Munkwitz-Smith has been working with Ryan Bingham on the Technology/AMS proposal. Vice President von Munkwitz-Smith will work with Executive Director Sullivan to form an exploratory committee to help develop the proposal.

<u>Vice President Sandlin</u>

Vice President for Admissions and Enrollment Management Sandlin reviewed the written report of the Audit Committee. She noted that the committee has recommended selection of the audit firm, and the committee has reviewed the filing of the IRS Form 990. The Audit Committee also recommends that the AACRAO staff officers sign the conflict of interest policy. The Board agreed that all Board members should also sign this once a year at the February Board meeting.

Vice President Krogh
VP for Finance Nancy Krogh indicated that the Finance and Investments Committee would like to do a full analysis of financial reports at the October Board meeting.

President Huff
President Huff led a discussion about the Policy Advisory Committee Proposal that was presented to the group.

MOTION 2010.8.03—It was duly moved and seconded that the Policy Advisory Committee be established as described in President Huff's proposal. ADOPTED

President Huff announced that she was changing the membership of the Audit Committee to include Vice President Watkins and that he will no longer serve on the Finance Committee. President Huff is stepping onto the Finance and Investments Committee to fill the vacancy.

Executive Director Report
Executive Director Sullivan reviewed his written report.

Adjournment
MOTION 2010.8.04 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 3:14 p.m. Central Daylight Time.

Attachments
Board of Directors Meeting Minutes, June 14-15, 2010
Policy Advisory Committee Proposal
Executive Director Report August 2010