American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
May 16, 2012
Conference Call

Board Members in Attendance: Jim Bouse, Melanie Gottlieb, Luisa Havens, Tracey Jamison, Nancy Krogh, Paul Kyle, Adrienne McDay, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith

Staff Members in Attendance: Jerome Sullivan, Matthew Ogle

Guests in Attendance: Michael Reilly

Call to Order
President von Munkwitz-Smith called the meeting to order at 3:02 p.m. Eastern Time on May 16, 2012.

Approval of Agenda
MOTION 2012.05.01 – It was duly moved and seconded to approve the agenda. APPROVED

Reports of Officers
Vice President for Access and Equity
Vice President Havens reported that the Task Force for Institutional Gender Identity Recognition has been formed with Steve Smith, University Registrar, University of Maryland, Baltimore County as its chair. The task force plans to convene for the first time during the first week of June. The Board will formally approve the members of the task force during the June meeting, but the task force may meet before that.

President
President von Munkwitz-Smith reported that on April 18 a note was sent to the membership and was posted on the website regarding the failure of the bylaws to receive the necessary votes for passage at the Annual Business Meeting. He has received several replies, which will be included in the discussion at the June Board meeting on next steps for the proposed bylaws revisions. The Board will discuss a communication strategy regarding AACRAO presentations at state and regional conferences.

Twitter account @AACRAO_Prez currently has 49 followers, and President von Munkwitz-Smith has been trying to tweet at least one per week.

He will participate in EDUCAUSE Analytics Summit: *Empowering Students in the Age of Big Data* this coming October.

President von Munkwitz-Smith reviewed the current plan for topics to be covered at the June Board meeting:

- Orientation will continue, including a discussion about financial reports.

- Review of April financial reports.
- State and Regional visits.
- Email policy.
- Next steps for the Bylaws.
- Follow-up to summit with the Strategic Planning and Finance Committees. They will hold a three hour joint meeting on the afternoon of Monday, June 11.

President von Munkwitz-Smith reviewed joint activities with the Program Committee, to include a dinner and a city tour.

He has received information regarding the progress of leadership nominations, which he received from Nominations and Elections Committee Vice Chair Bob Kubat.

Reports of Staff

Executive Director

Executive Director Sullivan reported that AACRAO Consulting is growing strongly. IES is also performing well. Registrations for the technology and the transfer conferences are lagging. The Registrar's Self Audit book should go to the printer in the first week of June. There is a plan that three more books will be published during the fall, one of which will be about FERPA. Mr. Nassirian's testimony before the HVAC committee was well received and should be helpful for the staffs of those committees as well. Membership dues are up $74,000 this year, which is very positive considering the state of the economy. Mr. Sullivan and Mr. Reilly are working together on the executive director transition process.

Mr. Reilly is settling into the AACRAO office before he officially starts on June 1.

Unfinished Business

The Action Item list was reviewed and updated.

Reports of Officers

Vice President for Finance

Vice President Krogh reported that the March financial reports were posted to the Board website, but that the April reports would give a better year-to-year picture because the Annual Meeting occurred in March last year and April this year.

New Business

MOTION 2012.05.02 – It was duly moved and seconded that Kelly Christman, Associate Registrar, University of Northern Colorado and Lara Medley, Registrar, Colorado School of Mines be appointed as co-chairs of volunteers for the 2014 AACRAO Annual Meeting in Denver, Colorado. APPROVED

The Board discussed plans for recognizing Associate Executive Director Barmak Nassirian when he leaves AACRAO. There was a discussion regarding the transition plan for his position upon his departure after May 31.

Adjournment

MOTION 2012.05.03 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 4:04 p.m. Eastern Daylight Savings Time on May 16, 2012.