

**American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors**

January 19, 2011

Conference Call

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

Board Nominees in Attendance: James Bouse, Tracey Jamison

Staff Members in Attendance: Ryan Bingham, Matthew Ogle, Jerry Sullivan

Call to Order

President Betty Huff called the meeting to order at 1:03 p.m. Central Standard Time.

Approval of Agenda

MOTION 2011.01.11 – It was duly moved and seconded that the agenda be approved.

APPROVED

Minutes

MOTION 2011.01.12 – It was duly moved and seconded to approve the minutes of the December 3-4, 2010 Board Meeting. APPROVED

Reports of Officers

President-Elect McLaughlin

President-Elect McLaughlin presented the two names to the Board for consideration as Co-Chairs of Volunteers for the 2012 AACRAO Annual Meeting in Philadelphia, PA.

MOTION 2011.01.13—It was duly moved and seconded that Tom Mantoni, Registrar at DeSales University, and Larry Friedman, Registrar at Neumann College, be named Co-Chairs of Volunteers for the 2012 AACRAO Annual Meeting in Philadelphia, PA. APPROVED

President-Elect McLaughlin presented a name for Vice-Chair of the Annual Meeting Program Committee for the year leading up to the Philadelphia Annual Meeting.

MOTION 2011.01.14—It was duly moved and seconded that Melinda Roelfs, Director of Admissions at Pittsburg State University be named the Vice-Chair of the Annual Meeting Program Committee for 2011-2012. APPROVED

Old Business

Vice President for Information Technology von Munkwitz-Smith and AACRAO Staff Member Ryan Bingham responded to further questions from the Board regarding the proposed acquisition of a new association management system by the AACRAO Office. Questions included how the

company will transfer knowledge to staff, how staff will be involved in the implementation, how their duties will be handled during implementation, and how the contract will be negotiated and funded. Mr. Bingham responded with information about the implementation project and staff involvement. Executive Director Sullivan stated that AACRAO plans to capitalize this expense over five years. The Board encouraged Mr. Bingham to list the features and agreements that are expected and to submit to the association attorney for his review of the final contract.

MOTION 2011.01.15—It was duly moved and seconded to authorize the AACRAO Office to contract with ASI, the vendor of the iMIS Association Management System, for software licensing and implementation support. APPROVED

President Huff noted that Jim Goldberg, the association attorney, will be in Seattle for the Annual Meeting and has offered to meet with the Board. He may appear on the agenda to discuss general topics with the Board.

Adjournment

MOTION 2011.01.16 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors meeting adjourned at 1:55 p.m. Central Standard Time.

Attachments

December 3-4, 2010 Board Meeting Minutes

**American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors**

December 3-4, 2010

Washington, D.C.

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

Staff Members in Attendance: Jerome Sullivan, Matthew Ogle, Ryan Bingham, Janie Barnett, Jeff Petrucci

Guests in Attendance: Adnan Bokhari

Call to Order

President Betty Huff called the meeting to order at 11:05 a.m. Eastern Standard Time on December 3, 2010.

Approval of Agenda

MOTION 2010.12.01 – It was duly moved and seconded that the agenda be approved.

APPROVED

Minutes

MOTION 2010.12.02 – It was duly moved and seconded that the minutes from the meetings of the Board of Directors on October 8-9, 2010 and on November 17, 2010 be approved. President Huff noted that in the November 17, 2010 minutes the word “retired” should be changed to “deceased” in the President’s report. APPROVED AS CORRECTED

Reports of Committees

Finance and Investments Committee

Vice President Krogh discussed the proposed 2011-2012 association budget and presented an overview of budget information.

The Board recessed for lunch at 12:20 p.m. Eastern Standard Time.

The Board meeting reconvened at 12:45 p.m. Eastern Standard Time.

Governance Committee

The committee has met with the 2011 Board nominees and started to review the BoardSource books being used for orientation. Chair Simpson Munson reviewed the orientation activities planned for the February 2011 Board meeting. She announced that a BoardSource survey will be administered to Board members during January and discussed at the February meeting.

MOTION 2010.12.03—It was duly moved and seconded that executive session minutes be approved at regularly scheduled Board meetings. APPROVED

Strategic Planning/Program Review Committee

The Strategic Planning Committee and the Finance and Investment Committee met together to discuss strategic implications of the proposed 2010-2011 budget. The Strategic Planning Committee also has drafted a proposed charter for the combined Strategic Planning and Program Review Committee.

Compensation Committee

The Compensation Committee met and developed documents that will be discussed by the Board in executive session.

The agenda was suspended to hear officer reports.

Reports of Officers

Vice President von Munkwitz-Smith

Vice President von Munkwitz-Smith discussed the three documents submitted to the Board concerning recommendations for acquiring new association management software (AMS). The recommendation from the planning group is to replace the current AACRAO system with a new AMS called iMIS owned by the vendor Advanced Solutions International.

MOTION 2010.12.04—It was duly moved and seconded to authorize the AACRAO office to contract with ASI, the vendor of the iMIS Association Management System, for software licensing and implementation support.

MOTION 2010.12.05--It was duly moved and seconded to table the motion until the January meeting. APPROVED

Past President Simpson Munson

Past President Simpson Munson noted the Awards Committee is rewriting the descriptions for awards to be more consistent and clear. She encouraged Board members to nominate colleagues for these awards.

Vice President Myers

Vice President for Records and Academic Services Myers reported AACRAO has just completed an online Reg 101 course and already has enough prospective participants to fill another class. He reported we plan to offer more courses next year than in the past, and are working to increase the faculty involved as well. Vice President Myers and Glenn Munson are working on the development of a Reg 201 course, and he is checking into reinstituting the online Managing the Registrar's Office course, which hasn't been offered since Don Bunis passed away earlier this year. The e-Transcript Report should be released to the membership sometime in December.

Vice President Cunningham

Vice President for Leadership and Management Development Cunningham thanked the Board for attending the State and Regional meetings.

Vice President McDay

Vice President for Access and Equity McDay asked Janie Barnett if a speaker had been secured for the Annual Meeting luncheons for Grad and Professional Schools and the Cultural Diversity caucuses. Ms. Barnett indicated they had not been confirmed yet, but the national office will secure if necessary. Vice President McDay will contact the chair.

President-Elect McLaughlin

President-Elect McLaughlin is working on Board meeting dates for next year. She is working to appoint a vice chair for program committee and co-chairs of volunteers for the 2012 Annual Meeting in Philadelphia. The Program Committee is working on the program-at-a-glance for the 2012 Annual Meeting. The Board discussed possible arrangements that would encourage attendance by members at the business meeting.

Final Report from the Task Force on Association Governance

The Board discussed the Final Report from the Task Force on Association Governance.

MOTION 2010.12.06—It was duly moved and seconded to accept the bylaws changes as recommended in the report from the Task Force on Association Governance and submit for approval to the membership at the March 2011 Annual Meeting. Discussion ensued.

MOTION 2010.12.07—It was duly moved and seconded to close debate. DEFEATED

Discussion continued.

MOTION 2010.12.08—It was duly moved and seconded to close debate. APPROVED

MOTION 2010.12.06— DEFEATED

The meeting adjourned for the day at 3:42 p.m. Eastern Standard Time.

The Board reconvened at 12:50 p.m. Eastern Standard Time on Saturday, December 4, 2010.

Board Members in Attendance: Betty Huff, Wanda Simpson Munson, Nora McLaughlin, Bruce Cunningham, Nancy Krogh, Brad Myers, Michele Sandlin, Jeff von Munkwitz-Smith, Adrienne McDay (by phone from 12:55 p.m. to 1:19 p.m.), Robert Watkins (by phone)

Staff Members in Attendance: Jerome Sullivan, Matthew Ogle

In direct response to requests made from attendees at the SEM meeting in Nashville and based on the success of the GACRAO Strategic Enrollment Management (GSEM) program for young professionals in that state, President Huff asked Jerry Sullivan to explore ways AACRAO can work with the State and Regional Associations to develop content and delivery mechanisms for young professionals to gain skill sets. This would be a partner program to the annual SEM meeting and could possibly feed the Vanderbilt summer institute.

MOTION 2010.12.09—It was duly moved and seconded that the Board move into executive session to discuss Compensation Committee business. APPROVED

The Board reconvened in regular session at 1:22 p.m. Eastern Standard Time.

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

Staff Members in Attendance: Jerome Sullivan, Matthew Ogle

New Business

President Huff resumed discussion on the Final Report from the Task Force on Association Governance. The Board discussed the need to spend more time in discussion about the recommendations.

MOTION 2010.12.10—It was duly moved and seconded for the Board to continue to discuss the recommendations. APPROVED with one abstention

MOTION 2010.12.11—It was duly moved and seconded to approve the executive session minutes of April 20, 2010, June 15, 2010, and October 9, 2010. APPROVED

Adjournment

MOTION 2010.12.12 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 2:15 p.m. Eastern Standard Time on December 4, 2010.

Attachments

Board of Directors Meeting Minutes, October 8-9, 2010
Board of Directors Meeting Minutes, November 17, 2010
Board 2011-2012 Budget Presentation