

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

January 27, 2010
via Conference Call

Board Members in Attendance: Sam Conte, Betty Huff, Adrienne McDay, Glenn Munson, Wanda Simpson Munson, Michele Sandlin, Jeffrey von Munkwitz-Smith, Robert Watkins, Paul Wiley

Staff Members in Attendance: Matt Ogle, Jerome Sullivan

Call to Order

President Simpson Munson called the meeting to order at 2:05 p.m. Central Time.

Approval of Agenda

MOTION 2010.1.01 – It was duly moved and seconded that the agenda be approved as amended.
ADOPTED

Approval of Minutes

MOTION 2010.1.02 – It was duly moved and seconded to approve the minutes from the meeting of the Board of Directors on December 3-4, 2009, as amended. ADOPTED

Reports of Individual Officers

President-Elect Huff presented an update of the conference program, the 2010 December Leadership Meeting, the 2010-2011 Board meeting dates, and the proposed composition of the Board committees for 2010-2011.

Vice President Conte presented the financial report for the first quarter (October-December 2009) of AACRAO's fiscal year.

Past-President Wiley presented an update on the Governance Task Force (GTF) Report.

MOTION 2010.1.03 – It was duly moved and seconded to extend the submission deadline for the final report of the Governance Task Force to the Board until August 31, 2010. ADOPTED

President Simpson-Munson presented an update on the Professional Practices and Ethical Standards Proposal.

MOTION 2010.1.04 – It was duly moved and seconded to recognize Susan Van Voorhis as the Member-at-Large to the Audit Committee and Brad Myers as the Parliamentarian for their service at the April 2010 annual meeting. ADOPTED

Executive Director Report

Executive Director Sullivan presented his report, which included updates on the results of the Winter Institute, planning for the SEM Conference, marketing for AACRAO Consulting, and next year's Transfer and Tech Conferences, and the status of the Annual Meeting. He also reported that the final audit draft is in; he is working on the 2010-2011 Operating Plan and the 2010-2011 association budget.

President Simpson Munson ordered the reports filed.

Discuss Agenda for February 25-28, 2010 BOD Meeting (Washington, D.C.)

The Board discussed the tentative agenda for the December Board of Directors meeting.

Review of Action Items from October Board Meeting

The Board's Action Item list was reviewed and updated.

Adjournment

MOTION 2010.1.05 – It was duly moved and seconded that the Board of Directors meeting be adjourned.

ADOPTED

The Board of Directors meeting adjourned at 3:17 p.m. Central Time.

Attachments

Board of Directors Meeting Minutes, December 2009

Board of Directors Financial Update, December 2009

Governance Task Force Status Report

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
December 3-4, 2009

Board Members in Attendance: Sam Conte, Cherie Hatlem, Betty Huff, Adrienne McDay, Glenn Munson, Wanda Simpson Munson, Michele Sandlin (via telephone), Jeffrey von Munkwitz-Smith, Robert Watkins, Paul Wiley

Staff Members in Attendance: Janie Barnett, Barmak Nassirian, Matt Ogle, Jeff Petrucci, Jerome Sullivan

Call to Order

President Simpson Munson called the meeting to order at 10:56 a.m. Eastern Time.

Approval of Agenda

MOTION 2009.12.01 – It was duly moved and seconded that the agenda be approved as presented.
ADOPTED

Reading and Approval of Minutes

MOTION 2009.12.02 – It was duly moved and seconded to approve the minutes from the meeting of the Board of Directors via conference call on November 18, 2009 as amended. ADOPTED

Reports of Board Committees

Finance & Investments Committee

The chair of the Finance & Investments Committee presented its report.

MOTION 2009.12.03 – It was duly moved and seconded to shift \$1.5 million from operating reserves to the three long-term investment funds over the next 12 months, using the proportions detailed in the AACRAO Investment Policy. ADOPTED

Compensation Committee

The chair of the Compensation Committee presented its report.

Governance Committee

The chair of the Governance Committee presented its report.

Audit Committee

The chair of the Audit Committee presented its report.

Strategic Planning Committee

The chair of the Strategic Planning Committee presented its report.

Program Review & Development Committee

The chair of the Program Review & Development Committee presented its report.

President Simpson-Munson ordered the reports to be filed.

Reports of Individual Officers

Vice President Munson

- Reported on the results of the latest Registrar 101 workshop.

Vice President Conte

- Provided a synopsis of the October 2009 financial report.

Vice President Hatlem

- Received first draft of proposed agenda for the State & Regional meeting at the annual conference.

Vice President von Munkwitz-Smith

- Reported on the status of the leadership of the SPEEDE Committee.

Vice President Watkins

- Reported that people have been added to international education committees.
- Reported on the results of the EDGE meeting.

Vice President McDay

- Reported on the status of her communication with various groups under her area of responsibility.

Past President Wiley

- Reminded the Board of the deadline to submit award nominees.

President-Elect Huff

- Discussed upcoming meeting with Program Committee.

President Simpson-Munson

- Discussed the “Schedule at a Glance” for the Annual Meeting in New Orleans.

President Simpson-Munson ordered the reports to be filed.

Reports from Ad Hoc Committees

Ethics Task Force – the Board reviewed the proposed Professional Practices and Ethical Standards document from the Ethics Task Force.

MOTION 2009.12.04 – It was duly moved and seconded to accept and endorse the revised Statement of Professional Ethics and Practices. ADOPTED

Board Meeting in Recess – 4:56 p.m. Eastern Time (12/3/09)

Board Reconvened – 9:10 a.m. Eastern Time (12/4/09)

Reports from Ad Hoc Committees, continued

Public Policy Task Force – Associate Executive Director Nassirian updated the Board on the status of current and anticipated public policy issues.

Governance Task Force – the Board discussed the report from the Governance Task Force.

MOTION 2009.12.05 – It was duly moved and seconded that the Board endorse in principle the first recommendation in the initial report of the Governance Task Force. Vice President Munson called for a roll call vote. DEFEATED (by a vote of five to three)

Unfinished/Old Business

Action Items – the Board’s action items list was reviewed and updated.

Leadership Project – Executive Director Sullivan updated the Board on the status of the Leadership Project with Vanderbilt University.

Report of Executive Director

Executive Director Sullivan presented a review of the highlights of his written report.

President Simpson-Munson ordered the Executive Director’s report filed.

Executive Session

The Board of Directors met in Executive Session.

Reports from Ad Hoc Committees, continued

Governance Task Force (continued) – the Board continued with discussion of the report from the Governance Task Force.

MOTION 2009.12.06 – it was duly moved and seconded that the Board acknowledges receipt of the initial report of the Governance Task Force and thanks the Task Force for its hard work. The Board looks forward to reviewing and discussing its recommendations in detail in the coming months. ADOPTED

Adjournment

MOTION 2009.12.07 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 5:55 p.m. Eastern Time.

Attachments

Board of Directors Meeting Minutes, November 2009

Board of Directors Financial Update, October 2009

Audit Committee Report

Schedule-at-a-Glance Draft

Executive Director Report

Governance Task Force Initial Report to the Board of Directors



AACRAO Monthly Financial Update

Highlights | Fiscal Year 2010 | December 2009

Presented: Jerry Sullivan and Samuel Conte

Overview

AACRAO's total operating revenue for the month of December exceeded expenses by \$1,020 and the year-to-date operating activities generated revenue in excess of expenses by \$454,679.

The Association's investments portfolio generated a net surplus of \$47,705 for the month, and \$117,563 for the three months ended December 31, 2009.

AACRAO's combined operating and investment activities produced a surplus of \$48,725 for the month of December, and \$572,242 for the three months ended December 31, 2009.

Financial Position

The following summarizes AACRAO's financial position as of:

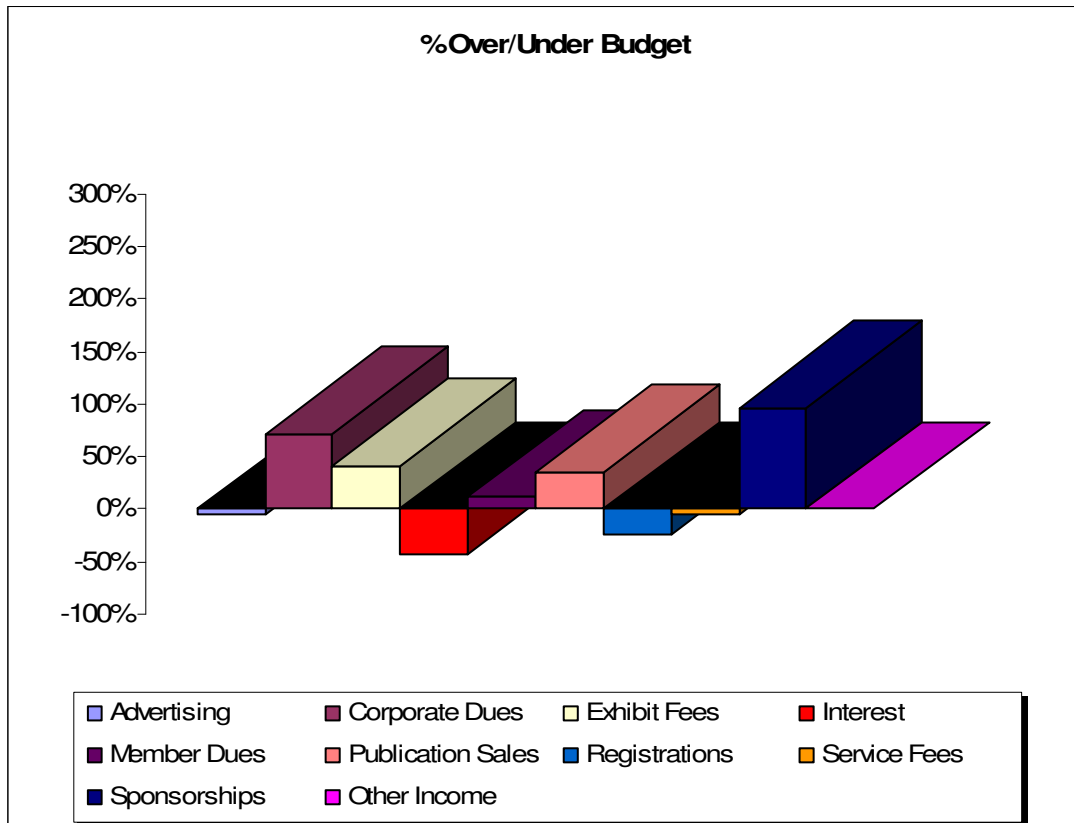
	December 2009	November 2009	Change
Cash	\$1,194,429	\$1,271,606	(\$71,177)
Investments	5,723,321	5,674,792	48,529
Accounts Receivable	264,469	233,084	31,385
Prepaid Expenses	244,954	229,538	15,416
Total Assets	7,764,811	7,746,904	17,907
Accounts Payable	248,636	314,059	(65,423)
Unearned Income	1,777,656	1,743,044	34,612
Total Liabilities	2,378,689	2,409,500	(30,811)
Net Assets	\$5,386,122	\$5,337,404	\$48,718

The change in cash balance reflects disbursements related to SEM conference and an overall decline in receipts during this time of the year. Prepaid expenses increased in December as a result of Annual Meeting related expenditures. Accounts payable decreased during the month primarily due to payment of SEM conference related expenses that were accrued in November. Unearned income increased in December mainly as a result of Annual Meeting receipts.

As a result of the cross over between the dues year (July through June) and the fiscal year (October through September), three months of 2009/2010 dues were recognized in FY 2008/2009 and the other nine months will be recognized in FY 2009/2010. For the 2008/2009 membership year, \$2,415,435 was collected for membership dues and \$121,675 for corporate dues. Dues notices for membership year 2009/2010 were mailed on May 19, 2009, a week earlier than the previous year. As of December 31, 2009, \$2,261,438 and \$104,263, has been collected for membership dues and corporate dues, respectively.

Statement of Activities

Revenue: Revenue generated for the three months ended December totaled \$2,020,934 or 103% of the month's budget (3% above budget expectations). Five revenue generating activities exceeded their budget target while others are either at or fell below expectations. The following chart summarizes the variances between actual and budget amounts:



Exceeding Expectations:

Corporate Dues: 71% | \$15,000

Exhibit Fees: 42% | \$31,700

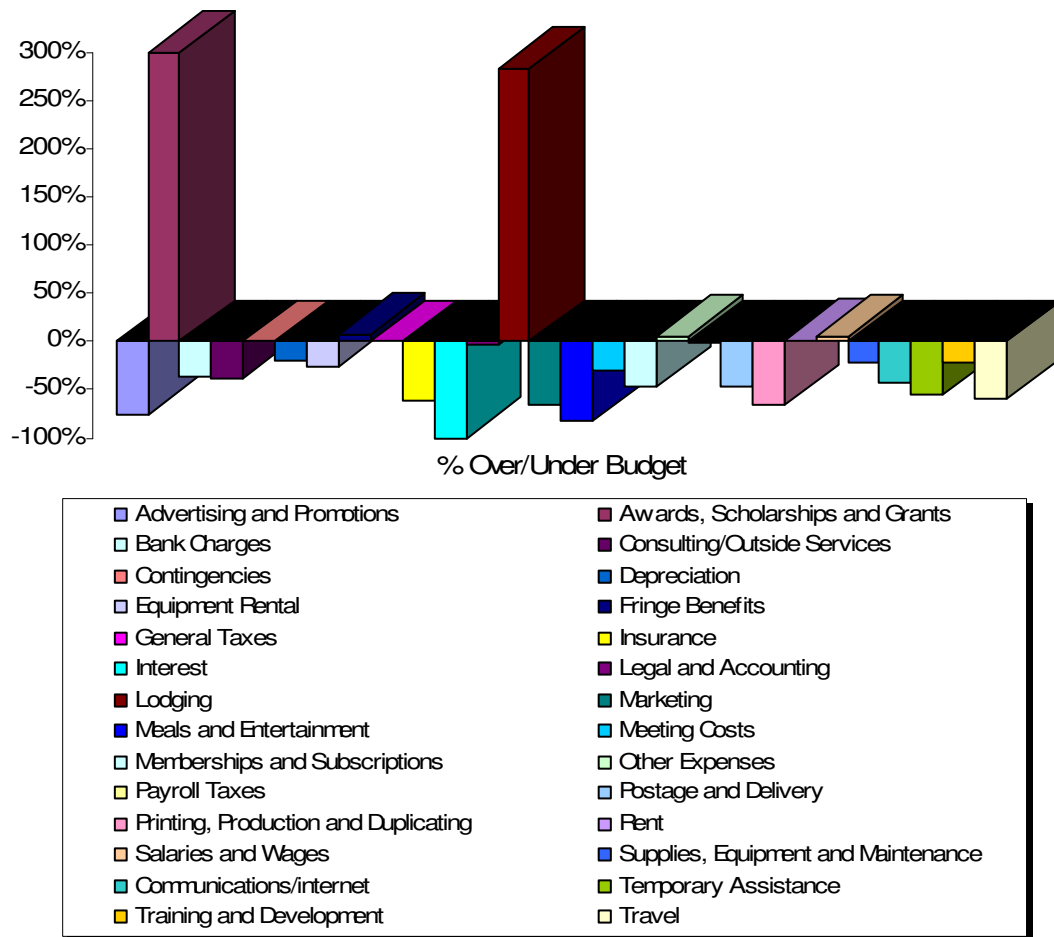
Member Dues: 11% | \$66,000

Publication Sales: 35% | \$39,000

Sponsorship: 96% | \$62,700

Publication sales revenue continues to report better than expected results. Membership dues revenue exceeded its budget target for December. Strong performance of the SEM 2009 conference contributed positively to the overall financial performance of AACRAO, generating better than projected results in sponsorship and exhibits revenue line items.

Expenses: Expenses for the two months ended December totaled \$1,566,255 or 78% of the month's budget (22% below budget expectations). Six expense line items exceeded their budget target, while others remained at or below budget.



Exceeded Budget:

Awards, Scholarship and Grants: 300% | \$1,500

Lodging: 284% | \$19,500

Fringe Benefits: 7% | \$7,500

Other Expenses: 5% | \$600

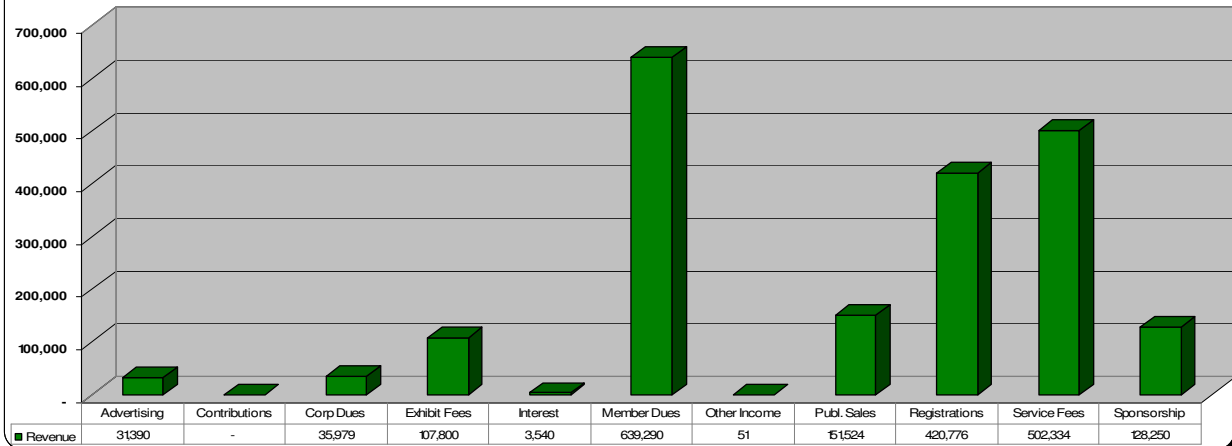
Salaries: 5% | \$29,000

Rent: 1% | \$700

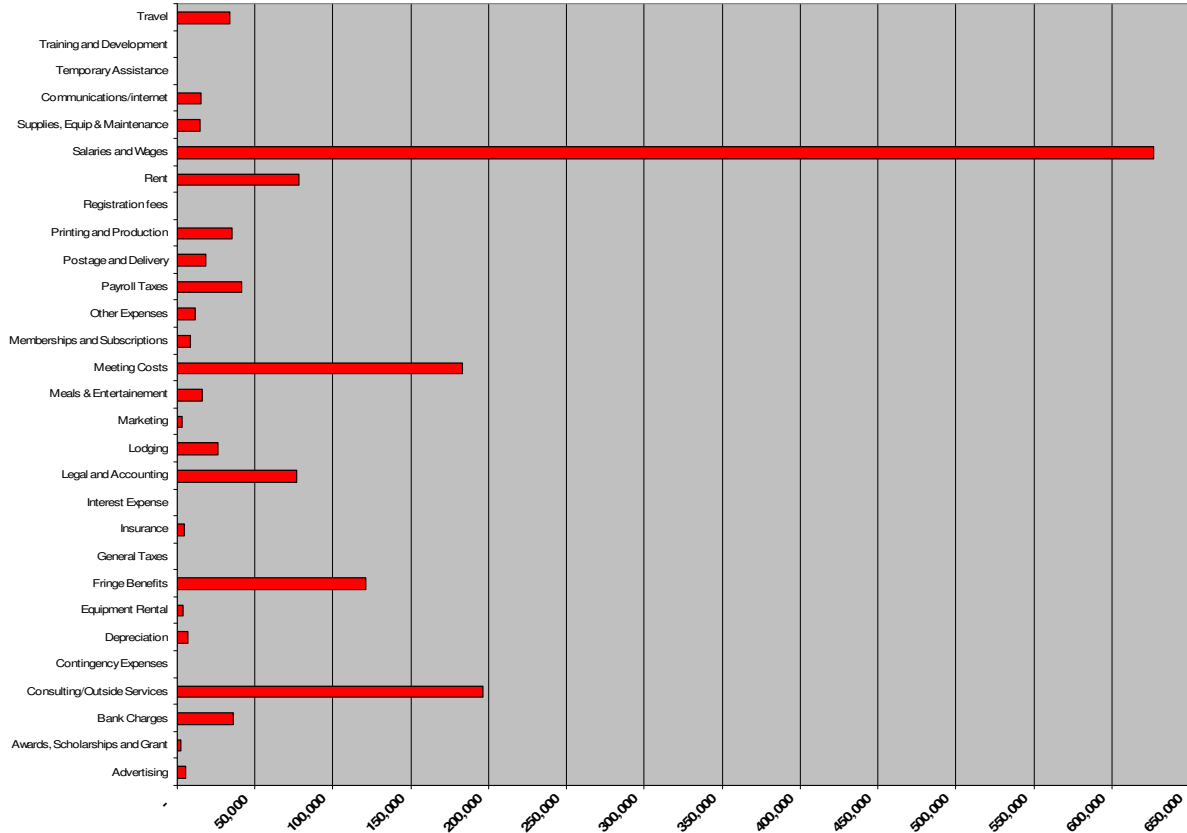
The excess in the above expenses is attributable to timing differences between actual and budget.

AACRAO Revenue and Expense Analysis – Year-to-Date

Actual Revenue



Actual Expenses



AACRAO Performance Analysis by Department

Year-to-date	IT	GA	AM	MS	RD	MTS	PB	GR
Revenue	-	678,809	-	42,390	-	645,826	127,700	-
Expenses	96,654	312,042	51,678	87,042	31,486	352,341	53,037	40,107
Net Operating	(96,654)	366,767	(51,678)	(44,652)	(31,486)	293,485	74,663	(40,107)

	CM	BD	AC	PC	IES	MK	TOTAL
Revenue	23,875	-	135,675	-	366,659	-	2,020,934
Expenses	67,584	67,110	129,731	-	276,297	1,146	1,566,255
Net Operating	(43,709)	(67,110)	5,944	-	90,362	(1,146)	454,679

Gifts/Bequests

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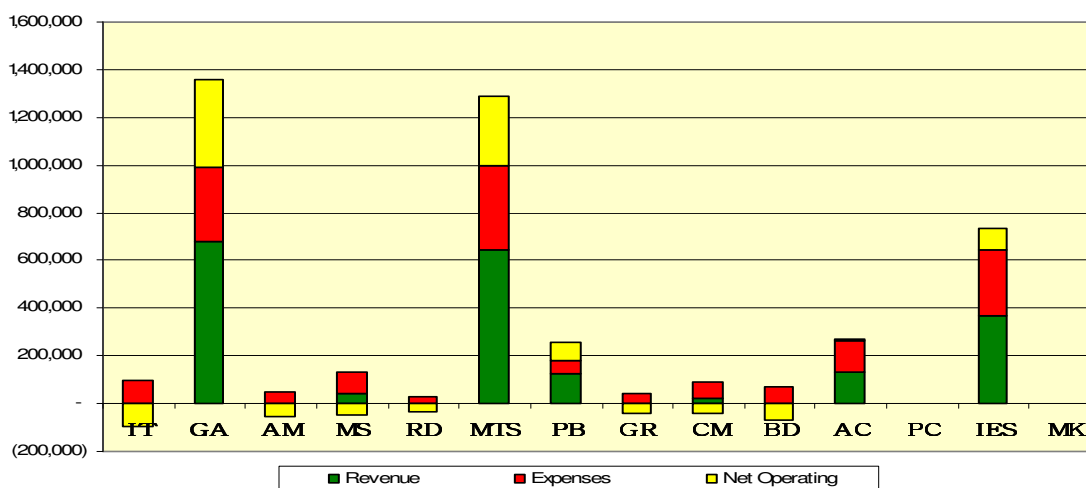
Investments

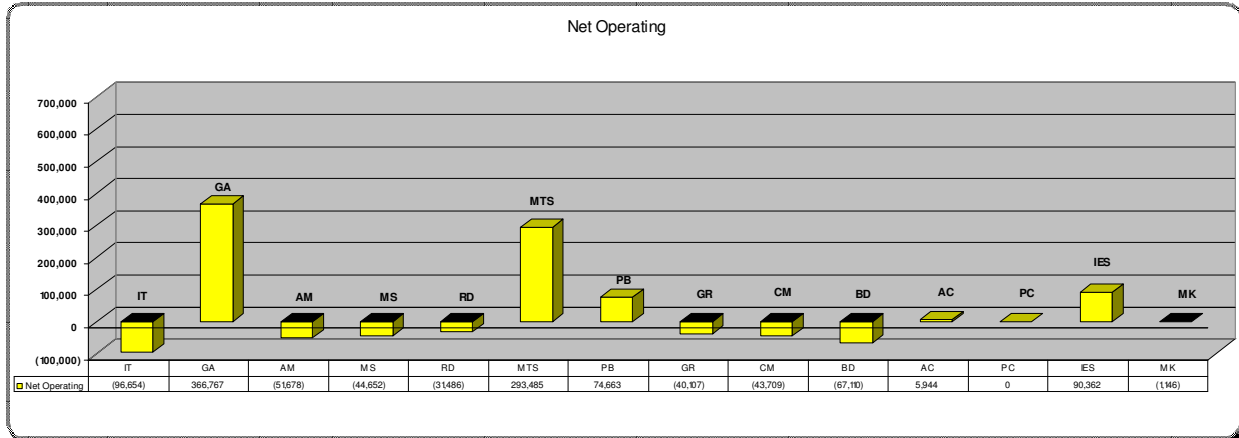
117,563

Net surplus

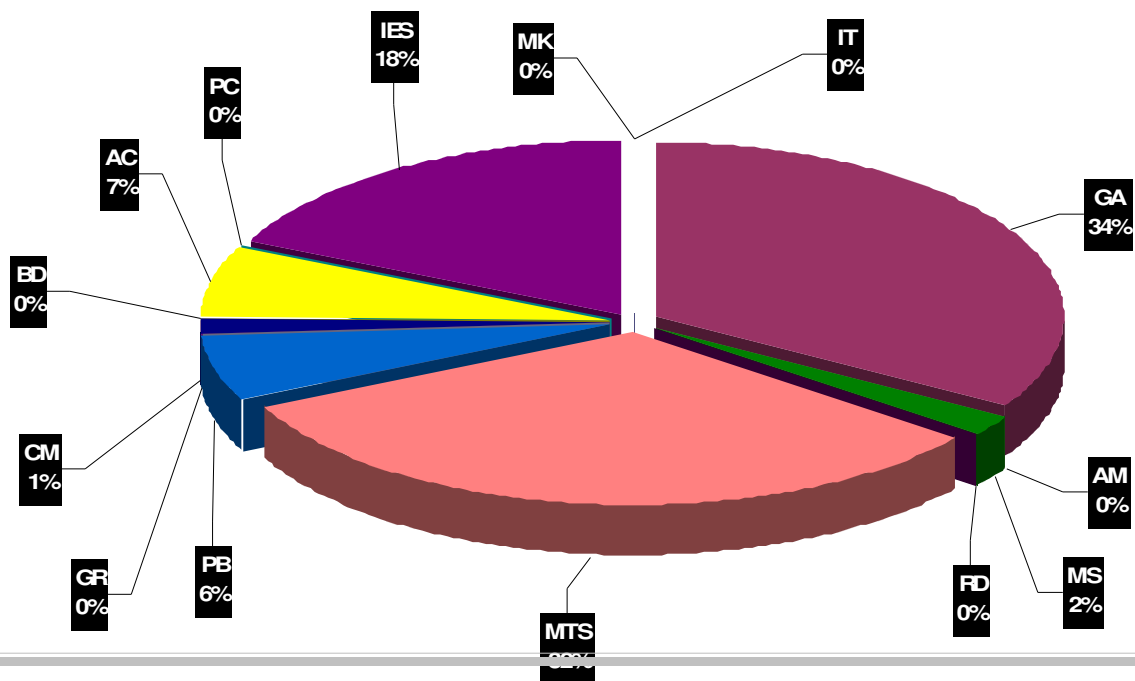
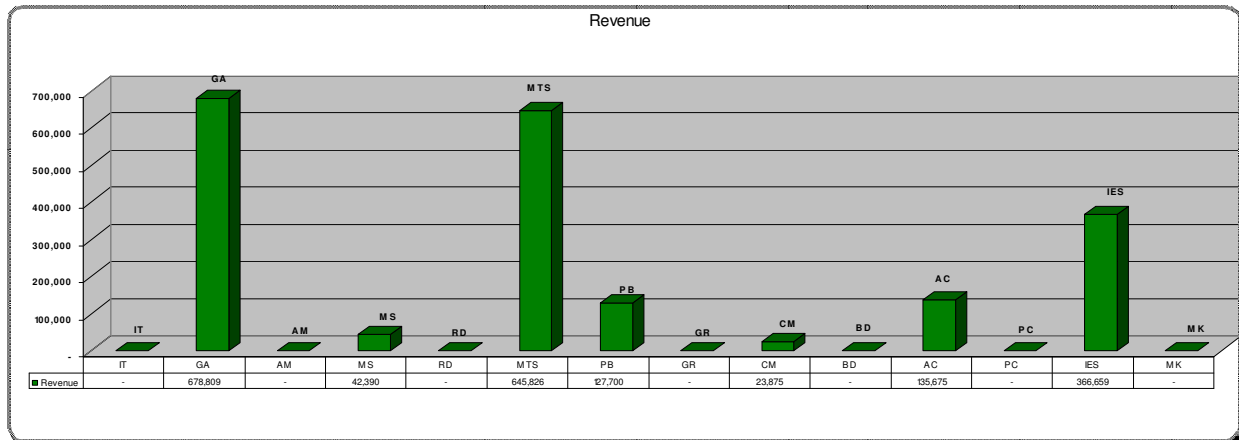
572,242

IT: Information Technology - GA: General and Administrative - AM: Annual Meeting - MS: Member Services - RD: Research - MTS: Meetings/Workshops - PB: Publications - GR: Government Relations - CM: Communications - BD: Governance - AC: AACRAO Consulting - PC: Projects Contracts - IES: Int'l Education Services - MK: Marketing

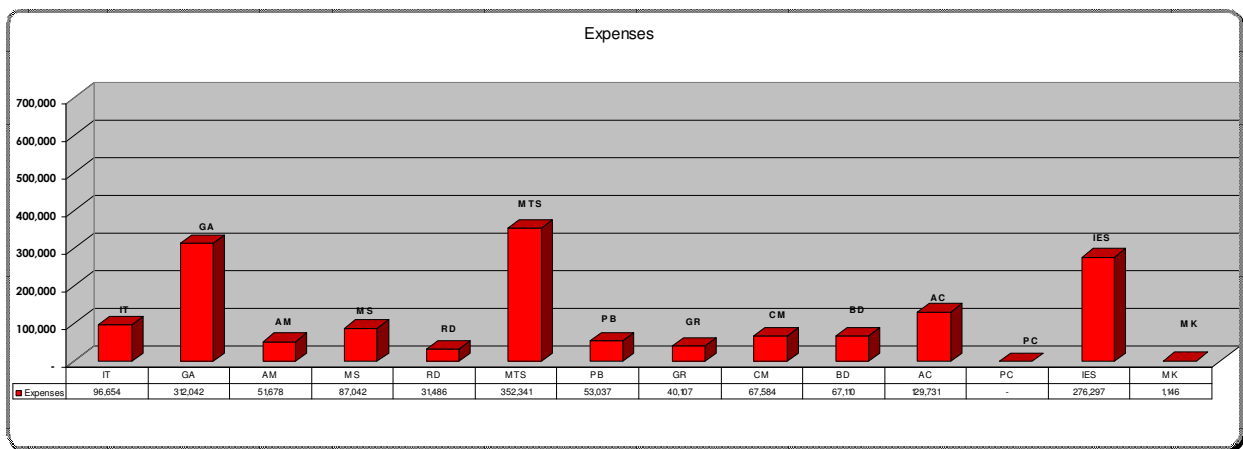


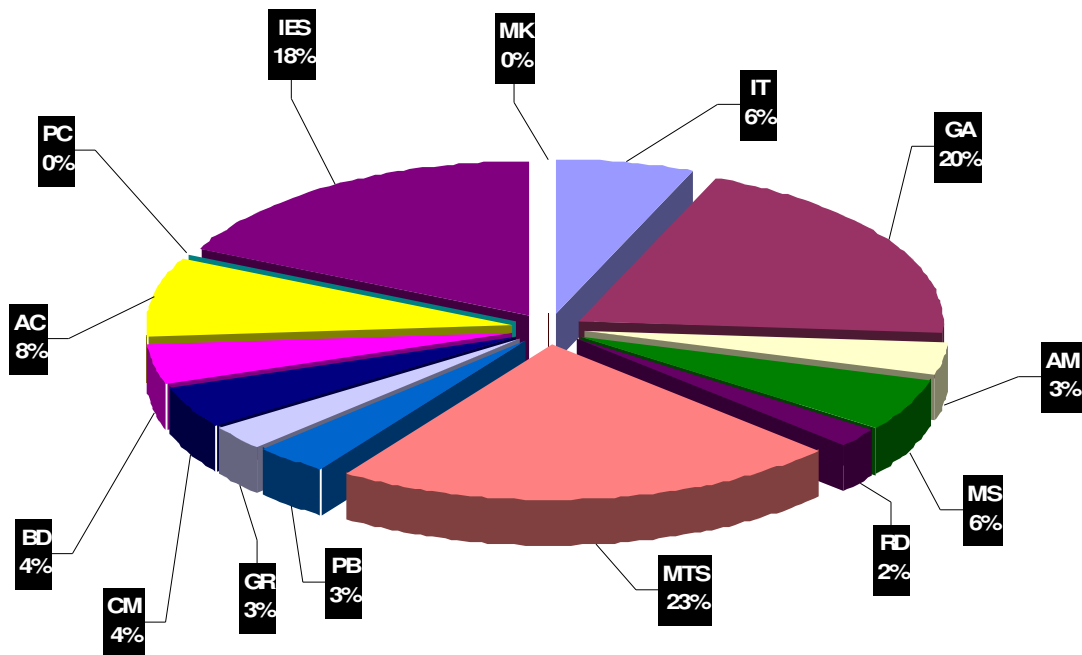


Revenue



Expenses

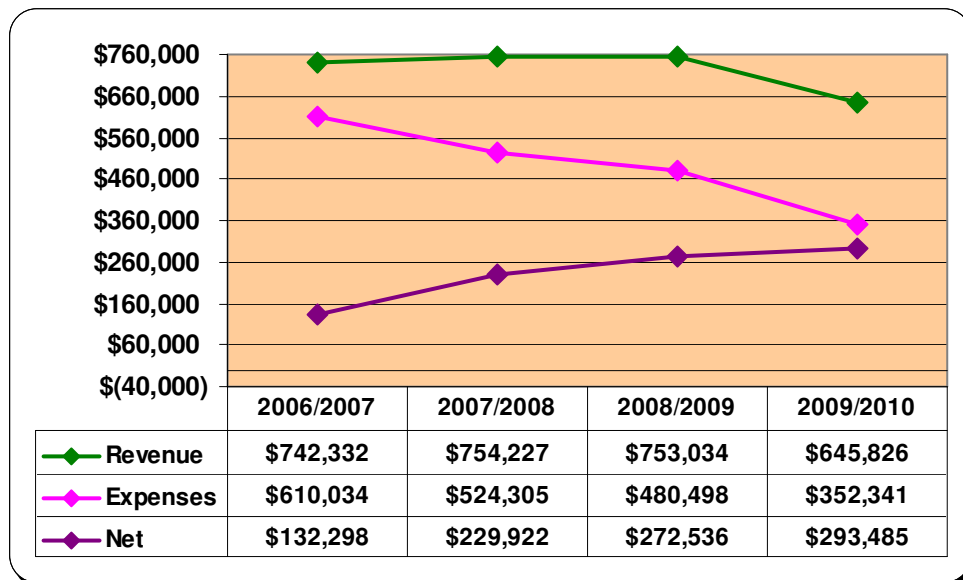




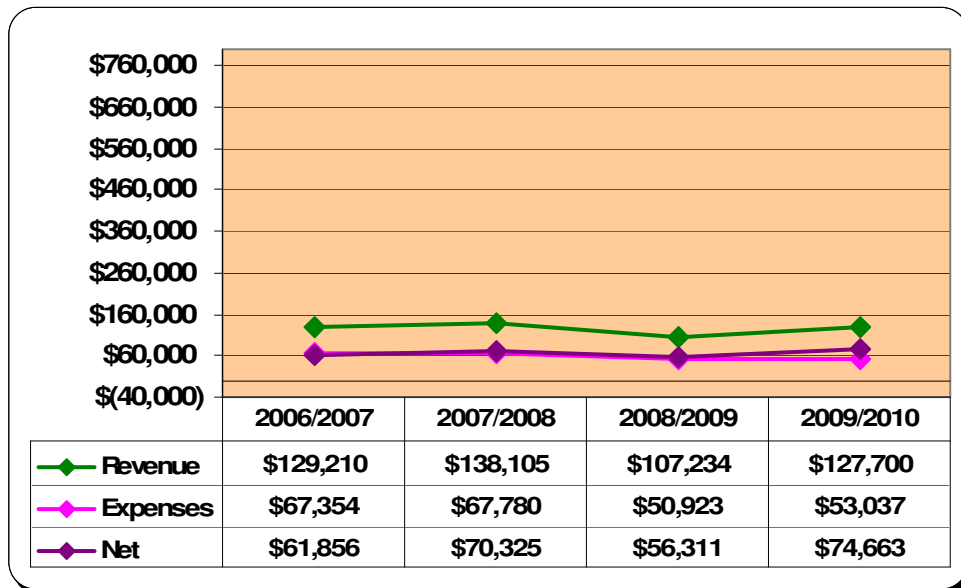
AACRAO Business Lines – Comparative Data

The following charts compare year-to-date department activities over the past four years:

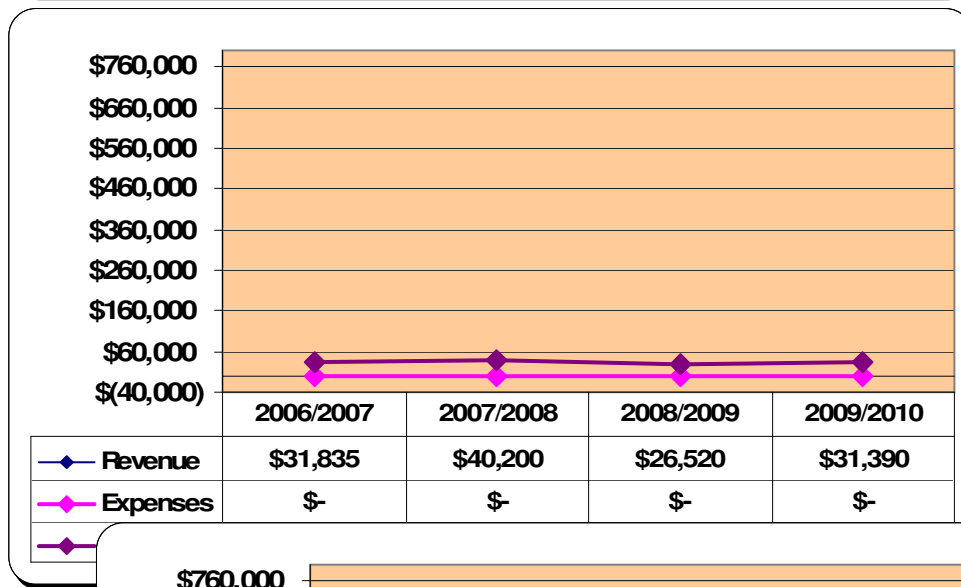
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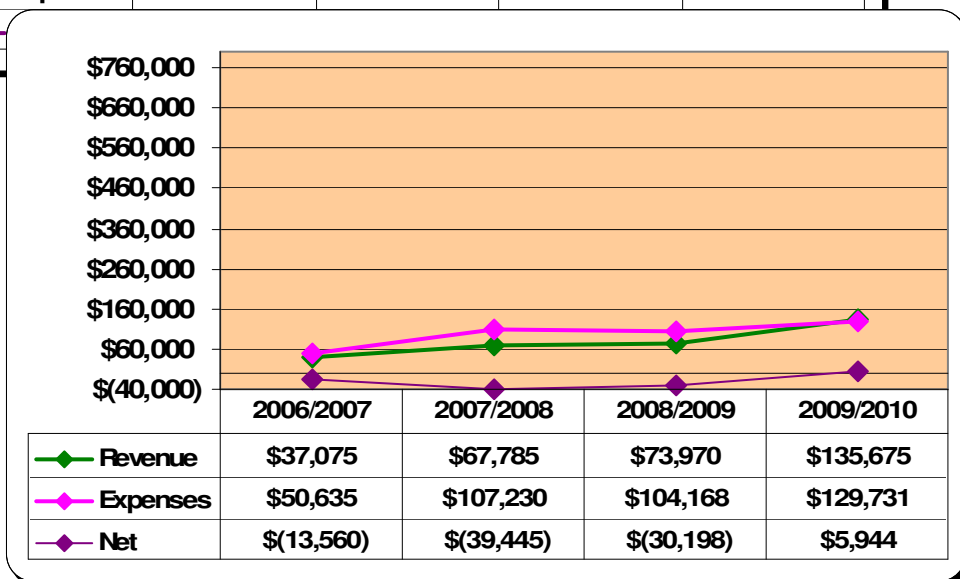
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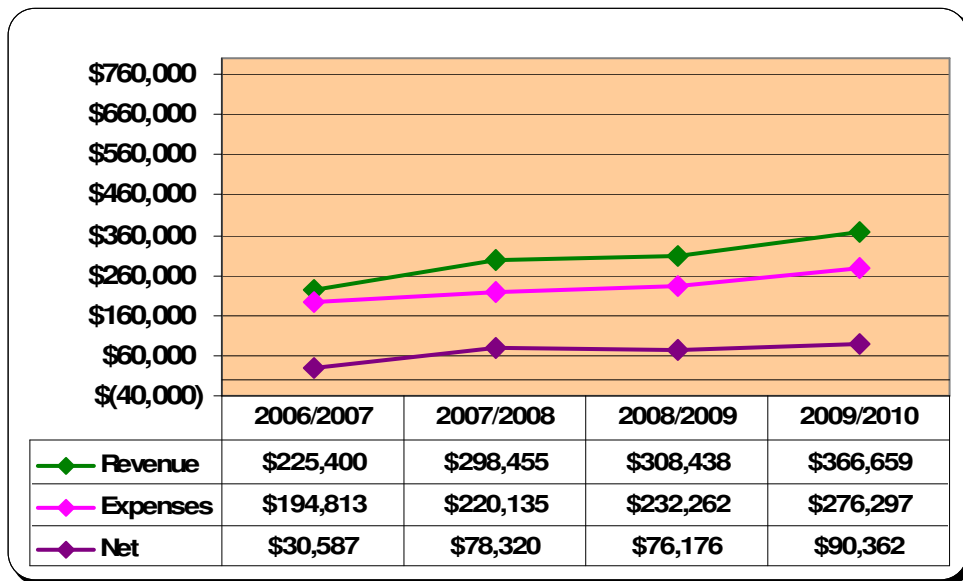
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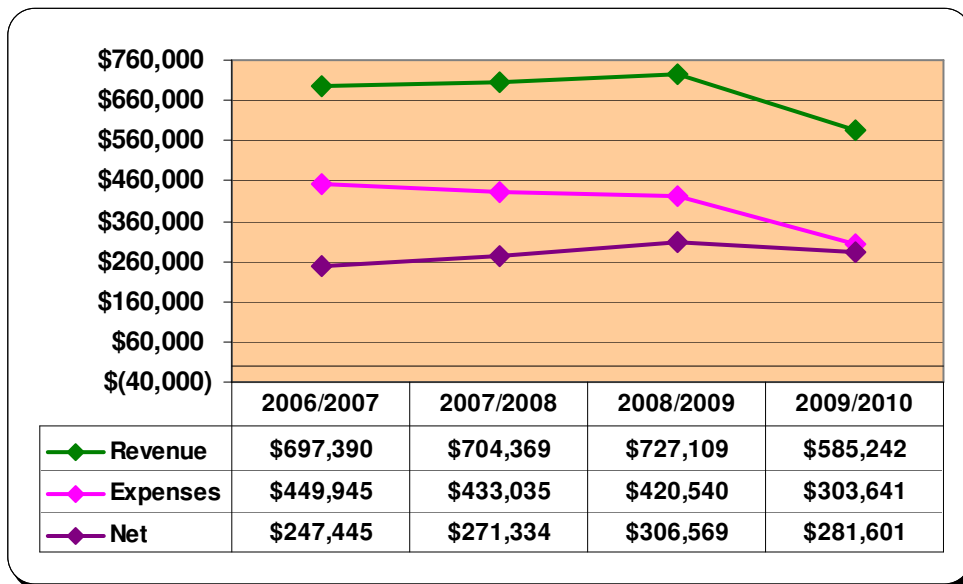
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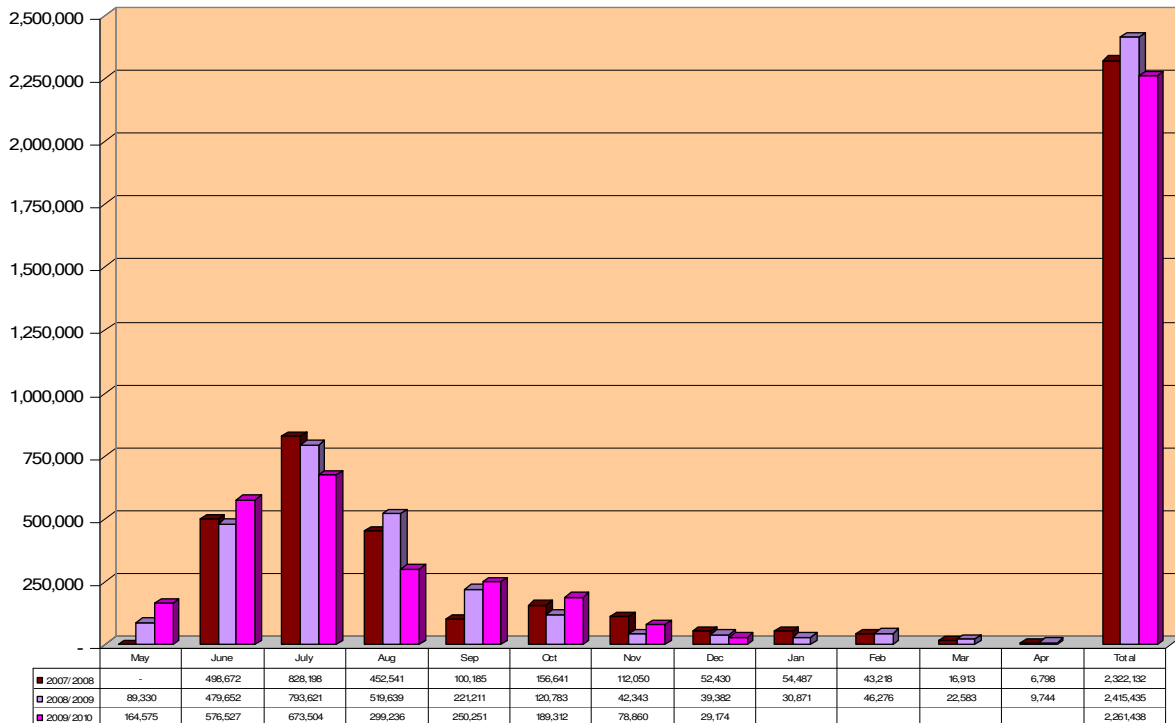


SEM

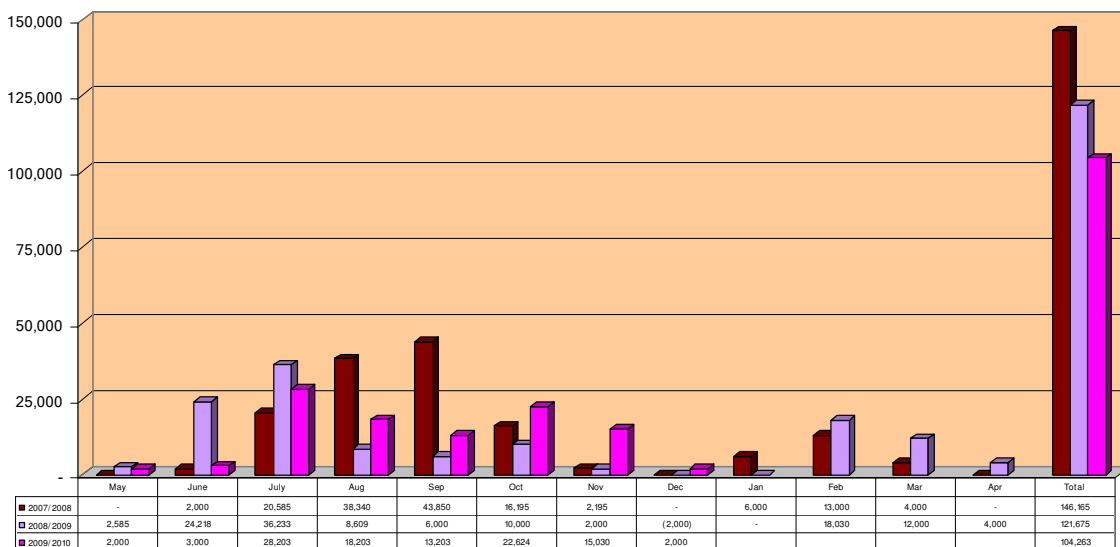


Appendix

Membership Dues: Cash Collections | Comparative Numbers



Corporate Dues: Cash Collections | Comparative Numbers



January 27, 2010

Board of Directors
American Association of Collegiate Registrars and Admissions Officers
One Dupont Circle NW, Suite 520
Washington, DC 20036

Dear Board Members,

On behalf of the Task Force on Association Governance members, we write to advise you about the status of our work. Although the group has done a great deal of work over the last ten months, we continue to gather and process information. While we have received comments from some AACRAO members, the task force believes that we need even more member feedback and suggestions to complete a more informed final report. In addition, a few association members, including current and former board members, have indicated that more time for consideration, comment and discussion of the report would be helpful. Therefore, the task force believes it is premature to submit its final report at this time.

The Annual Meeting in New Orleans will provide attendees with three opportunities to meet with the task force and discuss its recommendations. However, these sessions have the potential of reaching only a small portion of the membership. Therefore, the task force asks for your help in reaching out to the membership at large. Frequent announcements publicizing the initial report should be included in the AACRAO Transcript and Memberlink between now and the end of May. If we allow members until May 31 to submit comments, they will then have had sufficient time to read and react to the report. After carefully considering the additional feedback received between now and then, the task force believes it can submit its final report by August 31, 2010. We do not foresee a need for additional face-to-face meetings of the task force, except at the Annual Meeting, and believe we can conduct the remainder of our work via conference calls.

We look forward to further discussions with the board and working closely with you as we move forward on this very important project. Please contact us if you have questions regarding the plan to complete our work.

Sincerely,

Robert K. Doolos & Nancy Krogh
Co-chairs, Task Force on Association Governance