

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

May 27, 2009
via Conference Call

Board Members in Attendance: Sam Conte, Cherie Hatlem, 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 2:04 p.m. Central Time.

Approval of Agenda

MOTION 2009.5.01 – It was duly moved and seconded that the agenda be approved as presented.
ADOPTED

Financial Report

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

MOTION 2009.5.02 – It was duly moved and seconded to accept the financial report. ADOPTED

New Business

Report from New Orleans Program Committee

President-Elect Huff reported on the progress and status of the New Orleans program committee.

December Leadership and State & Regional Meeting

MOTION 2009.5.03 – It was duly moved and seconded to cancel the December 2009 Leadership and State & Regional Meeting. ADOPTED

December Board Meeting Dates

The new dates for the December Board of Directors meeting will be December 2-5, 2009 (Wednesday evening-Saturday morning), based on the decision to cancel the December 2009 Leadership and State & Regional Meeting.

June 15-18, 2009 Board Meeting Agenda

President Simpson Munson requested Board members to send any agenda items, reports, or motions for the June meeting to her, so she can finalize the agenda and send it to the Board a week before the meeting.

Unfinished Business

2010 Annual Meeting Schedule (April 21-24, 2010)

The tentative 2010 annual meeting schedule was reviewed. The key points discussed were: (1) the addition of a three-hour block of time for a concurrent State & Regional Officers Workshop and a Meeting for Chairs & Members of Professional Activities Committees in lieu of the cancelled December 2009 meeting; (2) a change in when the Business Meeting would be held; and, (3) what time to hold the Closing General Session on the last day of the annual meeting.

Centennial Celebration Budget

The options and costs for the Centennial Celebration at the Annual Meeting were discussed. It was agreed that, prior to the planned dessert and dance, tickets to a dinner at a cost of \$40 each would be sold.

Update on Ethics Task Force

President Simpson Munson reported that the chair of the Ethics Task Force has reported they will continue their deliberations and prepare a final report for the Board that will probably be available for the October Board meeting.

Review of Action Items from April 16, 2009

The Action Items from the April 16, 2009 meeting of the Board was reviewed and updated.

Adjournment

MOTION 2009.5.04 – It was duly moved and seconded that the Board of Directors meeting be adjourned.

ADOPTED

The Board of Directors meeting adjourned at 3:02 p.m. Central Time.

Attachments

Board of Directors Financial Update, March 2009

2010 Meeting at a Glance

Action Items from April 16, 2009 Board Meeting

Communication Plan for Program Presenters



AACRAO Monthly Financial Update

Highlights | Fiscal Year 2009 | March 2009

Presented: Jerry Sullivan and Samuel Conte

Overview

Total revenue generated by AACRAO's operating activities exceeded expenses by \$9,037 for the month of March, and \$221,665 for the six months ending March 31, 2009.

The Association's investment portfolio resulted in net gain of \$113,579 for the month and net loss of (\$830,359) for the six months ended March 31, 2009.

The combined operating and investment activities resulted in a surplus of \$122,616 for the month and a deficit of (\$608,694) for the six months ending March 31, 2009.

Key strategic actions in lieu of economic conditions

In the midst of a troubled economy and uncertain financial markets, management has been constantly looking for ways to manage AACRAO's resources in the most effective and efficient manner. Management is working with its major vendors to cut back on expenses, especially those related to the annual meeting.

In order to minimize AACRAO's exposure to market volatility, management has been working with the finance and investment committee and AACRAO's investment advisors to improve its portfolio and mitigate risks of additional market losses.

Financial Position

The following summarizes AACRAO's financial position as of:

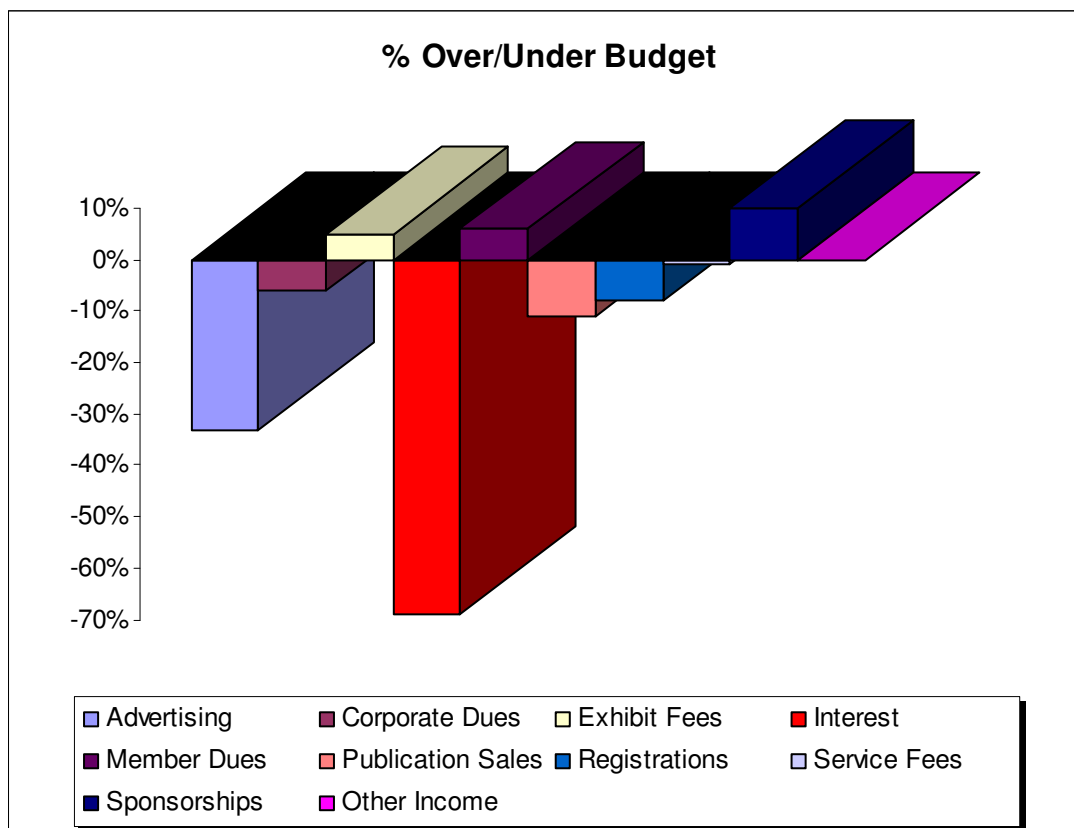
	March 2009	February 2009	Change
Cash	\$237,100	\$260,866	(\$23,766)
Investments	5,102,606	4,988,436	114,170
Accounts Receivable	288,007	207,450	80,557
Prepaid Expenses	534,202	366,564	167,638
Total Assets	6,441,305	6,105,120	336,185
Accounts Payable	222,867	203,639	19,228
Unearned Income	2,141,587	1,978,961	162,626
Total Liabilities	2,689,322	2,507,469	181,853
Net Assets	\$3,751,983	\$3,597,651	\$154,332

The modest change in cash balance reflects slight decline in monies collected for AACRAO's operating activities. The investment portfolio showed signs of improvement during March resulting in a net positive change of \$114,170. Prepaid expenses increased during the month as a result of Annual Meeting related expenditures. Unearned income markedly increased during March, primarily as a result of receipts related to membership dues and annual meeting.

As a result of the cross over between the dues year (July through June) and the fiscal year (October through September), three months of 2008/2009 dues were recognized in FY 2007/2008 and the other nine months will be recognized in FY 2008/2009. For the 2007/2008 membership year, \$2,322,132 were collected for membership dues and \$146,165 for corporate dues. Dues notices for membership year 2008/2009 were mailed in May, 2008, a month earlier than prior years. As a result, as of March 31, 2009, \$2,405,691 (or 104% of last year's total membership dues receipts) has been collected for membership dues and \$117,675 (or 81% of previous year's total corporate dues receipts) has been collected for corporate dues.

Statement of Activities

Revenue: Revenue generated for the six months ended March, totaled \$3,456,219 or 98% of year-to-date budget (2% below budget expectations). Three revenue generating activities exceeded their year-to-date budget expectation, while others are either at or fell below expectations. The following chart summarizes the variances between actual and budget amounts:



Exceeding Expectations:

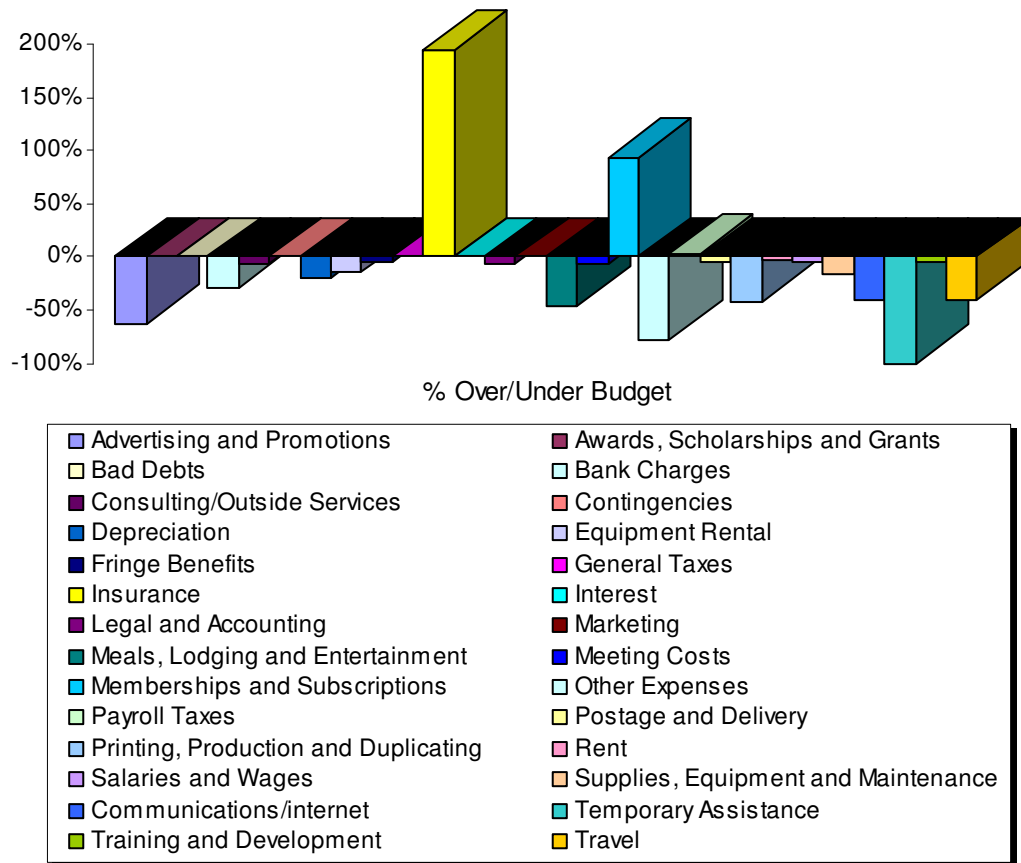
Member Dues: 6% | \$74,000

Exhibit Fees: 5% | \$7,000

Sponsorship: 10% | \$12,000

Exhibit fees and Sponsorship revenue are reporting better than expected results due to the high performance of SEM and Transfer conferences. Membership Dues revenue continues to perform well and is expected to remain strong through the end of the fiscal year.

Expenses: Expenses for the six months ended March, totaled \$3,234,554 or 88% of year-to-date budget (12% below budget expectations). Two expense activities exceeded their year-to-date budgets, while others remained at or below budget.



Exceeded Budget:

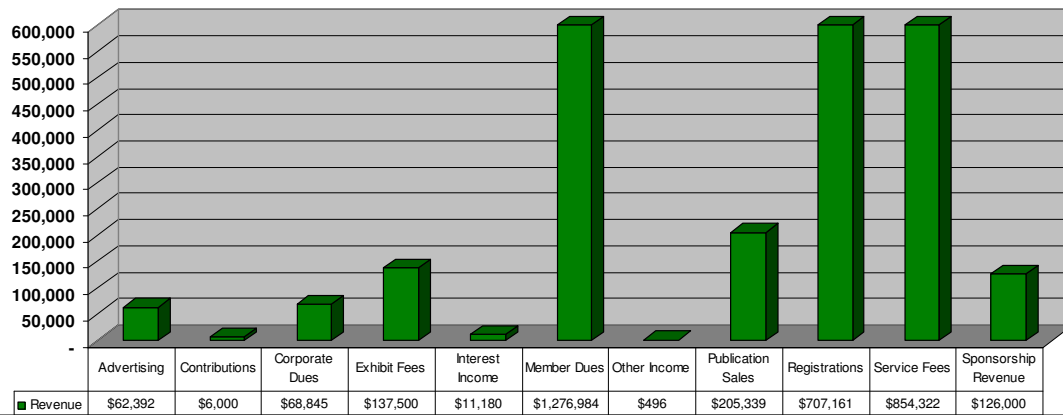
Insurance: 195% | \$11,000

Memberships and Subscriptions: 93% | \$20,000

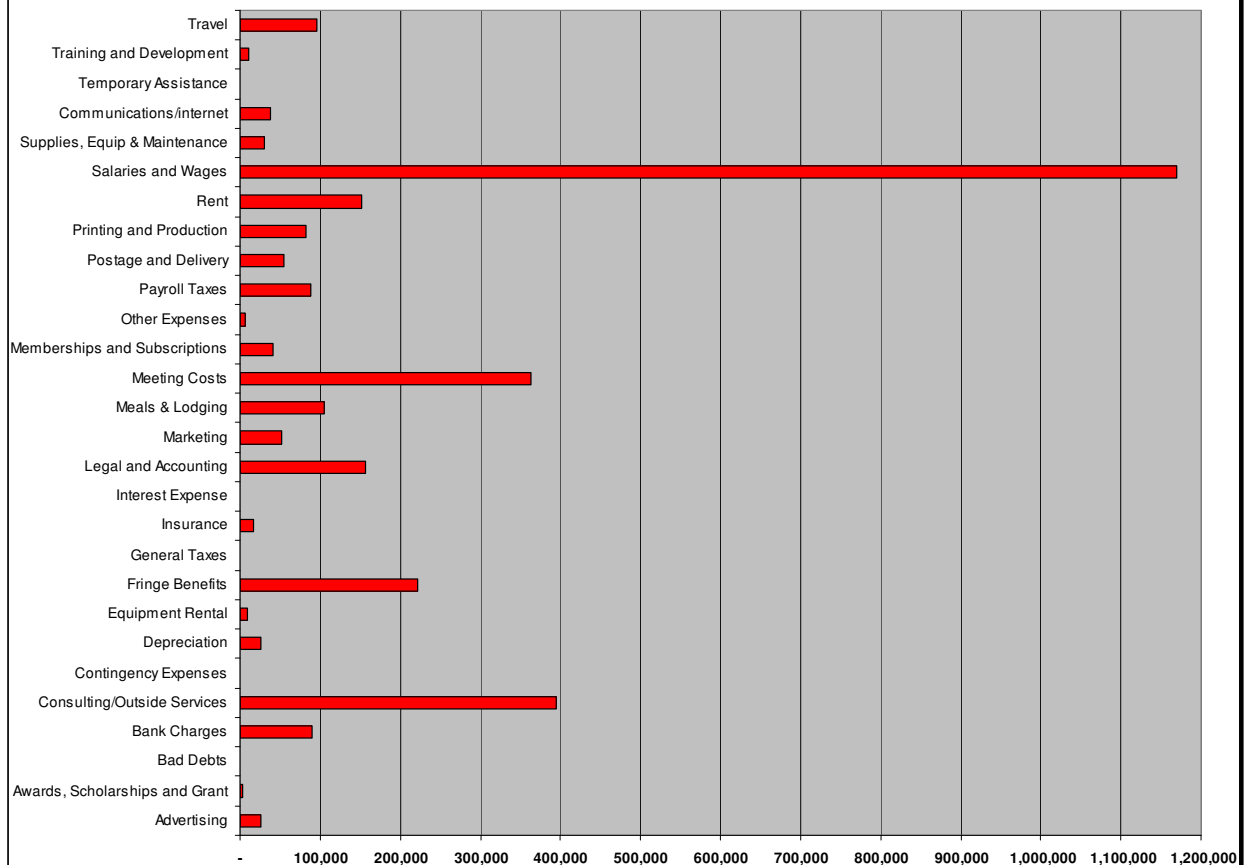
The overrun in the above expenditures is primarily a result of timing differences which are expected to be reconciled as the fiscal year continues.

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	76,840	1,363,175	-	11,000	-	929,111	189,875	-
Expenses	188,019	660,257	169,202	131,066	53,903	645,078	115,801	62,284
Net Operating	(111,179)	702,918	(169,202)	(120,066)	(53,903)	284,033	74,074	(62,284)

	CM	BD	AC	PC	IES	VP	MK	TOTAL
Revenue	21,546	-	293,446	-	571,226	-	-	3,456,219
Expenses	209,944	187,982	260,184	892	525,505	24,437	-	3,234,554
Net Operating	(188,398)	(187,982)	33,262	(892)	45,721	(24,437)	-	221,665

Gifts/Bequests

-

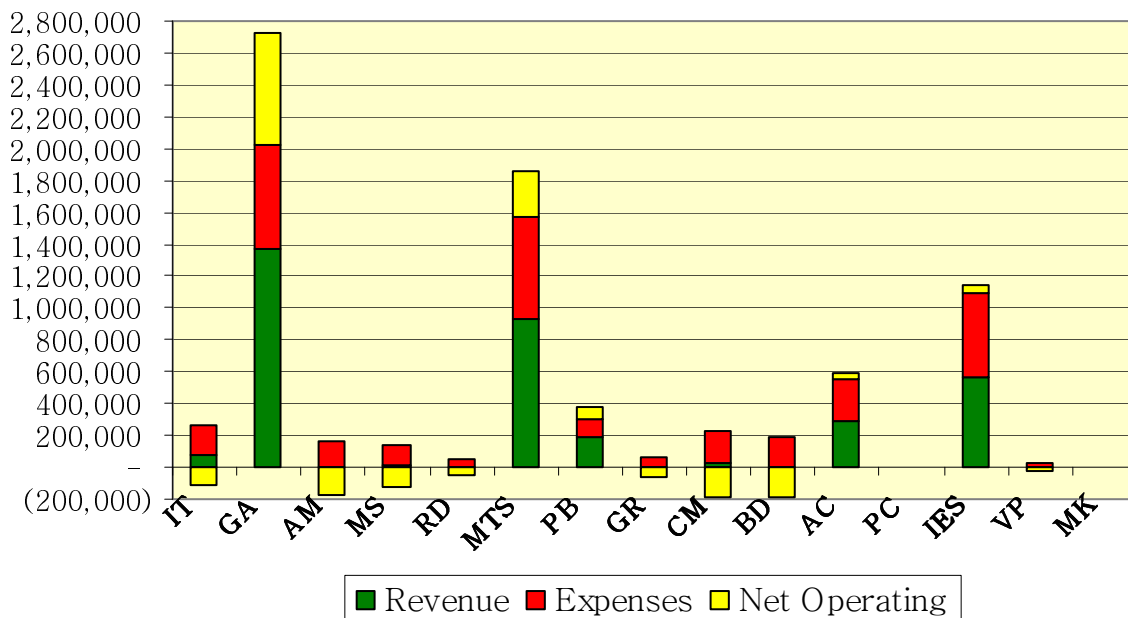
Investments

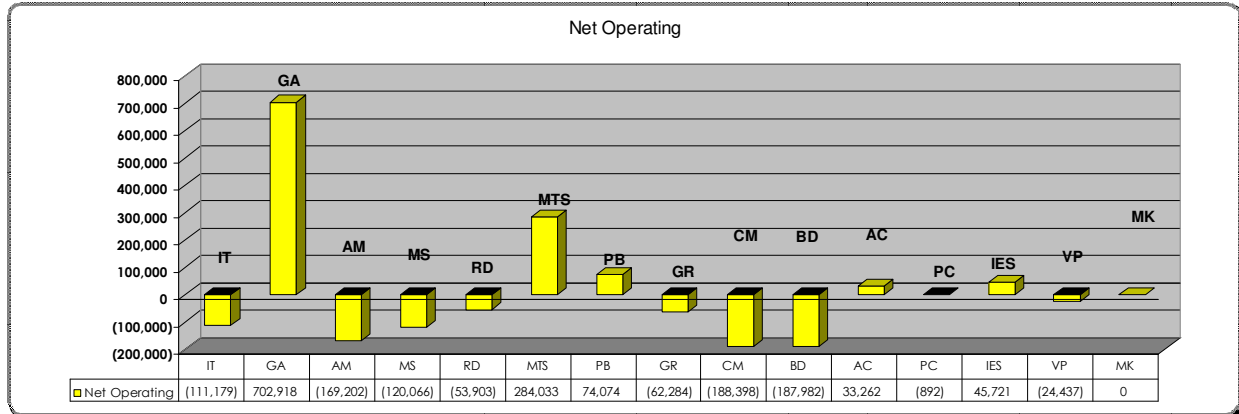
(830,359))

Net deficit

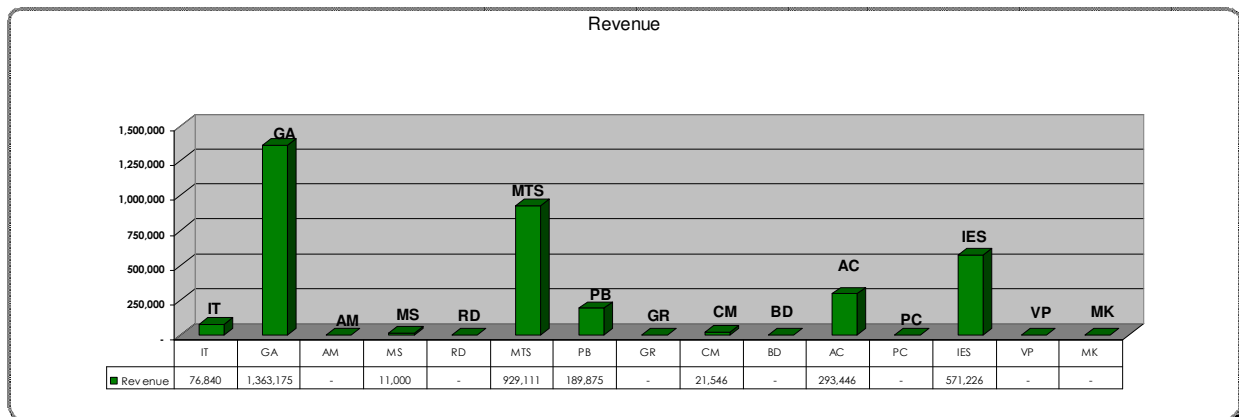
(608,694)

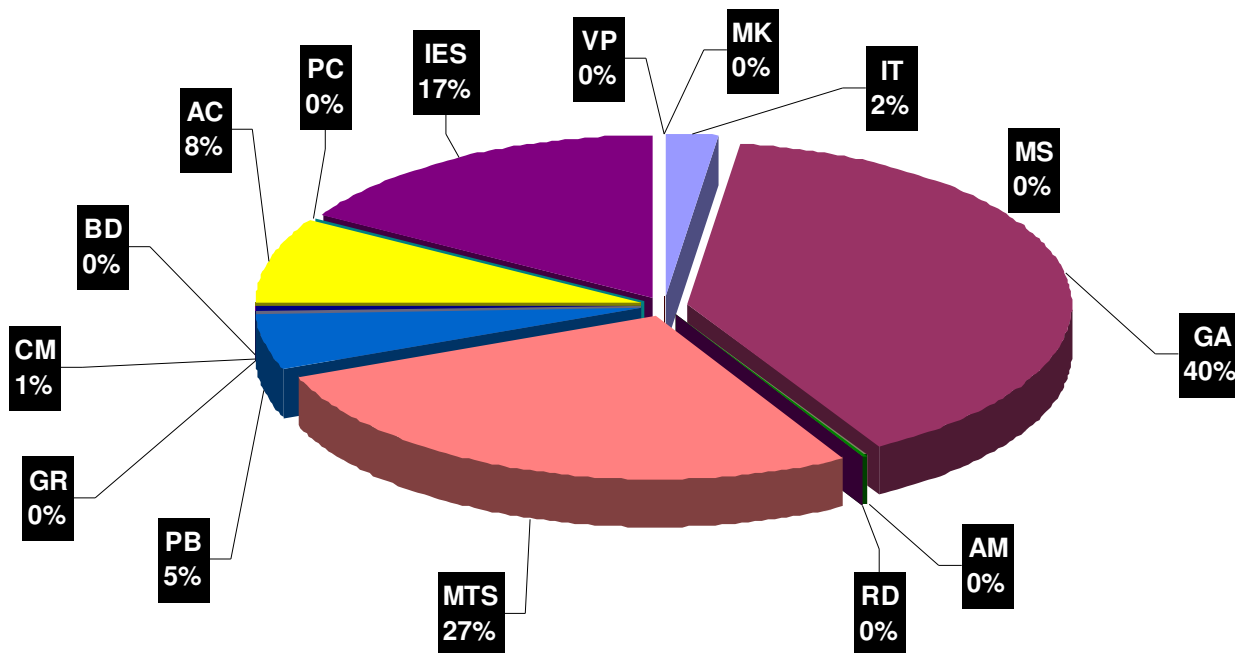
IT: Information Technology - **GA:** General and Administrative - **AM:** Annual Meeting - **MS:** Member Services - **RD:** Research - **MTS:** Meetings/Workshops - **PB:** Publications - **GR:** Government Relations - **CM:** Communications - **BD:** Governance - **AC:** AACRAO Consulting - **PC:**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



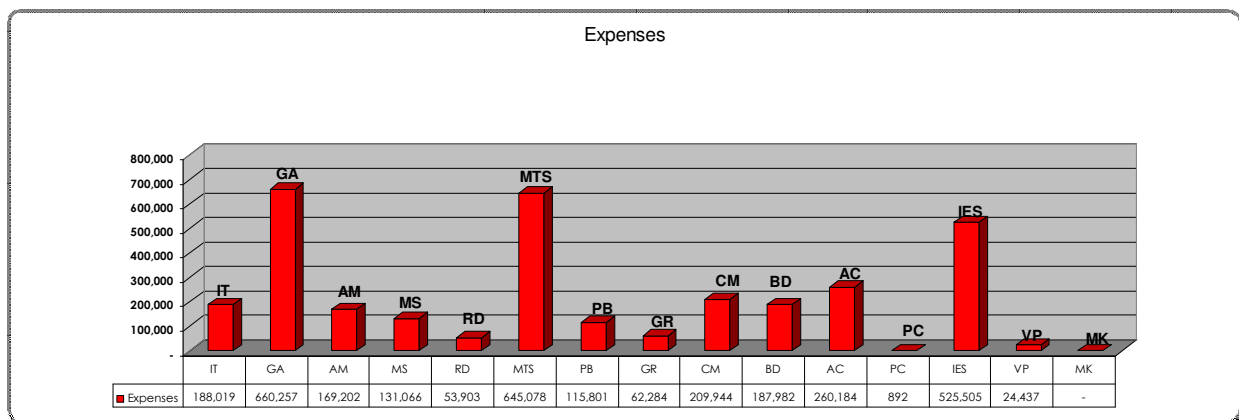


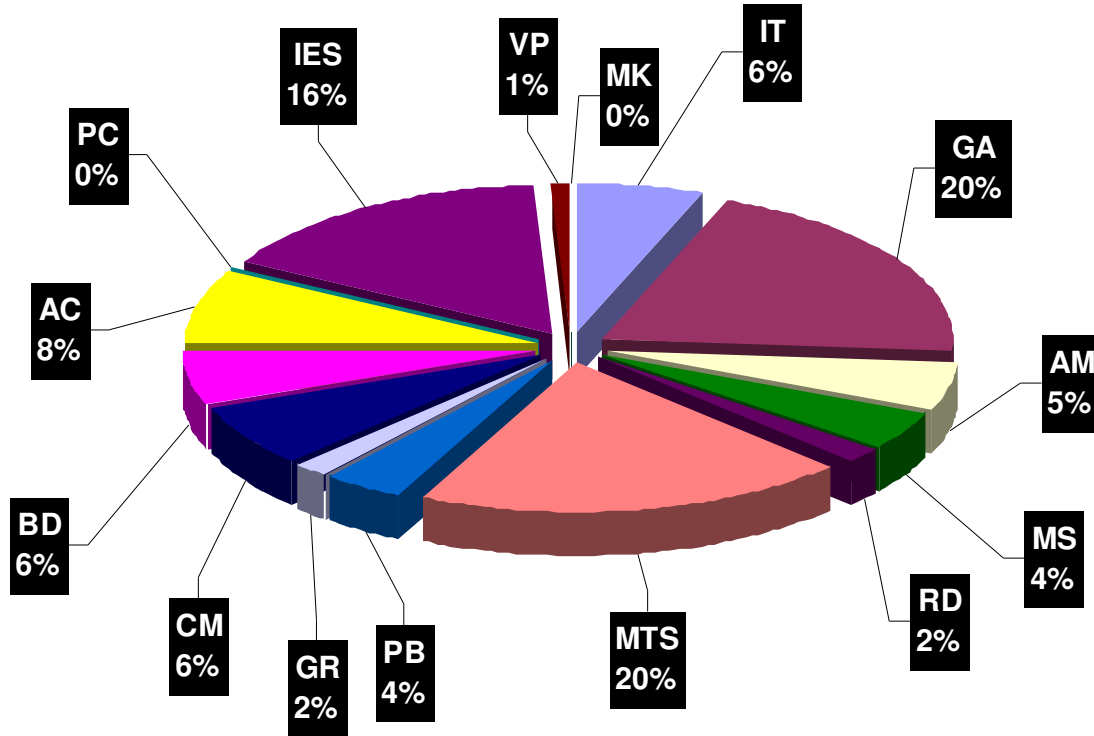
Revenue





Expenses

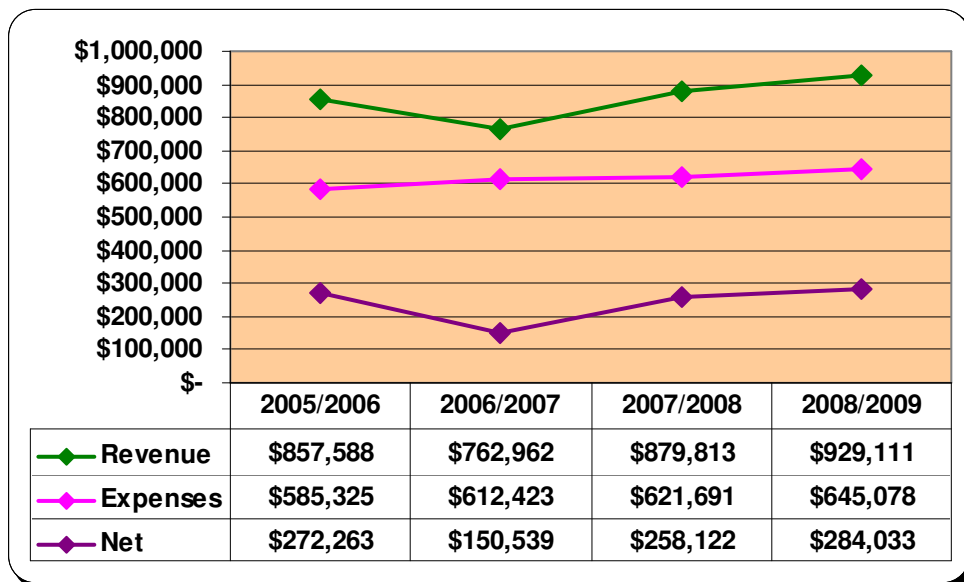




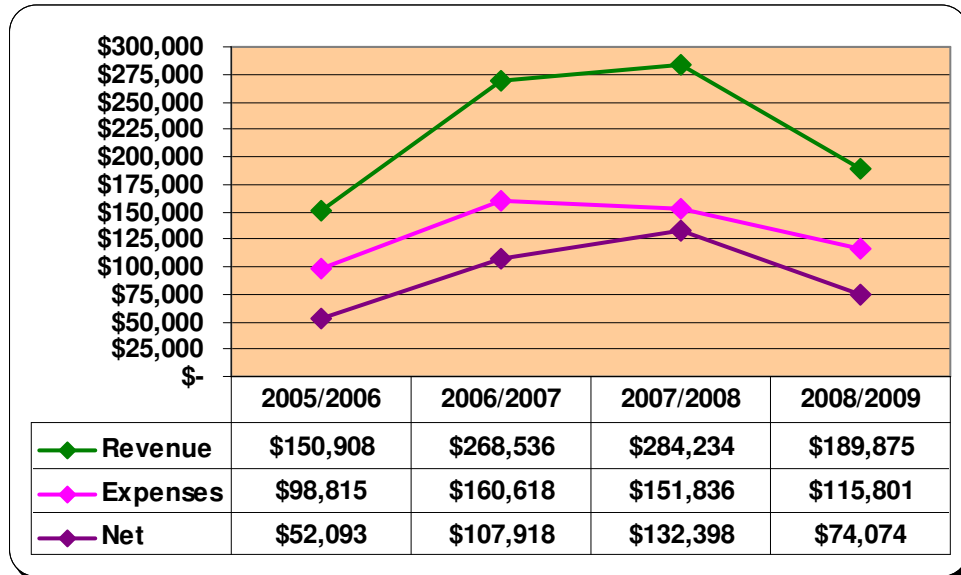
AACRAO Business Lines – Comparative Data

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

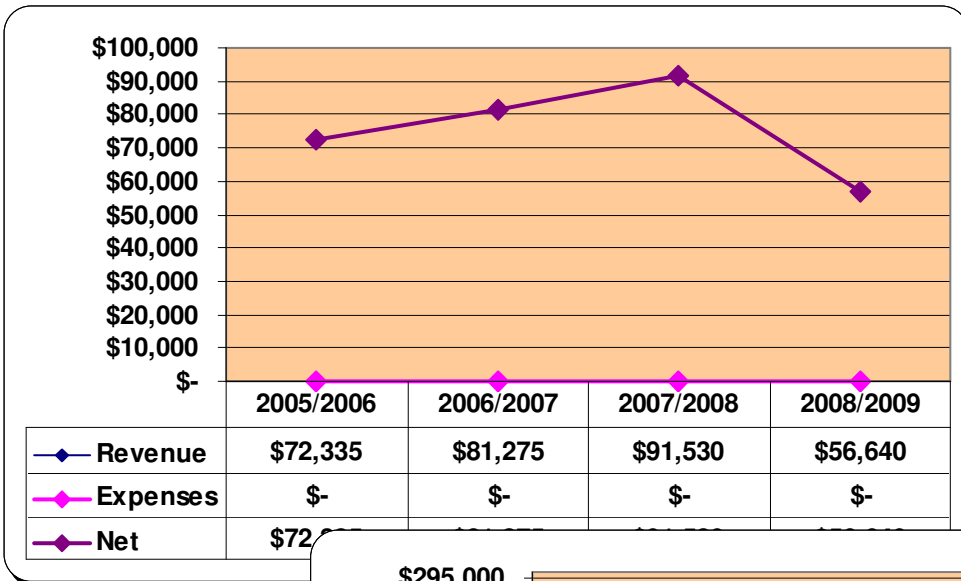
MTS



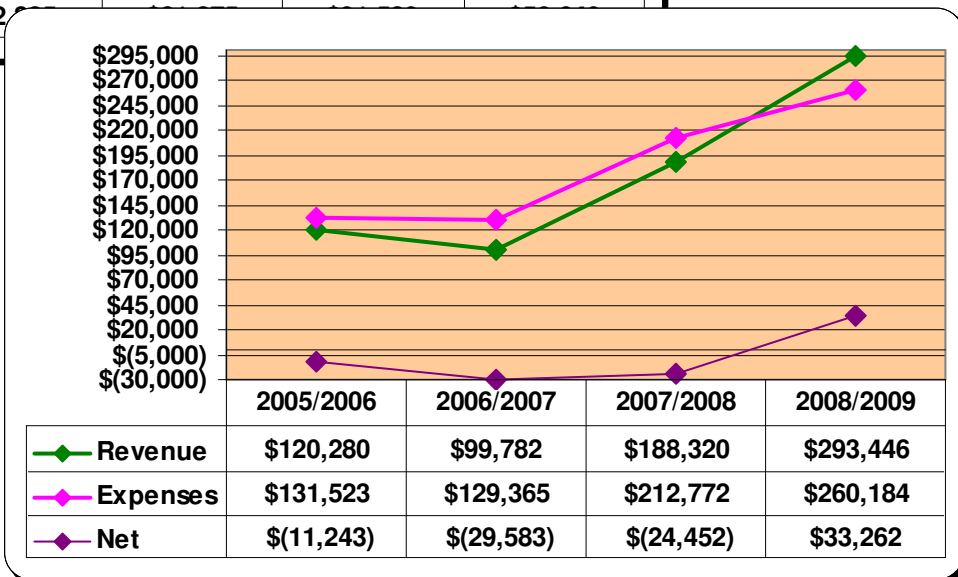
PUB



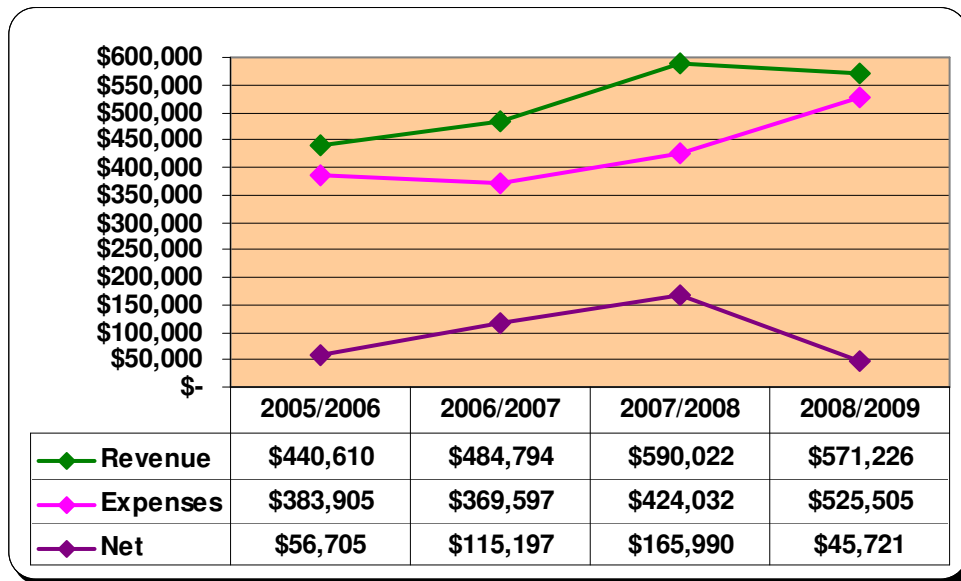
JOL



AC

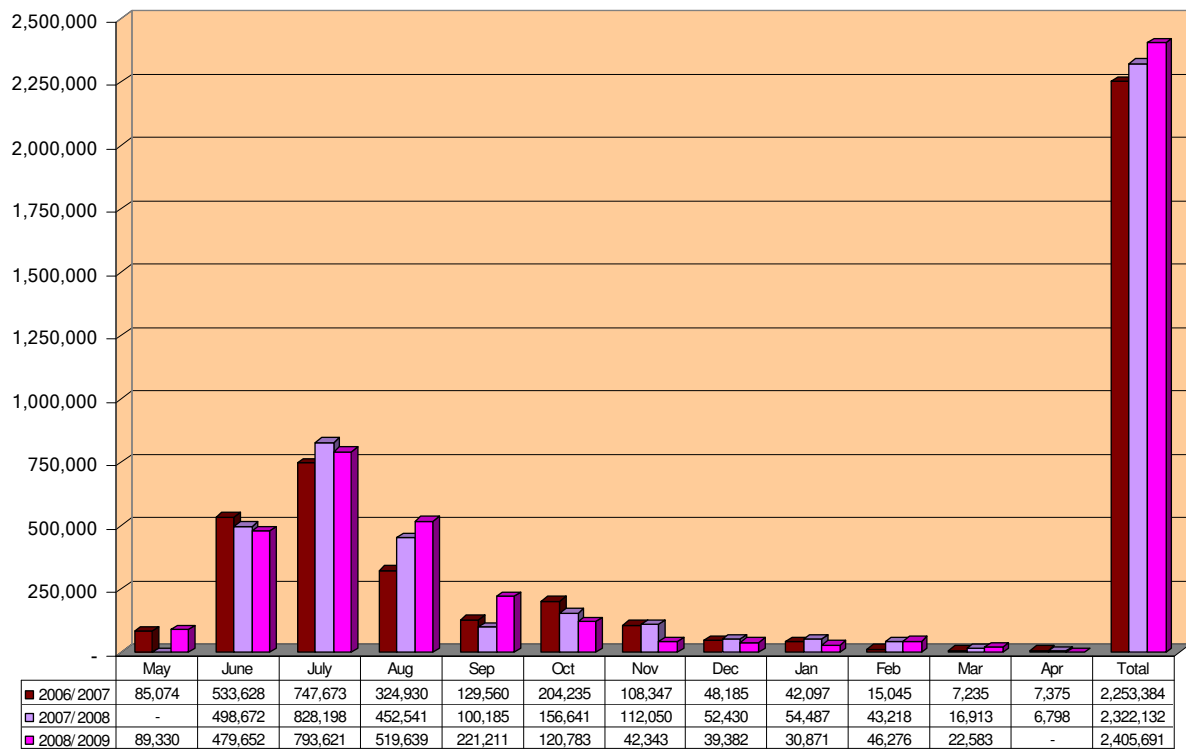


IES

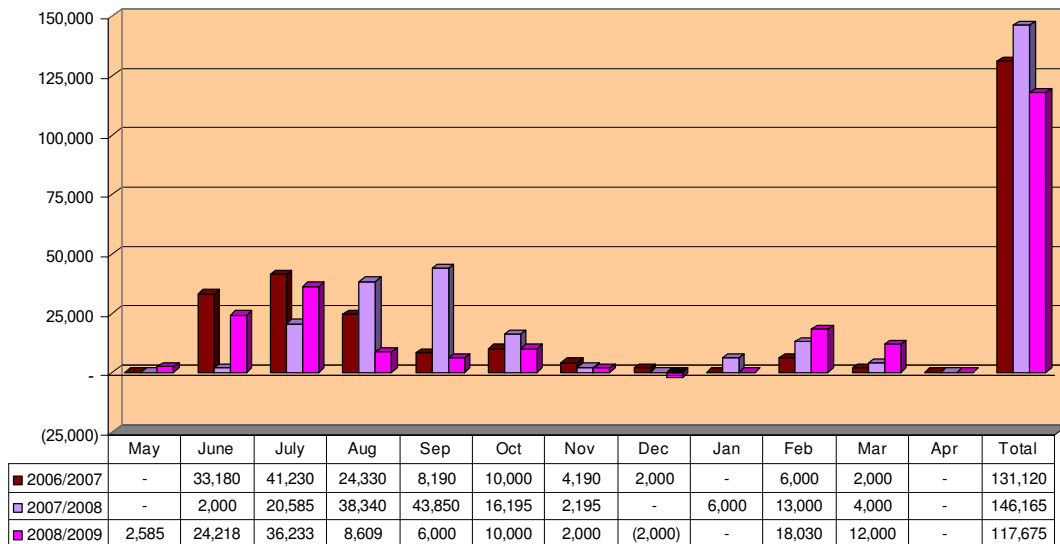


Appendix

🏰 Membership Dues: Cash Collections | Comparative Numbers



Corporate Dues: Cash Collections | Comparative Numbers



Tuesday, April 20, 2010

Board of Directors Meeting

8:00 a.m. – 4:00 p.m.

Conference of Registrars in Jesuit Institutions (COrE) Meeting

8:30 a.m. – 6:00 p.m.

Loyola-New Orleans

Contact: Georgia McRae, georgia.mcrae@marquette.edu

Wednesday, April 21, 2010

Registration

7:30 a.m. – 7:30 p.m.

Cyber Café

6:45 p.m. – 8:15 p.m.

Exhibit Hall Open

6:45 p.m. – 8:15 p.m.

Pre-meeting Workshops

(ticket at extra cost required)

Half day:

8:30 a.m. – 11:30 a.m.

12:30 p.m. – 3:30 p.m.

Full day:

8:30 a.m. – 3:30 p.m.

State and Regional Officers Workshop

8:30 a.m. – 3:30 p.m.

Meeting for Chairs & Members of Professional Activities Committees

(2009-2010, 2010-2011)

8:30 a.m. – 3:30 p.m.

Program Committee Meeting

(2009-2010)

10:00 a.m. – 11:30 a.m.

Luncheon for Chairs of Professional Activities Committees

(2009-2010, 2010-2011)

11:30 a.m. – 12:30 p.m.

Please preregister for luncheon on registration form.

National Network of Law School Officers Board of Directors Meeting

1:00 p.m. – 5:00 p.m.

GLBT Pre-Conference Meeting

3:15 p.m. – 3:45 p.m.

First-Time Attendees Orientation & Welcome

3:45 p.m. – 4:45 p.m.

Nominations & Elections

Committee Meeting

(2009-2010, 2010-2011)

3:45 p.m. – 4:45 p.m.

Opening General Session

5:00 p.m. – 6:45 p.m.

- **Welcome and Awards Presentation**
5:00 p.m. – 5:45 p.m.
- **Opening Plenary Presenter: TBD**
5:45 p.m. – 6:45 p.m.

Welcome Reception

(cash bar)

6:45 p.m. – 7:45 p.m.

Dinner on Own

7:45 p.m. – 9:00 p.m.

Dessert and Dance

9:00 p.m. – 11:30 p.m.

Thursday, April 22, 2010

Registration

7:30 a.m. – 5:30 p.m.

Cyber Café Open

9:00 a.m. – 1:30 p.m. / 2:30 p.m. – 4:30 p.m.

Exhibit Hall Open

9:00 a.m. – 1:30 p.m./2:30 p.m. – 4:30 p.m.

Space available for Professional Activity Committee meetings in the Exhibit Hall during normal exhibit hall hours.

Professional Development Sessions

8:00 a.m. – 9:15 a.m.

Corporate Showcase

- **Exhibit Hall Hours**
9:15 a.m. – 10:45 a.m.
- **Refreshment Break in Exhibit Hall**
9:15 a.m. – 10:15 a.m.

- **Corporate Presentations**
9:30 a.m. – 10:30 a.m.

Professional Development Sessions

10:45 a.m. – 11:45 a.m.

Luncheons

11:45 a.m. – 1:15 p.m.

- **Cultural Diversity Luncheon**
(ticket at extra cost required)

Presenter: TBD

- **Graduate and Professional Schools Luncheon**
(ticket at extra cost required)

Presenter: TBD

- **Nominations & Elections**
2010-2011 Committee Luncheon
By invitation

Professional Development Sessions

1:15 p.m. – 2:15 p.m.

General Session

2:30 p.m. – 3:30 p.m.

Presenter: TBD

General Session

2:30 p.m. – 3:30 p.m.

Presenter: TBD

Refreshment Break in Exhibit Hall

3:30 p.m. – 4:00 p.m.

Roundtables

4:00 p.m. – 5:00 p.m.

ACAOPU Meeting

4:00 p.m. – 5:00 p.m.

AACRAO Town Meeting

5:15 p.m. – 6:15 p.m.

Board of Directors Reception for Honorees *By invitation*

6:15 p.m. – 7:30 p.m.

National Network of Law Schools Social

7:00 p.m. – 9:00 p.m.

- For information and registration, contact: Jerri Cunningham, (254) 710-4115, jerri_cunningham@baylor.edu

Friday, April 23, 2010

International Day

Registration

8:00 a.m. – 4:30 p.m.

Cyber Café Open

9:00 a.m. – 12:00 p.m./1:45 p.m. –

3:45 p.m.

Exhibit Hall Open

9:00 a.m. – 12:00 p.m./1:45 p.m. – 3:45 p.m.

Space available for Professional Activity Committee meetings in the Exhibit Hall during normal exhibit hall hours.

AACRAO Past Presidents' Breakfast

8:00 a.m. – 9:30 a.m.

Professional Development Sessions

8:00 a.m. – 9:15 a.m.

Refreshment Break in Exhibit Hall

9:15 a.m. – 10:00 a.m.

AACRAO Business Meeting

10:00 a.m. – 11:00 a.m.

Luncheons

11:00 a.m. – 12:30 p.m.

- **State and Regional Officers Awards Luncheon**
(ticket at extra cost required)

- **National Network of Law School Officers Luncheon and Business Meeting**

For information and registration, contact: Jerri Cunningham, (254) 710-4115, jerri_cunningham@baylor.edu

- **Annual Meeting Planners Luncheon**

By invitation

Caucus Meetings/Box Lunch *(ticket required to receive box lunch)*

11:00 a.m. – 12:30 p.m.

- Asian/Pacific Islander Caucus
- Black Caucus
- Latino/Latina Caucus
- Native American Caucus

Professional Development Sessions

12:30 p.m. – 1:30 p.m.

Refreshment Break in Exhibit Hall

1:30 p.m. – 2:00 p.m.

General Session

2:00 p.m. – 3:00 p.m.

Presenter: TBD

General Session

2:00 p.m. – 3:00 p.m.

Presenter: TBD

Professional Development Sessions

3:15 p.m. – 4:15 p.m.

Professional Development Sessions 4:30 p.m. – 5:30 p.m.

Receptions

6:30 p.m. – 8:00 p.m.

- State and Regional Receptions
- International Educators Reception (*ticket at extra cost required*)

Saturday, April 24, 2010

Registration

7:45 a.m. – 12:30 p.m.

Cyber Café Open

7:45 a.m. – 12:30 p.m.

Professional Development Sessions

8:00 a.m. – 9:00 a.m.

Professional Development Sessions

9:15 a.m. – 10:15 a.m.

Program Committee Meeting

(2010-2011)

9:15 a.m. – 10:15 a.m.

Professional Development Sessions

10:30 a.m. – 11:30 a.m.

Closing General Session

Closing Plenary Presenter:

TBD

11:45 a.m. – 12:45 p.m.

Board of Directors Meeting

1:15 p.m. – 3:00 p.m.

American Association of Collegiate Registrars and Admissions Officers
Board of Directors
Action Items
Discussed April 16, 2009
Chicago, IL

The Board of Directors agreed to include the following items on the active Action Items list:

1. President Simpson Munson will ask Paul Kyle to prepare a detailed timeline of the who/what/when/where of the communication plan to the annual meeting presenters.
2. The AACRAO Office will check with Experient to see if the AACRAO Bookstore can be situated closer to the Exhibits area for future meetings.
3. The AACRAO Office will make sure the walk to the convention center at the New Orleans meeting is acceptable to all populations.
4. President Simpson Munson will work with Associate Executive Director Barnett as the script is being developed for the 2010 Opening Session.
5. Vice President McDay will check into the possibility of offering an “inter-faith” session on Sunday morning of the 2010 Annual Conference.
6. President Simpson Munson will work with Associate Executive Director Barnett to revise the Schedule-at-a Glance regarding a change in the placement of the Business Meeting in the schedule.
7. Associate Executive Director Barnett will work with the Co-Chairs of Volunteers to ensure that Voting Cards are printed and available.
8. President Simpson Munson will work with Associate Executive Director Barnett on the Conference Script.
9. Associate Executive Director Barnett will inform the Board of the plan for the New Orleans Annual Meeting regarding laptops for presenters.
10. Executive Director Sullivan will work with his staff on the Strategic Plan
11. President Simpson Munson will talk with Dennis Hicks and have a recommendation regarding the continued work of the Ethics Task Force.

AACRAO Annual Meeting
Communication Plan to Session Participants
2010 Annual Meeting - April 21-24, New Orleans, LA

WHEN	ACTIVITY	WHO
Monday, August 10, 2009	AACRAO sends confirmation, alternate, and rejection emails to Presenters, facilitators, Committee members, and contact persons responsible for the sessions and workshops with links, for accepted participants, to appropriate documents on the web explaining roles, expectations, times etc. Presenters and facilitators are asked to confirm with the program committee coordinators. Note: AV email is sent in early February.	AACRAO
Monday, August 17, 2009	Presenters should have confirmed/responded to the Program Committee members.	Program Committee
Monday, August 24, 2009	Unconfirmed Presenters are contacted by the Program Committee	Program Committee
Friday, October 30, 2009	AACRAO sends email from program committee coordinators to all presenters with information about AV request, presenter networking and handouts.	AACRAO
Friday, November 6, 2009	Presenters should have confirmed/responded to the Program Committee members.	Program Committee
Friday, November 13, 2009	Presenters not responding are contacted by the Program Committee to get AV information	Program Committee
Friday, November 13, 2009	AACRAO sends email from program committee coordinators to all facilitators reconfirming participation.	AACRAO
Tuesday, February 02, 2010	AACRAO Office sends reminder emails to all presenters with information about AV, presenter networking, handouts and registration.	AACRAO
Tuesday, February 02, 2010	AACRAO Office sends reminder emails to all facilitators confirming session and reminding them about registration.	AACRAO
After annual meeting	Thank you letters are sent to presenters with final session Evaluations by Evaluations Committee	Runner Technologies Letter prepared by AACRAO
After annual meeting	Thank you letters are sent to facilitators.	AACRAO
Revised 5/1/09	April 21-24, 2010 Ernest N. Morial Convention Center - New Orleans New Orleans, LA	