

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

August 26, 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 2:05 p.m. Central Time.

Approval of Agenda

MOTION 2009.8.01 – It was duly moved and seconded that the agenda be approved as amended.
ADOPTED

Reports of Individual Officers

Vice President Conte presented the financial report for July 2009.

Reports of Board Committees

The chair of the Audit Committee presented its report.

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

Executive Director Report

Executive Director Sullivan presented his report on:

1. The Tech Conference – ended up with slightly positive conference revenue and negative hotel attrition; negotiated a compromise settlement.
2. Hilton Hotel Issues – reached a level of agreement regarding the negative attrition from the annual conference that was advantageous to AACRAO.

President Simpson Munson ordered the reports filed.

New Business

Vice-Chair Selection for 2010-2011 Program Committee – awaiting the outcome of the N&E process.

Co-Chair of Volunteers for Seattle – MOTION 2009.8.02 – It was duly moved and seconded that Ruth Adams, Seattle Pacific University, and Julia Pomerenk, Washington State University, be approved as Co-Chairs of Volunteers for the Seattle Annual Meeting in 2011. ADOPTED

Attendance by Program Committee at December Meeting – MOTION 2009.8.03 – It was duly moved and seconded that the Seattle Program Committee (2010-2011) plus those members of New Orleans Program Committee (2009-2010) who are transitioning off be invited to the December meeting. – Tabled to discuss the Board Calendar – Consideration of the motion resumed. ADOPTED

Unfinished/Old Business

Discuss Board Calendar

1. October Meeting Dates – KEEP ORIGINAL CALENDAR DATES
2. December Meeting Dates – KEEP ORIGINAL CALENDAR DATES

Report from New Orleans Program Committee – President-Elect Huff updated the Board on the status of the program for the 2010 Annual Meeting in New Orleans.

Review of Action Items from July 2009 Board Meeting – the Board's action items from their July 2009 meeting were reviewed and updated.

Adjournment

MOTION 2009.8.04 – It was duly moved and seconded that the Board of Directors meeting be adjourned.

ADOPTED

The Board of Directors meeting adjourned at 3:30 p.m. Central Time.

Attachments

Board of Directors Financial Update, July 2009

Meeting-at-a-Glance

Action Items from July, 2009 Board Meeting

Board Calendar



AACRAO Monthly Financial Update

Highlights | Fiscal Year 2009 | June 2009

Presented: Jerry Sullivan and Samuel Conte

Overview

Total operating expenses for the month of June exceeded revenue by (\$48,081), however, AACRAO's year-to-date operating activities generated revenue in excess of expenses by \$448,784.

The Association's investment portfolio resulted in net loss of (\$44,830) for the month and (\$382,981) for the nine months ended June 30, 2009.

The combined operating and investment activities resulted in a net deficit of (\$92,911) for the month and a net surplus of \$65,803 for the nine months ended June 30, 2009.

Results of the 2009 Annual Meeting, held in April, contributed positively to the aforementioned financial performance of the Association. Furthermore, all other business-oriented units (i.e. IES, Publications, Meetings and workshops and AACRAO Consulting) reported net surplus for the period. A historical summary chart for each unit is presented later in this report.

Financial Position

The following summarizes AACRAO's financial position as of:

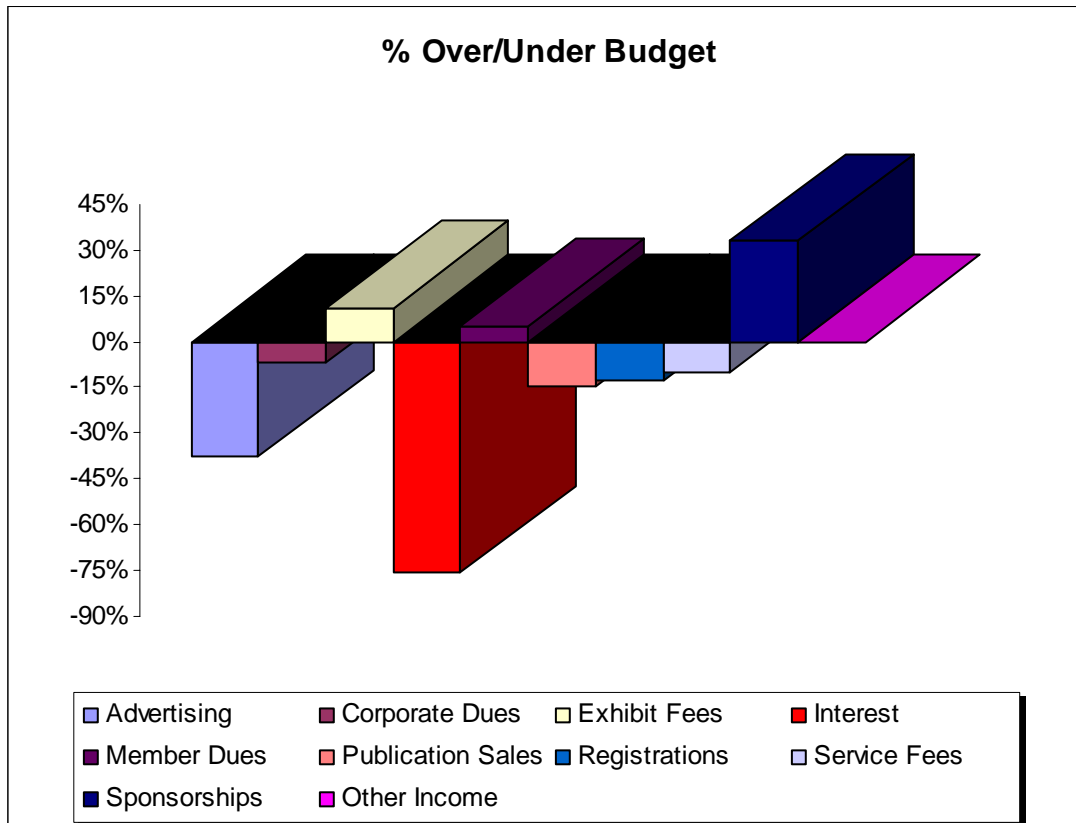
	June 2009	May 2009	Change
Cash	\$468,016	\$201,527	\$266,489
Investments	5,301,684	5,346,138	(44,454)
Accounts Receivable	187,753	206,554	(18,801)
Prepaid Expenses	200,006	175,509	24,498
Total Assets	6,436,946	6,211,778	225,168
Accounts Payable	50,487	198,925	(148,439)
Unearned Income	1,189,054	730,939	458,115
Total Liabilities	2,010,473	1,692,403	318,070
Net Assets	\$4,426,473	\$4,519,375	(\$92,902)

The increase in cash balance is a direct result of membership dues receipts for the year July 2009 – June 2010. Accounts payable balance decreased due to payment of liabilities previously accrued, primarily relating to the 2009 annual conference.

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 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 June 30, 2009, \$741,102 and \$5,000 has been collected for membership dues and corporate dues, respectively.

Statement of Activities

Revenue: Revenue generated for the nine months ended June, totaled \$6,078,571 or 95% of year-to-date budget (5% 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:

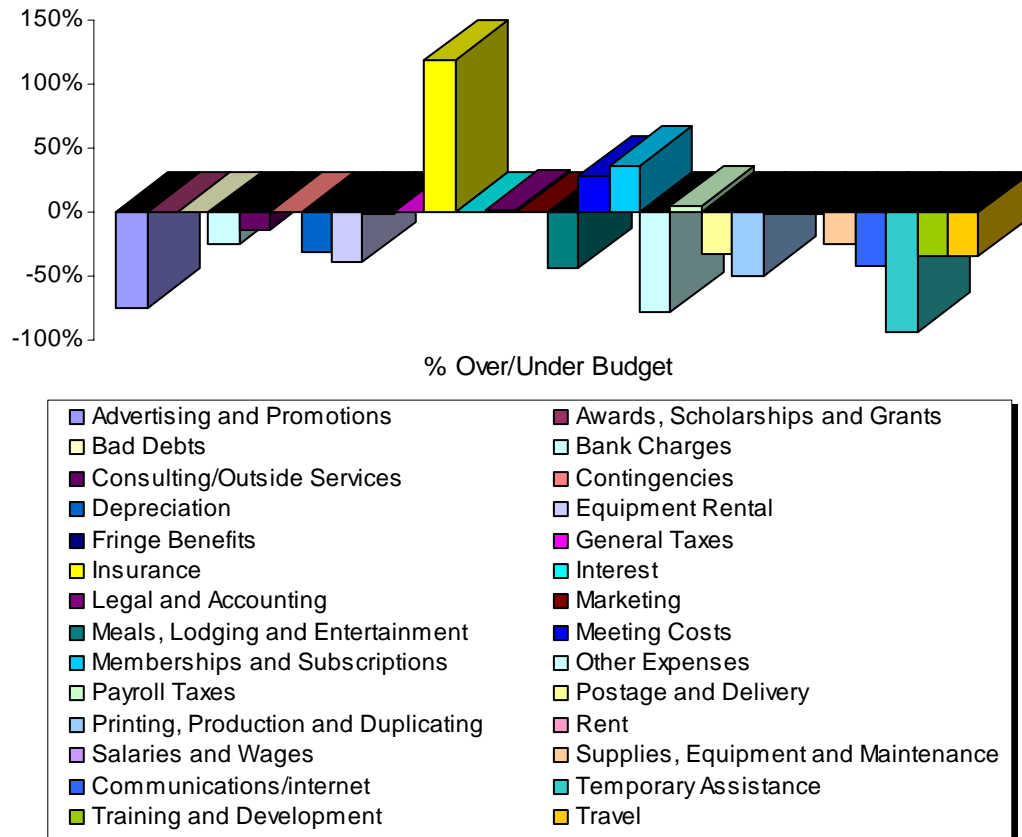
Member Dues: 5% | \$84,000

Exhibit Fees: 11% | \$54,000

Sponsorship: 33% | \$70,000

Exhibit fees and Sponsorship revenue are reporting better than expected results due to high performances of AACRAO's Annual, 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 nine months ended June, totaled \$5,629,787 or 92% of year-to-date budget (8% below budget expectations). Three expense line items exceeded their year-to-date budgets, while others remained at or below budget.



Exceeded Budget:

Insurance: 120% | \$20,000

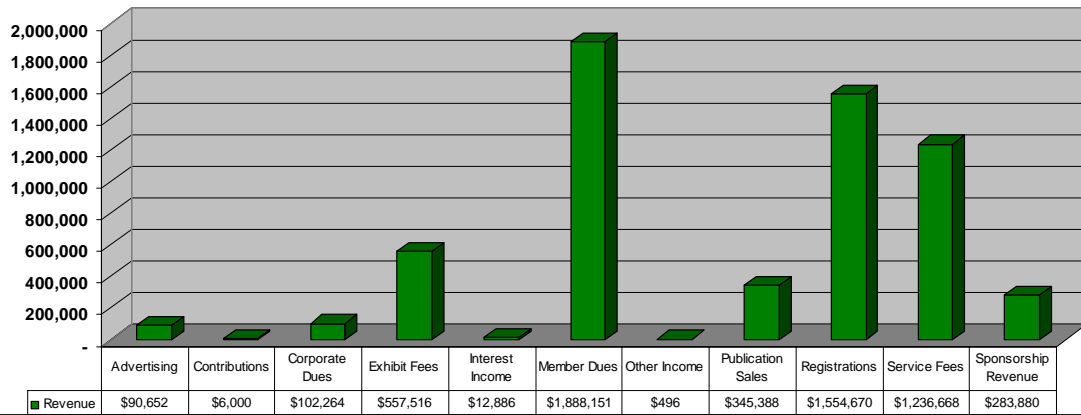
Meeting costs: 28% | \$270,000

Memberships and Subscriptions: 36% | \$14,000

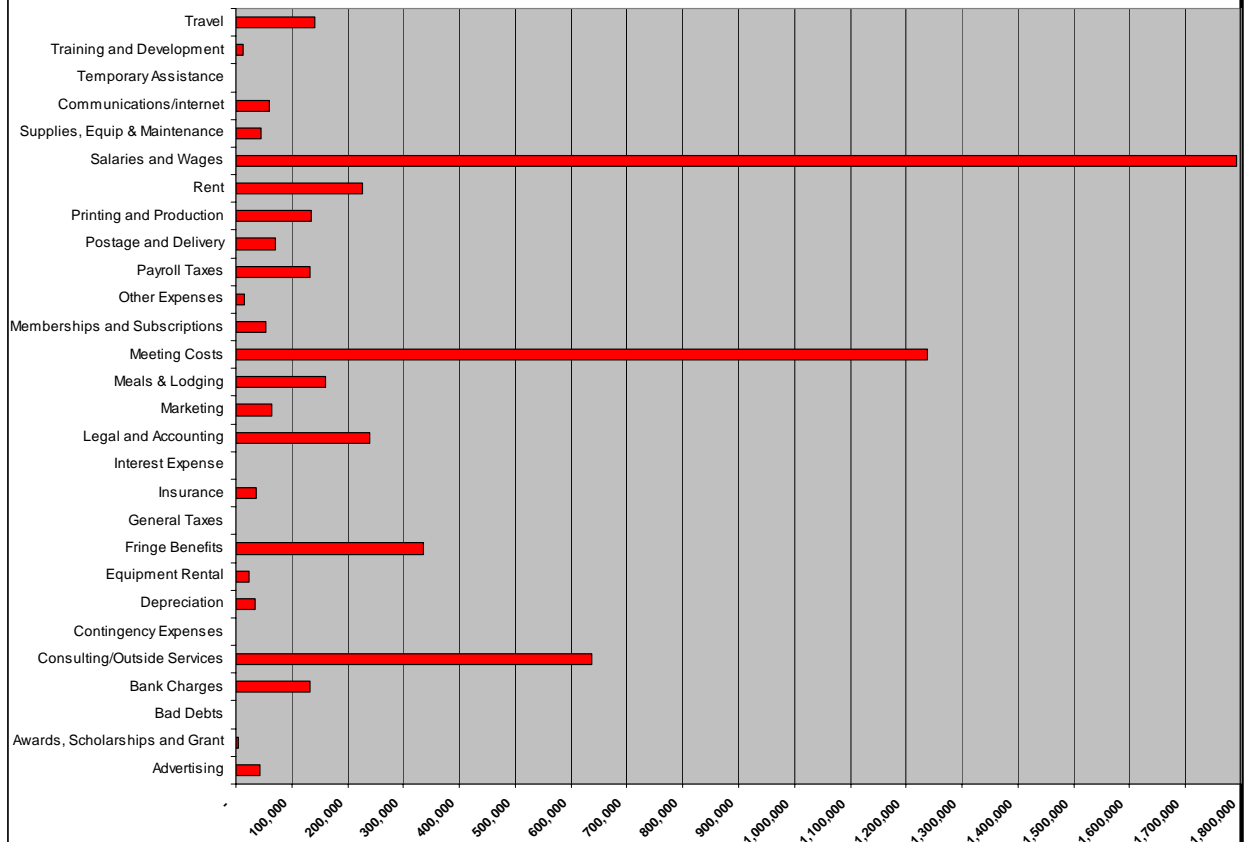
The excess in meeting costs is attributable to 2009 Annual Meeting hotel attrition estimate. Negotiations with the hotel are ongoing and impact is likely to be reduced based on the outcome. The overrun in other expenditures is primarily a result of reorganization of the chart of accounts.

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	131,212	2,009,467	1,354,657	11,000	-	973,747	320,421	-
Expenses	284,749	1,024,656	1,321,247	193,118	80,406	715,359	165,368	102,545
Net Operating	(153,537)	984,811	33,410	(182,118)	(80,406)	258,388	155,053	(102,545)

	CM	BD	AC	PC	IES	VP	MK	TOTAL
Revenue	31,049	-	435,076	-	811,942	-	-	6,078,571
Expenses	300,969	240,705	393,165	1,052	778,234	26,908	1,306	5,629,787
Net Operating	(269,920)	(240,705)	41,911	(1,052)	33,708	(26,908)	(1,306)	448,784

Gifts/Bequests

-

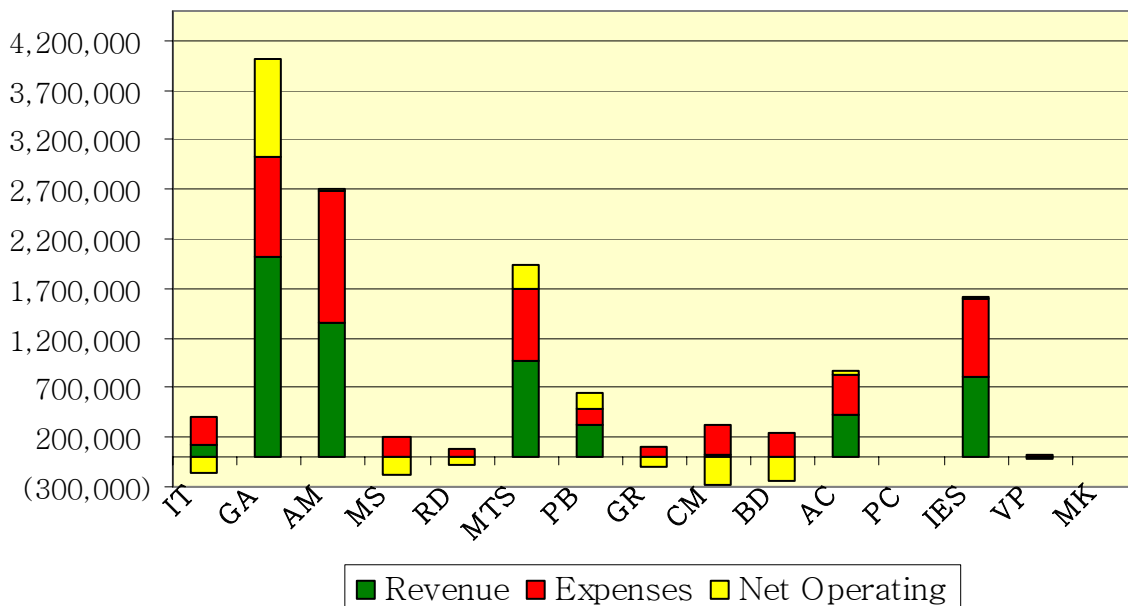
Investments

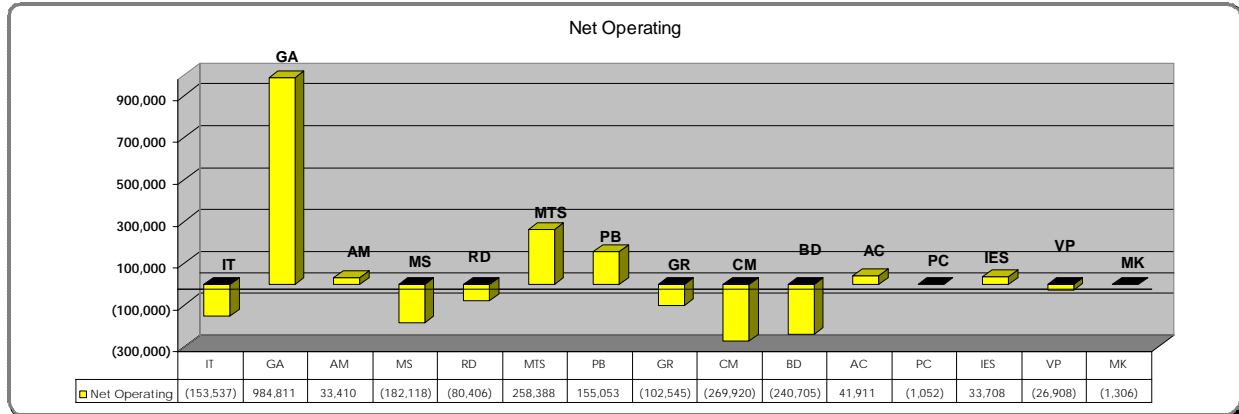
(382,981)

Net surplus

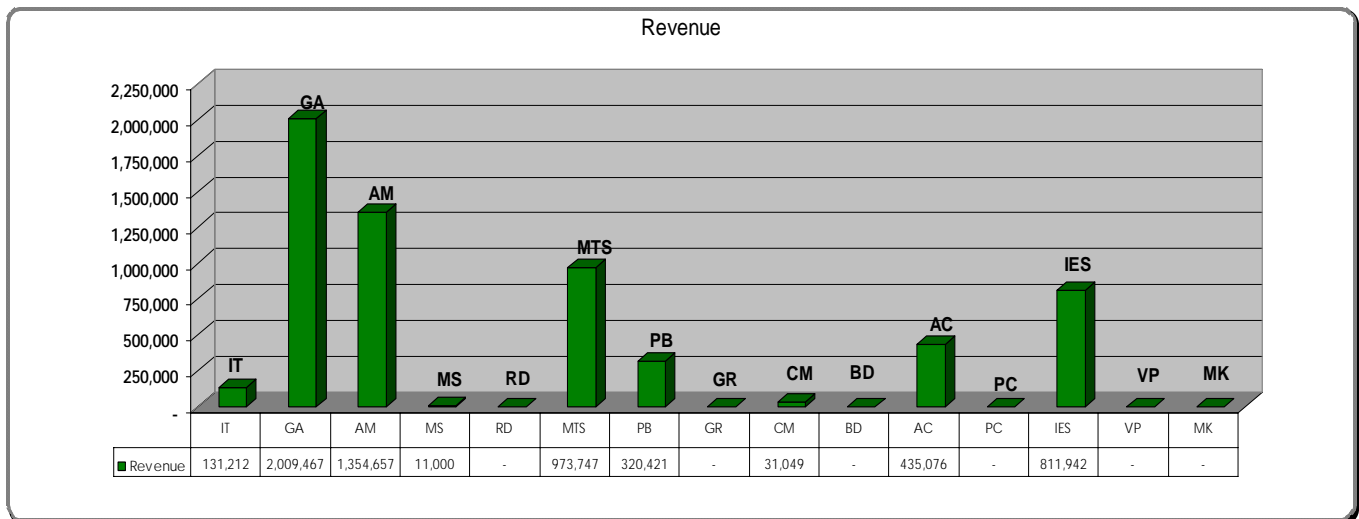
65,803

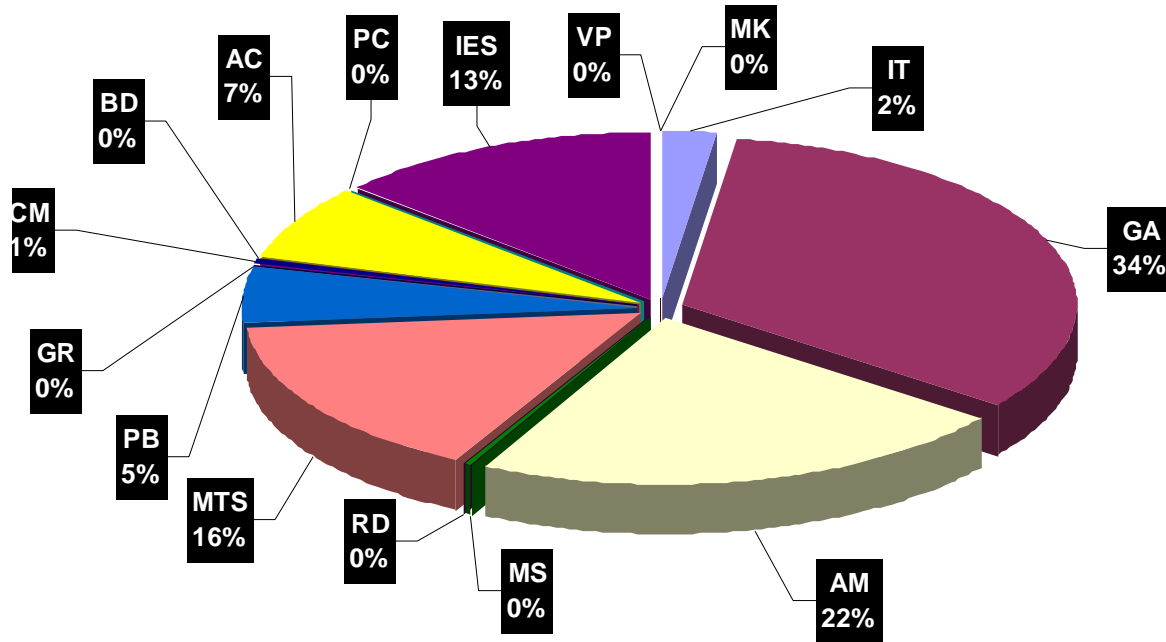
IT: Information Technology - **GA:** General and Administrative - **AM:** Annual Meeting - **MS:** Member Services - **RD:** Research - **MTS:** Meetings/Workshops - **PB:** Publications - **GR:** Government Relations - **CM:** Communications - **BD:** Governance - **AC:** AACRAO Consulting - **PC:**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



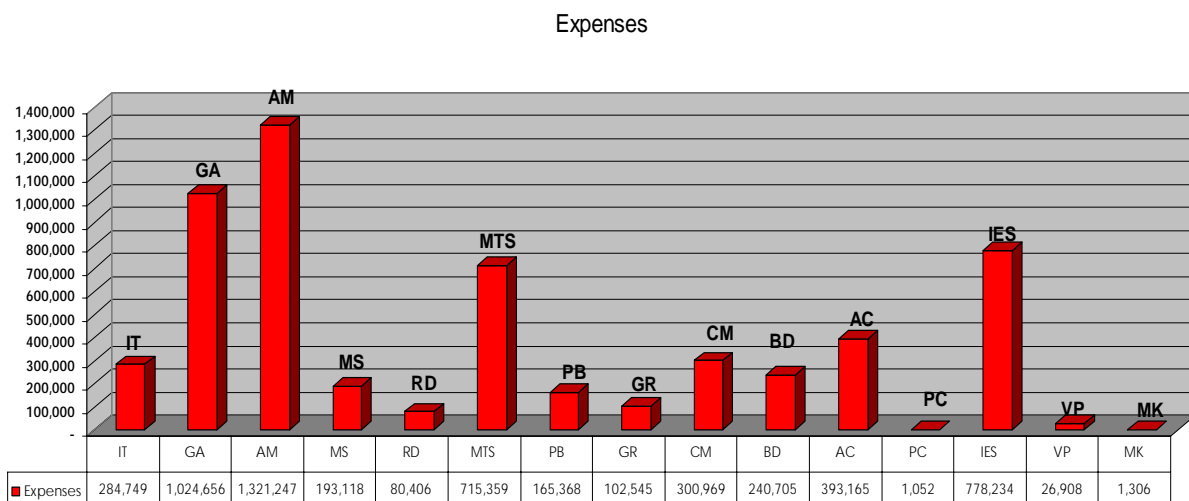


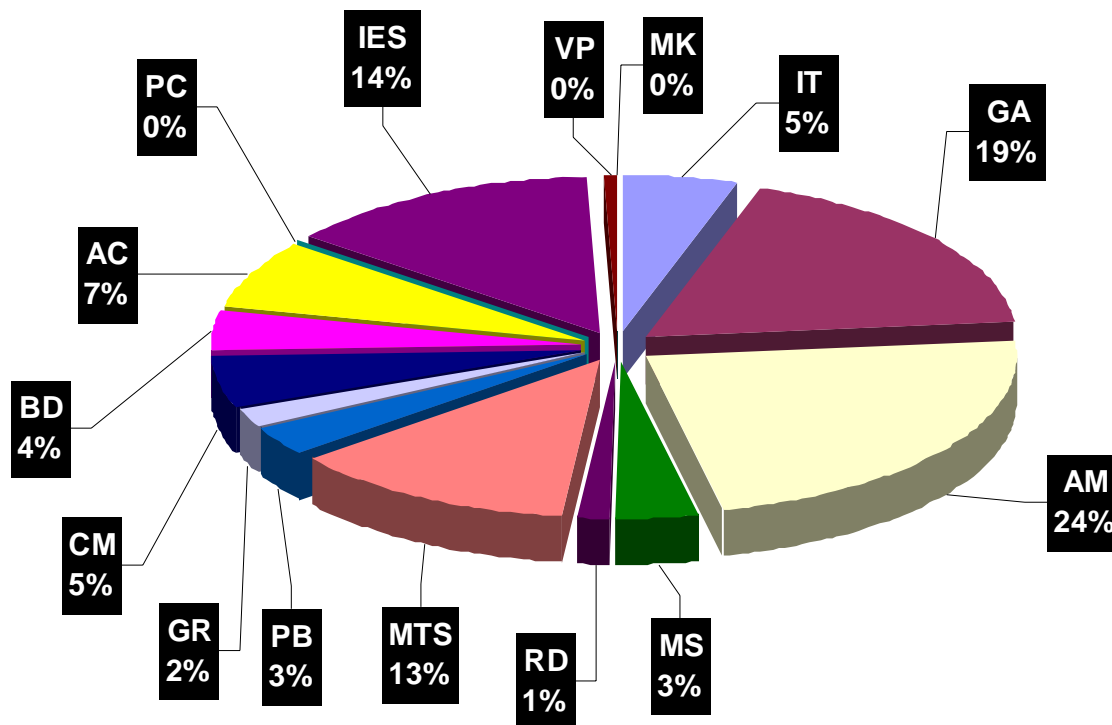
Revenue





Expenses

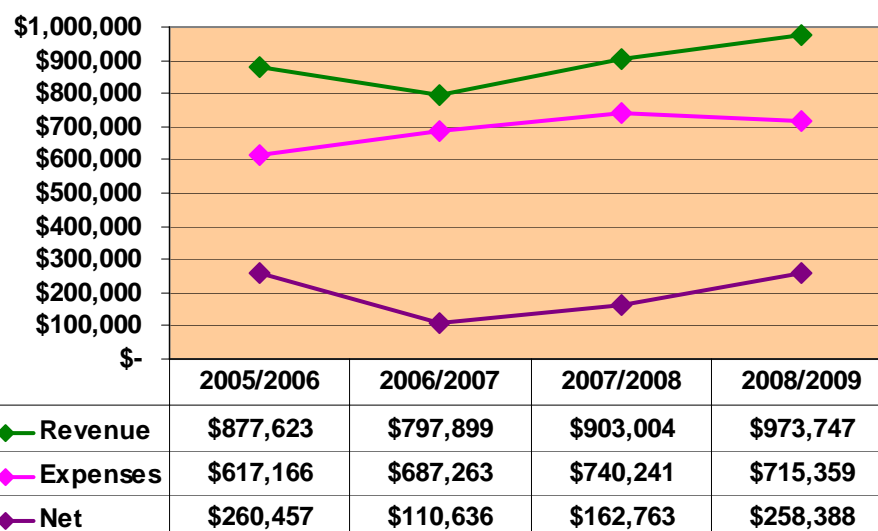




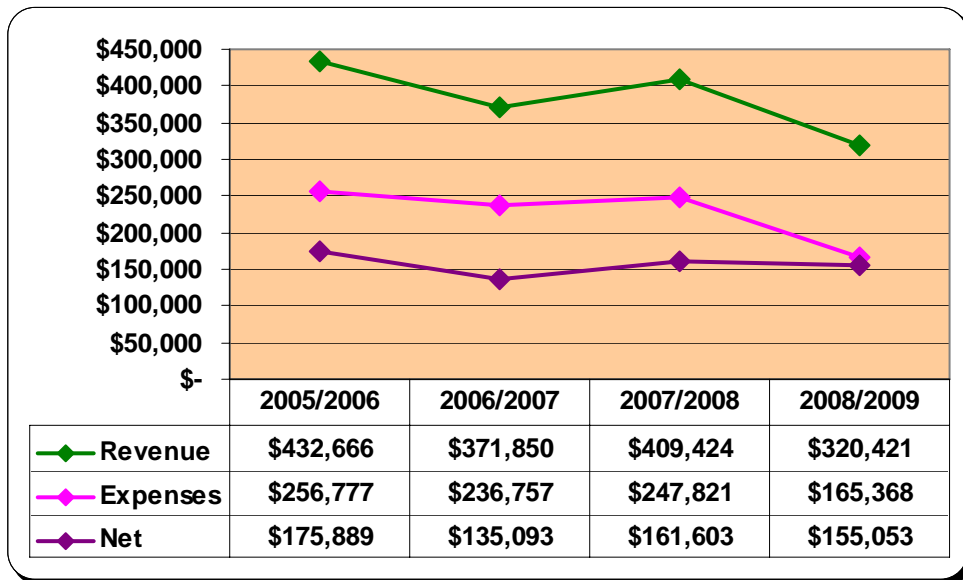
AACRAO Business Lines – Comparative Data

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

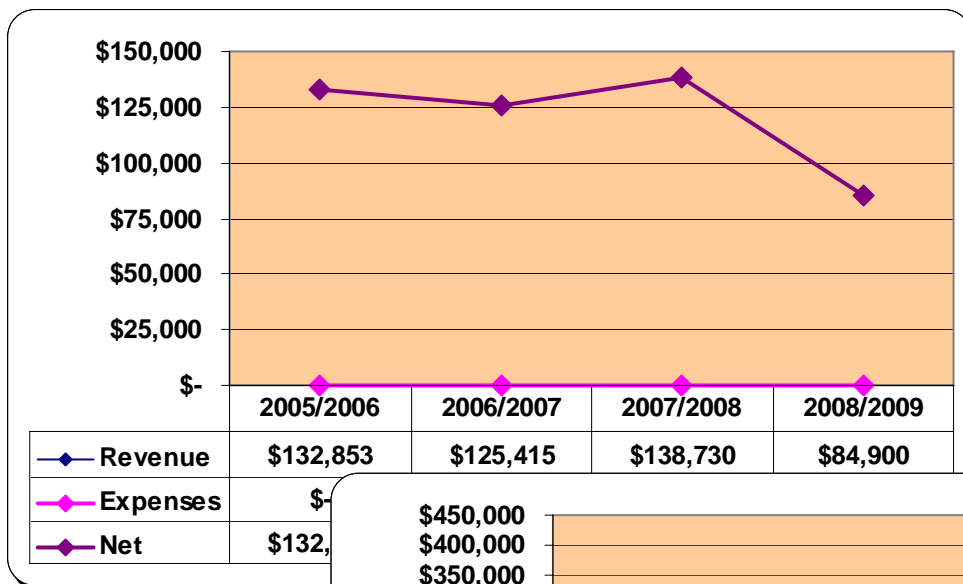
MTS



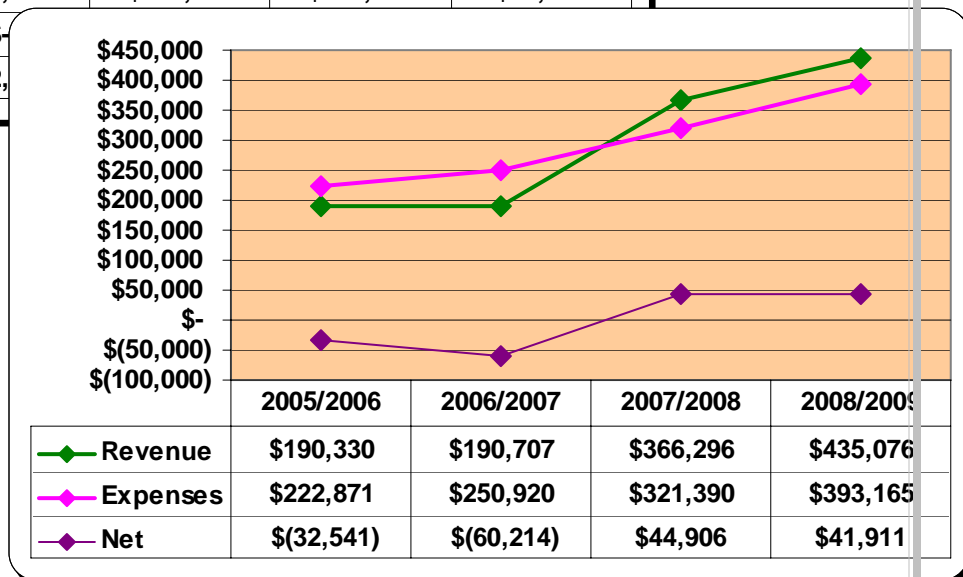
PUB



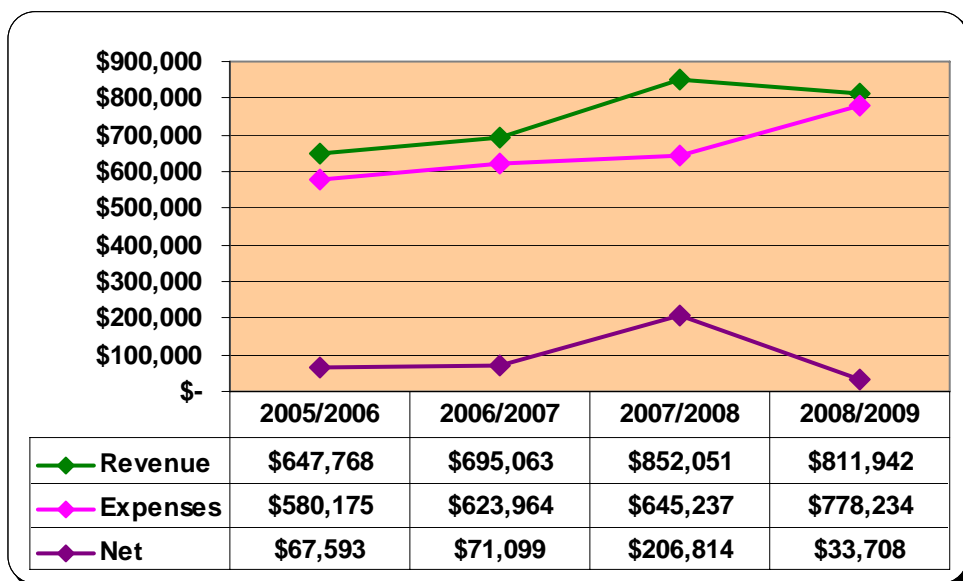
JOL



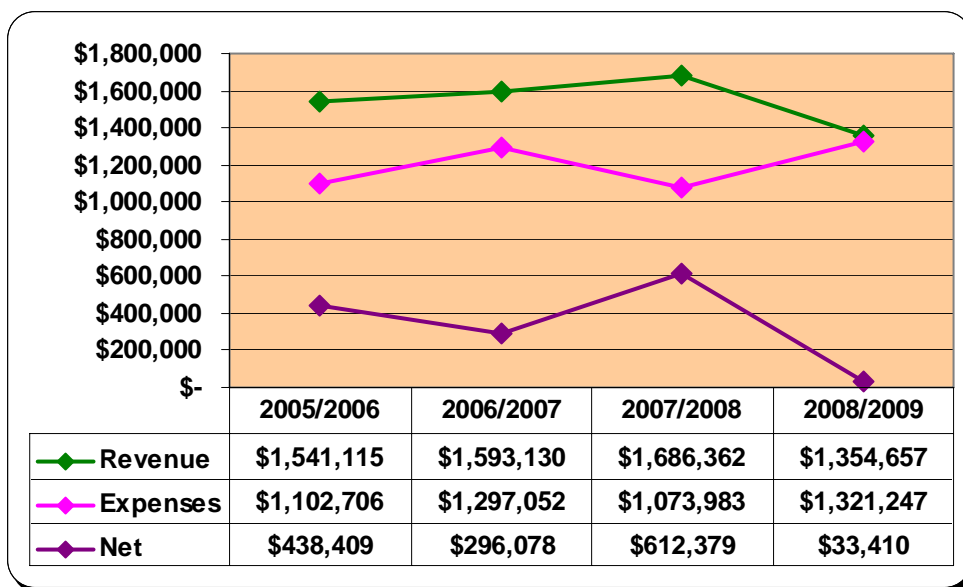
ACC



IES



AM



Appendix



Membership 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)

Full day:

(W1) 8:30 a.m. – 3:30 p.m.

Half day:

(W2) 8:30 a.m. – 11:30 a.m.

(W3) 12:30 p.m. – 3:30 p.m.

State and Regional Officers Workshop

8:30 a.m. – 3:30 p.m.

Meeting for Professional Activities Committees Chairs

(2010-2011)

8:30 a.m. – 11:30 a.m.

Program Committee Meeting

(2009-2010)

10:00 a.m. – 11:30 a.m.

Luncheon for Professional Activities Committees Chairs

(2009-2010, 2010-2011)

11:30 a.m. – 12:30 p.m.

Please preregister for luncheon on registration form.

State and Regional Officers Luncheon

11:30 a.m. – 1:00 p.m.

(ticket at extra cost required)

Meeting for Chairs & Members of Professional Activities Committees

(2009-2010, 2010-2011)

12:30 p.m. – 3:00 p.m.

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 (W4)

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.

Centennial Dinner

(ticket at extra cost required)

7:45 p.m. – 9:00 p.m.

Centennial Band & 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.

Educational Sessions (T1)

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 (T2)**
9:30 a.m. – 10:30 a.m.

Educational Sessions (T3)

10:45 a.m. – 11:45 a.m.

Luncheons (TL)

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

Educational Sessions (T4)

1:15 p.m. – 2:15 p.m.

General Session (T5)

2:30 p.m. – 3:30 p.m.

Presenter: TBD

General Session (T5)

2:30 p.m. – 3:30 p.m.

Presenter: TBD

Refreshment Break in Exhibit Hall

3:30 p.m. – 4:00 p.m.

Roundtables (T6)

4:00 p.m. – 5:00 p.m.

ACAOPU Meeting (T6)

4:00 p.m. – 5:00 p.m.

AACRAO Town Meeting (T7)

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.

Educational Sessions (F1)

8:00 a.m. – 9:15 a.m.

Refreshment Break in Exhibit Hall
9:15 a.m. – 10:00 a.m.

AACRAO Business Meeting (F2)
10:00 a.m. – 11:30 a.m.

Luncheons (FL)
11:30 a.m. – 1:00 p.m.

- **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*)

11:30 a.m. – 1:00 p.m.

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

Educational Sessions (F3)

1:00 p.m. – 2:00 p.m.

Refreshment Break in Exhibit Hall

2:00 p.m. – 2:30 p.m.

General Session (F4)

2:30 p.m. – 3:30 p.m.

Presenter: Clifford Adelman, Institute for Higher Education Policy

General Session (F4)

2:30 p.m. – 3:30 p.m.

Presenter: TBD

Educational Sessions (F5)

3:45 p.m. – 4:45 p.m.

Educational Sessions (F6)

5:00 p.m. – 6:00 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.

Educational Sessions (S1)

8:00 a.m. – 9:00 a.m.

Educational Sessions (S2)

9:15 a.m. – 10:15 a.m.

Program Committee Meeting

(2010-2011)

9:15 a.m. – 10:15 a.m.

Educational Sessions (S3)

10:30 a.m. – 11:30 a.m.

Closing General Session (S4)

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 May 27, 2009

via conference call

Reviewed and Updated June 17, 2009

New Orleans, LA

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

1. President Simpson Munson will work with Associate Executive Director Barnett as the script is being developed for the 2010 Opening Session.
2. Executive Director Sullivan will work with his staff using the adopted Strategic Plan to drive the operating plan and the budget.
3. The AACRAO Office will post the current Strategic Plan on the AACRAO website and have the previous versions archived.
4. The Governance Committee will develop a financial training module for the February Board Orientation meeting.
5. The Finance and Investments Committee will review the current dues structure.
6. The Strategic Planning Committee will work on ways to increase involvement of younger members.

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Board of Directors Calendar 2009-2010

Last Revision: August 26, 2009

- **April Board Meeting** – April 16, 2009 – After closing annual meeting session on Thursday
 - Board departs Thursday mid-afternoon (meeting ends @ 1:30 PM)
- May Conference Call 5/27/2009 2:00 PM Central Time
- **June Board Meeting** – June 15-18, 2009
 - Board arrives on Monday afternoon and departs on Thursday afternoon
 - **Program Committee** – Arrives Tuesday afternoon and departs Thursday afternoon
 - New Orleans, LA
- July Conference Call 7/29/2009 2:00 PM Central Time
- August Conference Call 8/26/2009 2:00 PM Central Time
- September Conference Call 9/30/2009 2:00 PM Central Time
- **October Board Meeting** – Oct 14-17, 2009
 - Washington, D.C.
 - Board arrives on Wednesday afternoon (4 PM) and departs on Saturday afternoon (12 Noon)
- November Conference Call 11/18/2009 2:00 PM Central Time
- December Board Meeting - December 2-5, 2009
 - Washington, D.C.
 - Board arrives on Wednesday afternoon (4:00 PM) and departs Saturday afternoon (12 Noon)
- January Conference Call 1/27/2010 2:00 PM Central Time
 - **February Board Meeting & Board Transition/Orientation** – Feb 25-28, 2010
 - Washington, D.C.
 - Board arrives on Thursday early afternoon (4:00 PM) and departs Sunday afternoon (12 Noon)
 - Board Transition/Orientation (begins Saturday afternoon and ends Sunday at noon)
- March Conference Call 3/31/2010 2:00 PM Central Time
- **April Board Meeting** - Apr 19-20, 2010
 - New Orleans, LA
 - Board arrives on Monday afternoon (19th) and meets all day on Tuesday (20th).
 - Annual Meeting – Apr 21-24, 2010 (Wednesday-Saturday) New Orleans, LA