Association for Institutional Research
Board of Directors Teleconference
May 28, 2020

Attendees: Heather Kelly, Laura Palucki Blake, Braden Hosch, Junelyn Pangan Peeples, Soon Merz Flynn, Wendy Kallina, David Troutman, Marty Fortner, Elizabeth Lee, Eric Yang, Michele Hansen, and Mary Lelik

Absent: none

Guests: Christine Keller, Jason Lewis, Leah Ross, Robison Neidhardt, Miguel Pineirovigo from the AIR Executive Office

Call to Order

President Heather Kelly called the meeting to order at 2:03 p.m. Eastern. A quorum was established.

Point of Personal Privilege

Heather Kelly provided acknowledgments to the Governance Orientation and Training Committee who were responsible for a successful board and NEC orientation.

Appointment of 2020-2021 Board Officers & Committee Assignments

Heather Kelly reported the following board officer assignments: 1. Board Officers: Secretary – David Troutman; Treasurer – Wendy Kallina; and Parliamentarian – Mary Lelik.

Heather Kelly provided committee assignments for the standing committees (nominations and elections committee and governance orientation and training committee) and ad hoc committees (membership categories committee, Charles F. Elton Best Paper Award committee, and board structure for accountability committee). Heather Kelly will work with each committee chair. Requested board members to identify preferred committee assignments. David Eubanks has agreed to serve on the Best Paper Committee.

Annual Business Meeting

David Troutman acknowledged the following: “The Board acknowledges that the annual business meeting of the Association was convened on Wednesday, May 27, 2020, via web conferencing. The meeting was announced and was conducted according to the Constitution and Bylaws, and no votes or decisions occurred. A quorum was established with 120 total members at the outset of the meeting.” A record of the meeting is attached (Appendix A).

Conflict of Interest and Confidentiality Forms

Board members were asked to complete the conflict of interest and confidentiality forms by June 5, 2020. Completed forms will be sent to the AIR executive office.
Board Budget

Wendy Kallina provided an overview of the board budget: $130,000 travel budget for NEC and Board. Covers the travel costs for meetings and training over the year, AIR Forum, compensation study (governance policy XII), and audit costs. The budget balance (more than $58,192) does not carry over to the next year.

Eric Yang left the meeting.

Scheduled Meetings

Heather Kelly provided a schedule of meetings. Policy Governance Training & Summer Board Meeting – June 15 – 16 will be virtual. The Board Face to Face Meetings – Fall: will be on October 8 – 10 Louisville, KY; Winter/Spring. Board members were asked to hold the dates on their calendars. The monthly BOD teleconferences will be the third Friday of each month. Heather Kelly and Christine Keller will request travel restrictions for each of the board members to determine the feasibility of a face-to-face board meeting in October.

Perspectives on the Upcoming Year

Heather Kelly provided comments on the board self-monitoring reports and the assessment of the board. She highlighted the fact that AIR is adapting to a new reality and the many new events such as the virtual forum, AIR Hub, and coffee chats developed to engage AIR members. Heather Kelly provided her thoughts on the future direction of the board for the upcoming year.

Executive Office Updates

Christine Keller will assess the travel logistics for the fall Board meeting. She provided an update on the AIR Virtual Forum. The 2020 annual board meeting was recorded and will be posted on the AIR website. AIR members and non-members will have access to the recording. Christine Keller provided an update on how COVID-19 has impacted the association, trainings, and membership.

Other Business

No other business reported.

Adjournment

David Troutman made a motion to adjourn the meeting. Soon Flynn seconded.

The meeting was adjourned by unanimous consent at 3:28 p.m. Eastern.