Association for Institutional Research  
Board of Directors Face-to-Face Meeting, Denver  
May 31, 2019

**Attendees:** Michelle Appel, Paige Borden, Shari Ellertson, Soon Merz Flynn, Marty Fortner, Michele Hansen, Mary Lelik, Wendy Kallina, Heather Kelly, Christine Ross, David Troutman, and Eric Yang.

**Absent:** None.

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

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**Call to Order**

President Marty Fortner called the meeting to order at 8:00 a.m. MDT. A quorum was established.

**Point of Personal Privilege**

Marty Fortner expressed appreciation for Michelle Appel and Christine Keller, and he extended a welcome to the new Board members.

**Board Officers and Committee Assignments**

Marty Fortner announced the Board officers for the year as follows: Shari Ellertson, secretary; Wendy Kallina, Treasurer; and Paige Borden, Parliamentarian. He also shared a committee matrix and announced updates to the chairs of committees as follows: Eric Yang, Membership Committee; Wendy Kallina, IR Futures; Heather Kelly, Governance Orientation; and Michelle Appel, Nominations and Elections.

**Annual Business Meeting**

Minutes of the May 29 Annual Meeting were presented for review. Shari Ellertson moved to let the record reflect the following statement:

> The Board acknowledges that the annual business meeting of the Association was convened at the Forum in Denver, CO on May 29, 2019. A quorum was reached, with at least 20 members in attendance. The meeting was announced and conducted according to the Constitution and Bylaws. An update to the Bylaws, Section 2, Calendar was proposed, considered, and approved by voice vote. No further decisions occurred. A record of the meeting is attached. (Appendix A)

Michelle Appel seconded.

**The motion passed.**

**Board Budget**

Marty Fortner mentioned that he and Wendy Kallina would be working on the planning assumptions that inform the development of the Board’s budget.
Scheduled Meetings

The Board will hold Policy Governance training (October 7 & 8, Denver) and two face-to-face meetings during the coming year. Dates and locations for the January and March meetings were discussed. Christine Keller and the AIR staff will work to find locations around the following dates: January 9-10 and sometime in March (between 11th and 13th or 30th and 31st).

Conflict of Interest and Confidentiality Forms

Marty Fortner and Christine Keller introduced the necessary conflict of interest and confidentiality forms. Board members are asked to complete the forms and return them to Miguel.

Perspectives on the Upcoming Year

Marty Fortner shared with the Board some thoughts on how to build on the past successes of the Board and his confidence in the Board’s capacity to continue moving in a positive direction.

Executive Office Updates

Christine Keller thanked the Board for the participation and assistance with the Forum.

Other Business

None.

Adjournment

Paige Borden moved to adjourn. Christine Ross seconded. The motion passed by unanimous consent.

The meeting adjourned at 9:00 a.m. MDT.

Shari Ellertson
Board Secretary
The 2019 Annual Business Meeting of the Association for Institutional Research (AIR) was held on Wednesday, May 29, 2019 in Denver, Colorado.

President Michelle Appel called the meeting to order at 1:46 PM MDT. A quorum was established with 39 total people in attendance.

Michelle Appel introduced the 2018-19 Board Members, with thanks to outgoing members Ellen Peters, Timothy Chow, Sara Gravitt, and Mike Tamada.

Michelle Appel introduced the Annual Report of the Association entitled “Positioning AIR for the Future,” which is a joint report on the activities of the Board and the AIR Executive Office. Highlights included the following:

- Michelle Appel presented the updated Ends policy (i.e., Mission) and Vision of AIR. In addition, she provided an overview of the Board’s work on the Statement of Ethics and Professional Practice and the draft Statement of Ethical Principles.
- Christine Keller, Executive Director and CEO of AIR, presented an overview of the four operational areas guiding the work of the Executive Office: Education and Training; Knowledge Center; Community Building; and Advocacy and Policy.
- Ellen Peters, Past President and Chair of the Nominations and Elections Committee (NEC), thanked the members of the NEC with special thanks to the outgoing members Peggye Cohen, Dawn Kenney, and Russ Cannon. Ellen announced the results of the election and introduced those selected for roles.
  - Vice President: Heather Kelley
  - Members at Large: Michele Hansen, Mary Lelik, and David Troutman.
  - NEC Members: Karen Froslid Jones, Kristin McKinley, and Mike Urmeneta.
- Michelle Appel and Ellen Peters shared updates regarding the work to bolster technology infrastructure, membership structure, and governance structure. Ellen thanked the members who were involved in an advisory capacity regarding continuity of governance.
- Sara Gravitt, Board Treasurer, reported that Thomas Howell Ferguson conducted the Association’s audit and an unmodified opinion was received. She reported that total net assets are $4,092,056. In 2018, expenses exceeded revenues resulting in a net loss of $275,671. This loss was planned as a mechanism to invest a portion of reserves to increase AIR’s expertise, infrastructure, and capacity to delivery services for the benefit of members and the higher education community. The full audit report will be made available on the AIR website.

The final Annual Report will be made available on the AIR website and shared with the membership.

Christine Ross, chair of the Board’s Membership Categories Committee, introduced a proposed change to the Bylaws that was sent to the membership via email on April 22, 2019. Christine moved to update
the Bylaws, Section 2, Calendar to strike the current clause “a. The membership year shall be July 1-June 30” thus moving the current bullet point “b” to “a.” Rich Howard seconded.

Shari Ellertson moved to amend the motion by eliminating the bullet point so that “b” is the main text of Section 2, Calendar. Mike Tamada seconded. The amendment passed.

The main motion was restated as follows: update the Bylaws, Section 2, Calendar to strike the current clause “a.” The membership year shall be July 1-June 30” and making the current bullet point “b” the main text of the section. No discussion. The motion passed.

The Bylaws now will read as follows:

Section 2. Calendar

The term of office for each position filled by election shall begin at the end of the annual business meeting at the next Forum.

There was no additional new business and no further action was taken.

Michelle commended the gavel to incoming President, Martin Fortner.

Paige Borden moved to adjourn. Shari Ellertson seconded. The motion passed.

The meeting adjourned at 2:13 PM MDT.

Shari Ellertson

Board Secretary