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

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

Call to Order

President Heather Kelly called the meeting to order at 11:01 a.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

David Troutman moved to approve the minutes of the June 16, 2020 Virtual Meeting as amended. Marty Fortner seconded.

The motion passed.

Financial Conditions and Activities Monitoring Report

David Troutman confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, the data support the interpretations, and that no additional information is needed. Marty Fortner seconded.

Discussion included review of the relationships between relevant policies (EL VI A and B) and how they affect the organization’s financial conditions and decisions; explanation of how the Association can run a deficit yet continue to operate; and use of longitudinal data to inform planning, identify trends, and understand the organization’s overall financial standing.

The motion passed.

Committee Reports

Heather Kelly shared that committee memberships are finalized for 2020-2021.

Nominations and Elections: Marty Fortner serves as chair and committee members are Craig Abbey, Karen Froslid Jones, Kristin McKinley, Bethany Miller, Mike Urmeneta, and Meredith Wentz. Marty reported that the process for the upcoming year will begin later this summer or in fall.

Governance Orientation and Training: Junelyn Peeples serves as chair and committee members are Soon Flynn, Marty Fortner, Wendy Kallina, Heather Kelly, Liz Lee, Mary Lelik, and David Troutman. Junelyn shared that she is crafting a plan of action to move forward with incorporation of feedback from past orientation and training experiences.

Membership: Eric Yang serves as chair and committee members are Soon Flynn, Marty Fortner, Michele
Hansen, Barden Hosch, and David Troutman. Eric shared that the committee will resume its work in fall.

**Charles F. Elton Best Paper Award**: Michele Hansen serves as chair and committee members are Laura Palucki Blake, Wendy Kallina, David Eubanks (AIR member), and Leah Ross (Executive Office). Michele shared that the committee will begin its work soon to meet its charge to make a recommendation to the board by December 2020.

**Board Structure for Accountability and Effectiveness**: Heather Kelly serves as chair and committee members are Soon Flynn, Mary Lelik, Junelyn Peeples, and Ellen Peters (AIR Past-President). Heather shared that Mike Urmeneta (NEC member) has also been invited to serve on the committee.

**Treasurer’s Report**

*2019-2020 AIR Board Financial Report*: Wendy Kallina provided an overview of expenses, including the higher cost of the annual audit from the previous year due to accounting standard changes and the need to cross-walk the Association’s financial systems with the new technology implementation.

*2020-2021 AIR Board Financial Report*: Wendy Kallina shared the framework for the 2020-2021 budget and raised a question as to whether to lower the budget in light of fewer in-person meetings anticipated. This discussion will be added to the August 2020 meeting agenda.

**Board Travel Policy**: Wendy Kallina noted that the travel policy has been amended and will be reviewed with the Board in advance of its next collective travel, which is unknown at this time due to COVID-19.

**Executive Office Updates**

*Needs Stakeholder Analysis*: Christine Keller shared that the Executive Office will survey the AIR community in August to assess current needs, and invited the Board to add questions to the survey if desired.

*Additional*: Christine Keller shared details of the planned reduction in staff, which will be in effect on July 31. The staff has been notified of the plan, and individuals whose positions will be eliminated will be notified on July 22. Also, Christine noted that we are in the midst of a push for membership renewal and asked the Board to continue to advocate for membership and participation in the Association.

**Executive Session**

Heather Kelly moved to enter Executive Session at 1:13 p.m. ET. Morty Fortner seconded.

Executive Session: Amended the CEO/ED salary and benefits due to the current COVID crisis.

Soon motioned to go back into regular session. Braden second. 11:38 am

Heather Kelly indicated that July agenda items not discussed during the July meeting will be placed on the agenda for the August Board meeting.

**Adjournment**

Junelyn Peeples moved to adjourn the meeting. Eric Yang seconded. The meeting was adjourned at 1:41 p.m. ET.
The motion passed.