Association for Institutional Research  
Board of Directors Teleconference  
July 17, 2019

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

Absent: Paige Borden

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

Call to Order
President Marty Fortner called the meeting to order at 12:35 p.m. Eastern. A quorum was established.

Required Approvals

1. Minutes

Shari Ellertson moved to approve the minutes of the June 18 teleconference. Michelle Appel seconded.

The motion passed.

Heather Kelly and Soon Merz Flynn joined the call.

2. Monitoring Reports

Financial Conditions and Activities (EL.VI.)

Shari Ellertson confirmed that the updated Financial Conditions and Activities monitoring report was received on time.

Michelle Appel moved that the CEO’s interpretation of the policy is reasonable, the evidence supports the interpretation, and that no additional data or external review is required for the Financial Planning monitoring report. Shari Ellertson seconded.

Christine Keller responded to questions and comments that were sent forth from the Board. She indicated that contextual information will be provided on each of the financial reports going forward. Christine will add the missing word under Page 1, Global Policy, evidence A, and she further offered to clarify the interpretation and rationale under B.

The motion passed.

Communication and Support to the Board (EL.X.)

Shari Ellertson confirmed that the updated Financial Conditions and Activities monitoring report was
received on time.

Shari Ellertson moved that the CEO’s interpretation of the policy is reasonable, the evidence supports the interpretation, and that no additional data or external review is required for the Financial Planning monitoring report. Michelle Appel seconded.

Christine Keller responded to questions that were sent forth from the Board. She invited the Board to provide feedback on the approach of using a survey of the Board; responses were generally positive about this approach. The Board may wish to revisit the topic of feedback to the Executive Director and how to ensure timely feedback is provided, when and where necessary.

The motion passed.

Executive Office Incidental Information (EL.X.)

Marty Fortner acknowledged receipt of the incidental information.

Committee Memberships (Policy GP.XI.)

Marty Fortner presented the final roster of committee assignments as follows.


  Governance Orientation & Training: Heather Kelly (chair), Martin Fortner, Michelle Appel, Paige Borden, Soon Merz Flynn, Shari Ellertson, Wendy Kallina, and Mary Lelik.

  IR Future: Wendy Kallina (chair), Paige Borden, Heather Kelly, Soon Merz Flynn, Michele Hansen, and Mary Lelik.

  Membership Categories: Eric Yang (chair), Christine Ross, David Troutman, Shari Ellertson, and Martin Fortner.

  Ethics Workgroup: Michelle Appel (chair), Paige Borden, Shari Ellertson, Soon Merz Flynn, and Leah Ross (AIR Executive Office).

Marty requested that the committee chairs convene the groups to move forward on their work.

Ethics Revisited

Michelle Appel reviewed the work thus far to update the Code of Ethics and Professional Practice. The Board held two discussion sessions at the Forum to solicit feedback and input from members. The Ethics Workgroup has since met to process the feedback and developed a new draft of the Statement of Ethical Principles. Michelle reviewed the major updates to the previous draft. The next step is to share the updated final draft with the membership and provide an opportunity for additional comment. Soon Merz Flynn moved the following: The Board requests that the latest revisions to the Statement of Ethical Principles, based on input from members at the 2019 Forum, be shared with the community as a final draft for comment. Shari Ellertson seconded. Further discussion was held on the ways to solicit
member feedback through eAIR, a survey of randomly selected members, and/or mass email
distribution. The Executive Office will place a notice in eAIR and assist with a mass email distribution to
the members. A final point of discussion circled around the separation of the ethical principles from the
professional practices.

The motion passed.

Executive Office Updates

No update due to time constraint.

2019-20 Board Agenda (Policy GP.II.)

Marty Fortner provided a brief overview of the topics and some of the key questions he would like the
Board to pursue during the coming year.
- Chief Governance Officer (CGO) Leadership Continuity (Transitional & Membership Release) –
  per the Board self-monitoring report, how well is the Board doing and how can we continue to
  improve?
- Improvement in Board Operations (Communications & Support Monitoring Report)
- Reconvening Membership Listening Sessions (Affiliate Organizations) – how do we best engage
  with the members, including affiliated organizations?
- Executive Office Strategic Planning (Fall 2019) – how can we support Christine in her efforts to
  complete and execute the Executive Office’s Strategic Plan?
- Consultant Engagement – Policy Governance Assessment – how can we leverage the consultant
  to evaluate the effectiveness of policy governance and our execution of it?

Adjournment

Shari Ellertson moved to adjourn. Soon Merz Flynn seconded.

The motion passed.

The meeting adjourned at 2:12 p.m. Eastern.

Shari Ellertson
Board Secretary