Association for Institutional Research  
Board of Directors Teleconference  
September 13, 2019

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

**Absent:** David Troutman

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

**Call to Order**
President Marty Fortner called the meeting to order at 12:30 p.m. Eastern. A quorum was established.

**Required Approvals**

1. Minutes

Shari Ellertson moved to approve the minutes of the August 23 teleconference as corrected. Mary Lelik seconded.

*The motion passed.*

2. Monitoring Reports

**Treatment of Members (Policy Type EL.II.)**

Shari Ellertson confirmed that the Treatment of Members monitoring report was received on time.

Christine Ross 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 Treatment of Members report. Paige Borden seconded.

Christine Keller responded to questions forwarded by the Board. She provided information related to the procedures for grievances and ADA compliance, including selection of a website vendor that has expertise in ensuring sites are compliant. Further discussion included the relationship between this report and the Treatment of Consumers monitoring report and information that may overlap them because members are a subset of consumers. Christine further described the composition and use of advisory committees. No additional questions were raised.

*The motion passed.*

**Executive Office Incidental Information (EL.X.)**

There were no questions raised.
Committee Updates (Policy GP.XI.)

1. Nominations & Elections (NEC)

Michelle Appel reported they will be replacing the publication on leadership opportunities in IR with new information, which will be placed on the website. Michelle also provided an overview of changes that have been made to the nomination process and questionnaire for nominees. The call for nominations will be distributed in October, and the committee will meet in December to select the slate. Elections will open in January.

2. Governance Orientation & Training

Heather Kelly reminded the Board of the recent survey that was distributed from policy governance consultant, Bill Charney. Any issues or concerns with the survey should be reported to Heather or Marty.

3. IR Future

The IR Futures report will be included on the October meeting agenda.

Executive Office Updates

Christine Keller reviewed logistics for the Denver meeting. Any questions should be directed to her or Miguel Pineirovigo.

Board Quarterly Financial Report

The quarterly financial report will be presented at the October meeting.

Board Self-Monitoring Report (Policy GP.II.)

Marty reported that the Board Self-Monitoring Report has been posted to the website. Marty also followed up on the discussion of responsiveness to membership voice. An invitation was received from Pacific Northwest AIR for presentation at the fall PNAIRP conference. Michelle Appel is available to attend and the Board will support her attendance. Wendy Kallina confirmed that the funding needed could be accommodated within the Board’s current budget.

Membership Committee Discussion

Eric Yang reviewed the recent history of the membership committee and its activities and presented a plan for going forward. The focus of the committee for the current year is investigating the organizational membership. A detailed timeline was shared; it provides the framework for the committee’s work and includes gathering input from members. Regular reports on progress will be reported to the Board.
**Ethics Workgroup Discussion**

Michelle Appel provided an update on the final revisions to the Statement of Ethical Principles. She reviewed the history and current status of the project, and thanked the Board for comments received during the most recent review. The committee has integrated feedback received from the membership during two different points in the development of the Statement. Once final, the Executive Office will support the implementation of the principles through its outreach, products, and services.

Michelle Appel moved to adopt the Statement of Ethical Principles. Paige Borden seconded.

The motion passed.

**Announcements**

Michelle Appel is presenting on ethics at NEAIR and Maryland AIR.

Christine Keller noted a partnership that has been established between AIR and APLU to pilot test a data fellows program. The details of this project roll out are being determined.

The Executive Office was commended for the significant media coverage received for AIR in the recent months.

**Adjournment**

Michelle Appel moved to adjourn. Eric Yang seconded.

The motion passed.

The meeting adjourned at 1:56 p.m. Eastern.

Shari Ellertson
Board Secretary