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

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

Absent: Wendy Kallina, 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 12:34 p.m. Eastern. A quorum was established.

Required Approvals

1. Minutes

Shari Ellertson moved to approve the minutes of the September 13 teleconference. Christine Ross seconded.

The motion passed.

Michelle Appel joined the meeting.

2. Monitoring Reports

Treatment of Consumers (Policy Type EL.IV.)

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

Mary Lelik 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 Consumers report. Soon Merz Flynn seconded.

Christine Keller responded to questions forwarded by the Board regarding Part F of the report. She shared a diagnostic tool from the American Society of Association Executives regarding an Association Inclusion Index and how she used the tool to inform the report.

No additional questions were raised.

The motion passed.
Financial Conditions and Activities (Policy Type EL.VI.)

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

Paige Borden 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 Consumers report. Michelle Appel seconded.

One point was raised about the structure of this report in light of the policy governance training and potential follow-up. Any updates to the structure will be discussed along with the debriefing from the training.

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 that nominations are open and will be accepted up to November 1.

2. Governance Orientation & Training

Heather Kelly thanked the Board for participation and engagement in the governance training workshop in Denver. She briefly reviewed the results of the workshop evaluation. A majority of Board members felt that the workshop was a worthwhile learning experience. Results of the training will be used to inform future efforts.

3. IR Future

No report.

4. Membership Categories

Eric Yang reviewed briefly the update that he provided via email regarding organizational membership. The recommendation was to continue the work of the committee in preparation for a launch date of July 2022 rather than July 2021.

Christine Keller presented a proposal for membership dues for the next two years as follows: professional membership will be $170 for 2020-21 and $180 for 2021-22 with graduate student membership at $50 and $55, respectively. Shari Ellertson moved to approve the proposal. Eric Yang seconded. Questions were raised and addressed. New dues go into effect July 1 during any given year even though annual membership can be purchased at any time over the course of a year.

The motion passed.
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

No report was provided. Marty Fortner will follow up with Treasurer Wendy Kallina.

Policy Governance Debriefing

Marty Fortner highlighted results from the Board’s evaluation of the training. Bill Charney provided the list of action items that were generated at the end of the meeting. Marty, Heather, Michelle, and Christine have started a discussion about how to move forward with these items. Marty would like to leverage existing committees where possible.

Several ideas were raised regarding how to best organize (perhaps through categories), understand, and prioritize the items. A copy of the action items will be placed in Google docs so that each Board member can add commentary, context, and explanation to the remarks that were attributed to them during training. Each Board member is asked to make their comments by Friday, October 25. The document will be further summarized and provided two weeks in advance of our next meeting, which is November 19.

Marty invited additional feedback on the training.

Adjournment

Soon Merz Flynn moved to adjourn. Michelle Appel seconded.

The motion passed.

The meeting adjourned at 2:15 p.m. Eastern.

Shari Ellertson
Board Secretary