Association for Institutional Research  
Board of Directors Teleconference  
November 19, 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, Charlie McCumber, and Miguel Pineirovigo from the AIR Executive Office

**Call to Order**
President Marty Fortner called the meeting to order at 12:33 p.m. Eastern. A quorum was established.

**Required Approvals**

1. Minutes

Shari Ellertson moved to approve the minutes of the October 17 teleconference. Christine Ross seconded.

The motion passed.

2. Monitoring Reports

**Global Executive Constraint (EL.I)**

Shari Ellertson confirmed that the Global Executive Constraint monitoring report was received on time. Michele Appel moved that the interpretation was reasonable, the data supports the interpretation, and that no further information is needed. Shari Ellertson seconded.

No additional questions were raised on the report, however, Christine Keller invited feedback regarding the revised format she used for the monitoring reports. Responses to the new format were favorable; generally, rationale is not a necessary as a separate section when it does not add new information but may be necessary when things are complicated, controversial or something similar.

The motion passed.

**Emergency Executive Director Succession (EL.VII.)**

Shari Ellertson confirmed that the Emergency Executive Director Succession monitoring report was received on time. Shari Ellertson moved that the interpretation was reasonable, the data supports the interpretation, and that no further information is needed. Michelle Appel seconded.

No additional questions were raised on the report.
The motion passed.

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

A question was raised about the grants received by AIR from the Gates Foundation. Discussion centered on the type and amount of information that would be most helpful for the Board and the ways in which we might receive it. Main suggestions included reporting grant activity via the annual report and the Ends monitoring report, which are shared with the members, and additional Board education at an upcoming face-to-face meeting. Marty Fortner asked that we include AIR grants and contracts as a Board education item. A March timeframe was agreed upon and the timeframe of interest will be Christine Keller’s tenure as executive director.

Christine will provide responses via email to other questions that were raised about information in the incidental report.

The discussion resulted in additional clarification about the incidental reports. On future agendas, they will be included as part of the Executive Office update.

**Committee Updates (Policy GP.XI.)**

1. **Nominations & Elections (NEC)**

Michelle Appel reported that 150 nominations were received, however, not every nominee met the eligibility requirements. The NEC followed up with every eligible nominee to ensure they had an opportunity to complete the questionnaire. The NEC is holding a face-to-face meeting in Washington DC after which Michelle will bring the proposed ballot to the Board.

2. **Governance Orientation & Training**

Heather Kelly proposed a governance orientation and training plan. The Board orientation (presented by the Board) will continue to be included at the Forum as well as sessions on the topic of policy governance that would enable education and engagement with members. The plan is to hold Board training June 15-16 in Chicago, which is adjacent timing to the Analytics Summit that is co-sponsored by AIR.

3. **Membership Categories**

Eric Yang postponed his report to the December meeting.

4. **IR Future**

Wendy Kallina will provide the summary from this committee for the December meeting. The future of this committee will be revisited by the full Board, likely at the January meeting.

**Executive Office Updates**

Christine Keller provided the Board with IRS Form 990 and provided the opportunity for questions or comments.
Christine reminded the Board to make their travel arrangements for the January meeting in Houston and notify Miguel of travel plans.

All remaining agenda items were deferred to the next meeting.

**Adjournment**

Michelle Appel moved to adjourn. Eric Yang seconded.

*The motion passed.*

The meeting adjourned at 2:01 p.m. Eastern.

Shari Ellertson
Board Secretary