

**Association for Institutional Research
Virtual Board of Directors Meeting
January 8, 2024**

Attendees: Craig Abbey, Angie Bell, Brent Drake (Vice President), Karen Egypt, Jonathan Gagliardi (President), Maren Hess, Mitchell Nesler, Christopher Peña (Secretary), Debbie Phelps, Wen Qi, Karen Vance (Treasurer)

Approved Absence: Karen Webber (Past President)

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

Call to Order

Jonathan Gagliardi called the meeting to order at 12:01 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

Brent Drake moved to accept the minutes of the December 11, 2023 Board meeting. Angie Bell seconded.

The motion passed.

Financial Conditions and Activities Monitoring Report

Christopher Peña confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, and the data support the interpretations. Craig Abbey seconded.

Discussion included treatment of financial reserves.

The motion passed.

Protection of Assets Monitoring Report – Resubmitted

Christine Keller noted the requirement to notify the Board if the Executive Office is or will be out of compliance with policy. As such, she plans to resubmit the recent Protection of Assets Monitoring Report due to an insurance inconsistency that was immediately resolved when discovered.

Craig Abbey moved to accept the updated monitoring report. Maren Hess seconded.

The motion passed.

Board Treasurer Report

Karen Vance provided an overview of the report update on Board expenses to date.

Board Ambassador and Member Outreach

Christine Keller provided an overview of the Board of Directors Member Call Campaign as part of the priority to strength, diversify, and expand AIR membership and engagement. She asked specifically for Board assistance in contacting lapsed members who have not renewed their membership for one year or more.

Committee Updates

Volunteer Leadership Pathways Committee. Christopher Peña presented an overview of the committee's work to date and key recommendations: develop a communication plan, connect to regional associations, facilitate a mentorship program, address financial barriers to service, and connect with younger members. The Board will review the committee's full report for an upcoming discussion.

Executive Office Updates

Christine Keller provided an overview of the annual award process and asked Board members to encourage the community to submit nominations. The public launch of organizational membership will be the last week of January.

Other Business

None.

Adjournment

Karen Egypt moved to adjourn the meeting. Karen Vance seconded.

The motion passed.

Jonathan Gagliardi adjourned the meeting at 12:55 p.m. ET.