Association for Institutional Research  
Board of Directors Virtual Meeting  
June 14, 2021

**Attendees:** Laura Palucki Blake, Braden Hosch, Heather Kelly, Elizabeth Lee, Mary Lelik, Junelyn Peeples, Christopher Pena (joined meeting at 1:11pm), David Troutman, Karen Webber, Maren Hess, and Mitchell Nesler

**Absent:** Michele Hansen (excused absent)

**Guests:** Christine Keller, Jason Lewis, and Miguel Pineirovigo from the AIR Executive Office.

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**Call to Order**

President Junelyn Peeples called the meeting to order at 1:04 p.m. ET. A quorum was established.

**Parliamentarian Procedures, See Appendix A (GPIII, p.21)**

Mary Lelik, Parliamentarian, provided an overview of the parliamentary procedural basics. She described the order of motions and voting protocols that the board members can use during board meetings. She indicated that voting is only available for current AIR Board members. Guests and executive office do not vote. She also provided examples of the types of motions: main motion, subsidiary motion, and incidental motion. She provided an overview of the renewal motions and questions of privilege.

**Required Approvals and Acknowledgements**

**Meeting Minutes**

David Troutman provided a review of the May 24, 2021 virtual meeting. Heather Kelly moved to approve the minutes. Braden Hosch seconded.

The motion passed.

David Troutman provided a review of the May 28, 2021 virtual meeting. Braden Hosch moved to approve the minutes. Laura Palucki Blake seconded.

The motion passed.

**Board Budget – Cost of Governance (GPXII, p.28):**

Braden Hosch, Treasurer, proposed the board budget report for the 2021-2022 year which supports costs for meetings of the Board and NEC, policy governance training, the annual audit, and an executive compensation study, at an estimated cost of $115,100, with a remaining $14,100 of undesignated funds for a total of $130,000, consistent with Policy XII Cost of Governance. These costs assume 2-3% inflation from prior years, and line item costs as specified in the schedule below. This schedule and additional information was presented to the Board as an information item at the May 28, 2021 meeting. No additional comments were received following the meeting and no changes have been made.

Braden called a motion to accept the report and approve the board budget of $130,000 for 2021-2022 consistent with the Policy XII Cost of Governance. Mary Leik made the motioned. Laura Palucki Blake seconded.
There was a discussion on the travel costs associated with policy governance and determine if the training will be held virtually or in person. President Peeples requested that the board discuss any unassigned funds associated with the board budget during the July 2021 board meeting. The motion passed.

**Committee Assignments (GPX-XI, p.24-27)**

President Peeples provide a list of committee assignments for each board member. Junelyn indicated she assigned roles partly based on board members committee participation last year, while giving preference to at least one committee assignment of their choosing and assigning committee membership for new board members that enhanced their governance policy knowledge.

**Agenda Planning (GPIV, p.17)**

President Peeples provided an overview of strategies she will implement to create agendas for the board meetings. She led a discussion on the board work plan and agenda preparation draft. She would like for the board members to focus on this document and provide recommendations for improvement. She would like for the board members to propose goals for the 2021-2022 board. She would like to address and identify agenda items. Draft board document included the following sections: annual board planning cycle, work plan development, meeting agendas, executive director monitoring, executive director remuneration, and required approvals.

**Executive Office Updates**

Christine Keller shared details of plans to work on improving the usability of Microsoft TEAMS for board members. Christine has started to plan for future in-person board meetings. More information on location of board meetings are forthcoming. Lastly, the executive office will be to assist with scheduling upcoming committee meetings.

**New Business**

None.

**Adjournment**

President Peeples clarified with board members that there no outstanding items needed for discussion. None were introduced. The meeting was adjourned.

The meeting was adjourned at 2:48 p.m. ET.