Association for Institutional Research Board of Directors Virtual Meeting
July 12, 2021

Attendees: Laura Palucki Blake, Michele Hansen, Heather Kelly, Elizabeth Lee, Mary LeLig, Junelyn Peeples, Christopher Pena, David Troutman, Karen Webber, Maren Hess, and Mitchell Nesler

Absent: Braden Hosch (excused)

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

Call to Order

President Junelyn Peeples called the meeting to order at 1:03 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

David Troutman provided a review of the June 14, 2021 virtual meeting. Heather Kelly moved to approve the minutes. Laura Palucki Blake seconded.

A board member asked the Secretary of modify the attendance to ensure the accuracy of the roll call. The Secretary updated the Board member attendance for the meeting.

The motion passed.

Policy Governance (PG) Update

President Peeples provided an overview of the updated the PG document as of June 16, 2021 and ask the board they had any questions or comments. No further discussion.

The PG document updates included the following sections:
- III. Board Job Description, C. Provide fiscal oversight of the Association’s financial health, integrity, and sustainability. (page 15)
- XI. Board Committee Structure, 3. Board of Director’s Role as Ambassador of AIR Committee (pages 27-28)

Executive Office Updates: Executive Director

- Christine Keller cautioned the Board that we are risk for receiving phishing emails requesting for monies.
- Christine provided a finalized fact sheet and it has been posted on Teams as a resource for the board.
- Christine and executive staff are working on finalizing the board committee work schedules and meetings.
- Christine provided an overview of the new board folder structure within Microsoft Teams and had a discussion with the board on strategies moving forward when gaining access to documents.
- Christine led a discussion on the monitoring report schedule and provided the Board with a proposal to adjust the monitoring reporting deadlines. There was a question regarding the access to past board minutes. The remind all board members that the past monitoring reports on the AIR website https://www.airweb.org/about-air/who-we-are/governance/governance-documents.
President Peeples asked for a motion to approve the updated timeframe of the upcoming monitoring calendar. Heather Kelly moved to approve the motion. Laura Palucki Blake seconded. The motion was amended to include that the policy governance language will be modified accordingly. The motion passed.

**Financial Conditions and Activities Monitoring Report**

President Peeples requested that the Board be given time to review the Financial Conditions and Activities monitoring report for Quarter 1 2021 during the August 2021 Board meeting.

**NEC Priorities, Heather Kelly**

Heather Kelly provided an overview of the goals of the NEC for the upcoming year. NEC will be meeting biweekly and started meeting in June 2021. Heather provided the board a NEC 2021 presentation. There are four NEC focus areas:

1. Carefully consider whether the governing documents supports the ability to attract and elect a diverse slate of candidates.
2. Refine the processes and procedures impacting candidate selection and election.
3. Ensure AIR is welcoming and attractive to all within the profession.
4. Consider adding more volunteer and engagement opportunities within AIR to support future and supplement current leadership opportunities.

President Peeples highlighted that the Board can be a resource for the NEC when it comes to volunteerism, opportunities to participate, and networking. The Board will support the work of the NEC to generate a slate of diverse candidates (per NEC recommendations at BOD Meeting 030321).

**2021-2022 Goals**

President Peeples led a discussion when considering the BOD goals and future of IR topics agenda items. Based on the survey responses from the BOD, the goals and topics of discussion will align with the following areas:

- Revenue and Resources; Diversify and Sustainability
- Professional Development post COVID
- Professional Retention and Promoting Leadership
- Intersecting a JEDI Framework in professional standards, development, and knowledge that enhances the growth and opportunities for IR to meet the [Statement of Aspirational Practice for Institutional Research](https://www.airnet.org/)

Possible goals for the BOD would be:

- BOD will be knowledgeable about AIR governance policies and apply policy proficiently {GP II, p.14}.
- BOD will apply a JEDI (Justice, Equity, Diversity, Inclusion) mindset when achieving its ENDS {GP III.C, p.15; END I, p.36}.
- BOD will support the financial sustainability of AIR {GP I, p. 13; III.C, p.15; XII, p.29}. 
A BOD discussion focused on the goals and research of IR and how both relate to the ends statement.

Other Business
No new business

President Peeples adjorned the meeting at 3:00 pm ET.