

**Association for Institutional Research
Board of Directors Virtual Meeting
April 11, 2022**

Attendees: Laura Palucki Blake, Maren Hess, Braden Hosch, Heather Kelly, Elizabeth Lee, Mary Lelik, Mitchell Nesler, Junelyn Peeples, Christopher Pena, Karen Webber

Absent: Michele Hansen, David Troutman

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

Call to Order

President Junelyn Peeples called the meeting to order at 1:02 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

There was one request for an amendment to the March 31 – April 1, 2022 in-person meeting. Karen Webber asked that the governance and training committee section be revised. Braden Hosch moved to table the minutes until they are updated. Maren Hess seconded.

The motion passed.

Financial Conditions and Activities Monitoring Report

Junelyn Peeples confirmed that the monitoring report was received on time and stated that the interpretations were reasonable, the data support the interpretations, that no additional information is needed.

Laura Palucki Blake moved to accept the monitoring report. Maren Hess seconded.

The motion passed.

Committee Updates

Governance Orientation and Training Committee: Karen Webber reported that she has drafted a presentation for the upcoming orientation session and is gathering feedback and revisions from the presenters. Christine will then add E.O. information.

Board Structure for Accountability and Effectiveness Committee: Heather Kelly shared that she is working with the feedback she received at the prior Board meeting in preparation for the upcoming committee meeting.

Nominations and Elections Committee: Heather Kelly reported that the elections results have been announced to the AIR community. The process was reviewed at the recent committee meeting, and the calendar for 2023 is under review based on the 2022 experience.

Membership Committee: Braden Hosch shared that he has nothing new to report.

AIR Awards Criteria Committee (Ad Hoc)

Junelyn Peeples moved to add the ad hoc AIR Awards Criteria Committee with a charge to provide recommendations to clarify and improve the AIR awards selection and nomination criteria for the Outstanding Service Award, the John Stecklein Distinguished Member Award, and the Sidney Suslow Scholar Award as well as consider the addition of any new awards (GP III.G). Maren Hess seconded.

Junelyn Peeples moved that the main motion be amended to include that the membership of the committee will include one current Board member that will serve as the chair, one member from the Executive Office, and 2-3 AIR members, preferably at least 1 of whom who has nominated or written a letter of support for 1 or more of the awards. Recommendations be presented by December 2022 for implementation in 2024. Authority for the Chair will be to use no more than 20 hours of staff time. Mitch Nesler seconded.

The motion passed.

Treasurer’s Report

Braden Hosch presented the Treasurer’s report in three sections.

Board Budget Spending: There was no spending activity in the third quarter, but that does not reflect the costs of the in-person Board meeting March 31 – April 1, 2022, which will be realized in the fourth quarter.

Audit Firm: The current firm, Thomas Howell Ferguson P.A., is completing the fourth year of a four-year contract. The Board and E.O. have been pleased with its performance. As such, the firm was asked to submit a proposal to extend its current contract. The proposal keeps costs close to current levels with modest increases in 2024 and 2025.

Braden Hosch moved to select Thomas Howell Ferguson P.A. Certified Public Accountants to continue as the audit firm for the Association for Institutional Research and accept the proposal for accounting services through 2025. Mitch Nesler seconded.

Discussion included comparable costs and the suggestion to consider a broader suite of firms in 2025 to compare costs and to switch firms to avoid the “too familiar” effect.

The motion passed.

Executive Session/Executive Compensation Survey: Junelyn Peeples moved to enter Executive Session. Braden Hosch seconded.

The motion passed.

The Board entered Executive Session at 1:55 p.m. ET; Christine Keller remained in the meeting at the Board’s request.

Executive Session ended at 2:50 ET.

Future of IR through a JEDI Framework

Junelyn Peeples postponed this discussion to the next Board meeting.

Executive Office Updates

Christine Keller foreshadowed that Board input will be gathered for the upcoming Communication and Support to the Board monitoring report.

Other Business

Junelyn Peeples provided an overview of the upcoming Board meetings that round out the Board year and her service as President. She requested that Board members submit topics for those agendas.

Adjournment

Junelyn Peeples adjourned the meeting at 2:59 p.m. ET.