

**Association for Institutional Research
Virtual Board of Directors Meeting
July 10, 2023**

Attendees in Person: Craig Abbey, Angie Bell, Brent Drake, Karen Egypt, Jonathan Gagliardi, Mitchell Nesler, Christopher Peña, Debbie Phelps, Wen Qi, Karen Vance, Karen Webber

Absent: Maren Hess (excused)

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

Call to Order

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

Required Approvals and Acknowledgements

Meeting Minutes

Christopher Peña moved to accept the minutes of the June 2, 2023, Board meeting as presented. Brent Drake seconded.

The motion passed.

Consents

Mitch Nesler moved to remove the Awards Criteria Committee from GP XIII B-1 and approve updating Appendix A in governance policies to reflect the 2023-24 operating calendar. Karen Vance seconded.

The motion passed.

Treasurer Update

Karen Vance provided an update on the Board budget for the most recent and upcoming fiscal years. This year, there is a new line item for travel subsidies and stipends to assist members to join in-person events and mitigate financial barriers to attendance. These funds were originally slated for listening sessions. The Board is also now spending less on training, which provides additional funds.

The Board discussed having Michele Appel and Ellen Peters provide additional training in the Fall. The cost will be nominal if virtual, but the cost of in-person training can be absorbed from the existing budget if needed since all funds are not typically expended.

Karen Egypt joined the meeting at 12:22 p.m. E.T.

Updates to Governance Policies

Christopher Peña moved to update the job description of the Vice Chair in GP VII to reflect the new

responsibilities of the position with respect to the Governance, Orientation & Training Committee and the submission of new awards by members. Mitch Nesler seconded.

The motion passed.

Christopher Peña moved to update the language of GP III G1c to be consistent with the responsibilities established for the Vice Chair in GP VII. Debbie Phelps seconded.

The motion passed.

Christopher Peña moved to update the language of GP XIII A2b to reflect the new membership composition of the Governance Orientation & Training Committee to be consistent with the responsibilities established for the Vice Chair in GP VII. Angie Bell seconded.

The motion passed.

Christopher Peña moved to insert the global policy statement and language for implementation timeline as proposed by Christine Keller in GP VI. Mitch Nessler seconded.

The motion passed.

Financial Conditions and Monitoring Report

Christopher Peña affirmed that the Financial Conditions and Monitoring Report was received on time. He presented the motion that the interpretations were reasonable, the data support the interpretations, and no additional information is needed. He moved to accept the monitoring report as presented. Mitch Nessler seconded.

Christine Keller provided background on the different monitoring reports and how they are used during the year. She explained that revenues are currently the highest they will be this year because these funds come during the first and second quarters and are then spent down during the rest of the year. She noted there are some deferred revenues from the RTI IPEDS contract that were moved from FY22 to FY23, which will be recognized in early January. Additional discussion included how net assets and operating budgets are calculated and the different types of losses that appear in the reports.

Jonathan Gagliardi noted the Board expects to return surplus funds back to the Association this year. Christine Keller and the Board expressed optimism following a strong Forum this year. Christine Keller noted that the Association will be able to cover direct expenses and time spent by staff on Forum, which were all budgeted for.

Update on Committee Assignments

Jonathan Gagliardi presented draft committee assignments for the new Board year. He noted that he would like to build on the good work that has been done over the last few years and focus on strengthening communication with members.

Additional discussion included the continuing work of the Future of IR committee, which Laura Palucki Blake will continue to serve on, and a new committee dedicated to pathways to volunteer leadership.

Jonathan Gagliardi will share more details on the committees in the August 14, 2023, meeting.

Executive Director Updates

Christine Keller presented highlights from the incidental report, which included reportable items per policy governance. She noted the second page provides an overview of current external activities and focuses on questions a member might ask.

A coffee chat for past presidents will be held later this month to reconnect, since not everyone has been able to at past events like the Forum. A town hall listening session is also scheduled for August 4, 2023. Christine Keller invited members of the Board to attend and requested they register in advance.

Final information about the Forum will be available in August. As a result of the Forum, Christine Keller was invited as a guest on keynote speaker Kwame Christian's podcast.

Executive session.

Other Business

None.

Adjournment

Jonathan Gagliardi adjourned the meeting at 1:31 p.m. ET.