

**Association for Institutional Research
Virtual Board of Directors Meeting
August 8, 2022**

Attendees in Person: Laura Palucki Blake, Karen Egypt, Jonathan Gagliardi, Maren Hess, Elizabeth Lee, Mitchell Nesler, Christopher Peña, Wen Qi, Karen Vance, Karen Webber

Absent: Braden Hosch (excused)

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

Call to Order

President Karen Webber called the meeting to order at 1:32 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

Christopher Peña moved to accept the minutes of the July 25, 2022, Board meeting as presented. Karen Webber seconded.

The motion passed.

Resolution of Minutes and Notes from the 2022 AIR Business Meeting

The Board continued its discussion from the July 25, 2022, Board meeting on the minutes from the AIR Business Meeting on June 8, 2022. Discussion topics included the process for establishing a quorum when Board members are not able to attend in person and the process for approving and posting the minutes from the annual AIR Business Meeting online.

Karen Webber affirmed that the 2022 AIR Business Meeting had taken place and that the minutes and notes published for it by the AIR Executive Office were acceptable and without error. Board members agreed that this affirmation satisfied the requirements for the annual AIR Business Meeting.

Financial Conditions and Monitoring Report (EL V)

Christopher Peña affirmed that the Financial Conditions and Monitoring Report was received on time. Christopher Pena motioned 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. Karen Vance seconded.

Following an inquiry by a Board member, Christine Keller confirmed an error in one instance of the year in the report and that the error would be corrected. Christopher Peña moved to accept the monitoring report as amended. Karen Vance seconded.

The motion passed.

Compensation and Benefits Monitoring Report (EL VIII)

Christopher Peña affirmed that the Compensation and Benefits Monitoring Report was received on time. He then motioned 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. Laura Palucki Blake seconded.

Christine Keller noted that a compensation study would be conducted in fall 2022. Originally, it was scheduled for 2020 but postponed due to financial constraints associated with the coronavirus pandemic. Christine Keller noted the changes in staff levels, compensation, and benefits that were part of the Executive Office's response to the pandemic.

The motion passed.

Ends Monitoring Report (Policy B) (ENDS I)

Christopher Peña affirmed that the Compensation and Benefits 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. Maren Hess seconded.

A Board member asked Christine Keller to clarify her definition of the word 'majority' in the report to affirm success and satisfaction with respect to AIR members. Discussion included the nature of reasonable interpretation within the context of policy governance, acknowledging that this is the first time for the LEADs and understanding of desire to be conservative in evaluation metrics, and the extent to which such terms needed to be defined in the monitoring reports. Karen Webber requested that Christine Keller revisit the definition of the term 'majority' in this report next time to determine if a change in definition might be beneficial.

The motion passed.

Future of IR Committee

Karen Webber motioned to approve the initiation of a Future of IR Committee, as presented. The committee would be comprised of at least two Board members and at least two members from the general AIR membership. The committee would be charged with preparing a summary of issues relevant to the future and success of IR/IE and a proposed set of actions to the Board by January 25, 2023. The Board would be tasked with prioritizing these actions for next steps by April 15, 2023.

Discussion of the proposal focused on the rationale for re-instating the committee after its charge had been integrated into the activities of the full Board in the last Board year. Karen Webber explained that the committee would provide focused investigation of emerging issues in the field, which the Board could then review in summation. Related topics of discussion included how the charge to the committee would be fulfilled and how the Board would prioritize recommended actions.

The motion passed.

Other Business

Karen Webber reported that no new award proposals had been received.

Executive Office Updates

Christine Keller reported that she had successfully negotiated with one of the hotels contracted for the AIR Forum 2022 to reduce the charge for unfilled rooms. This reduction, along with a similar arrangement with the second hotel, will significantly lower the total cost to AIR.

Adjournment

Karen Webber adjourned the meeting at 3:01 p.m. ET.