Association for Institutional Research  
Board of Directors Virtual Meeting  
October 19, 2020

**Attendees:** Laura Palucki Blake, Soon Merz Flynn, Marty Fortner, Michele Hansen, Braden Hosch, Wendy Kallina, Heather Kelly, Elizabeth Lee, Mary Lelik, Junelyn Peeples, David Troutman, and Eric Yang

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

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**Call to Order**

President Heather Kelly called the meeting to order at 11:02 a.m. ET. A quorum was established.

**Required Approvals and Acknowledgements**

**Meeting Minutes**

David Troutman moved to approve the minutes of the September 18, 2020 Virtual Meeting. Braden Hosch seconded.

*The motion passed.*

**Financial Conditions and Activities Monitoring Report**

David Troutman confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, the data support the interpretations, and that no additional information is needed. Marty Fortner seconded.

*The motion passed.*

**Treatment of Consumers Monitoring Report**

David Troutman confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, the data support the interpretations, and that no additional information is needed. Marty Fortner seconded.

*The motion passed.*

**Proposal for Treatment of Stakeholders**

Christine Keller presented a proposal to combine Treatment of Members (EL II) and Treatment of Consumers (EL IV) into one executive limitations policy entitled Treatment of Stakeholders.

Discussion included stakeholders who are not individuals (e.g., sponsors); definitions of member, consumer, and stakeholder; a shift from individual to organizational membership; political affiliations and lobbying; the timing of this change; and whether the Treatment of Stakeholders should combine the two groups, as described above, or if it should replace Treatment of Consumers and Treatment of Members should remain a separate policy.
The Board will vote on this proposal at its November 2020 meeting.

**Committee Reports**

**Nominations and Elections:** Marty Fortner reported that 192 nominations have been received to date and reflected on the Board and the Nominations and Elections Committee’s continued efforts to expand outreach.

**Recess**

Heather Kelly made a motion to recess at 12:31 p.m. ET. Eric Yang seconded.

The motion passed.

**Call to Order**

Heather Kelly called the meeting to reconvene at 1:34 p.m. ET.

**Committee Reports Cont.**

**Governance Orientation and Training:** Junelyn Peeples shared that the committee had its first meeting in September. Conversation focused on balancing the role of a consultant based on the Board’s needs, continuation of knowledge (past and current Board members), and the goal to finalize any recommendations for the December 2020 Board meeting.

**Membership:** Eric Yang shared that the committee met in October and is working to finalizing its charge and to prepare its recommendations to the Board by June 2021.

**Charles F. Elton Best Paper Award:** Michele Hansen shared that the committee met in October and plans to present its recommendation to the Board in December 2020.

**Board Structure for Accountability and Effectiveness:** Heather Kelly shared that the committee meets monthly and plans to make its recommendations to the Board in May 2021. The committee is utilizing the recommendations of the 2018 committee to inform its work. The Association has utilized policy governance for ten years, and the committee has discussed the value of moving through an assessment exercise as Board structure is considered.

**Treasurer’s Report**

**Board Treasurer Report #2 (June thru Sept):** Wendy Kallina highlighted the transfer of funds from the Board’s account to the Executive Office.

**Audit Fiscal Oversight Standing Committee Proposal:** Board consultant Bill Charney recommended creation of an audit committee, and Heather Kelly drafted a proposal as such. Discussion included the committee’s role, areas of oversight, and composition. Heather Kelly will incorporate all feedback and prepare it for review at a future Board meeting.

**Recess**

Heather Kelly recessed the meeting at 1:04 p.m. ET.
Call to Order

Heather Kelly called the meeting to reconvene at 3:37 p.m. ET. 

Audit Fiscal Oversight Standing Committee Proposal Cont.: Discussion continued about the role of the committee versus the role of the full Board (e.g., point 5 in the draft proposal), the role of non-Board member(s) engaged in fiscal oversight and its impact on Board accountability (e.g., point 7), the committee’s role vs. the Treasurer’s responsibilities, and the value of addition of another committee to the Board.

Executive Office Updates

Membership Fee Structure and Approval: Christine Keller reminded the Board that last year, the Board approved two membership years of fees ($170 this year, $180 next year).

Board Coffee Chat October 30, 2020: Scott Jaschik, editor of Inside Higher Ed, will speak about the future of higher education in light of COVID-19. The event will also include small group conversations led by Board members (two per meeting room so one person can take notes).

AIR Forum 2021: The call for proposals for the conference will open in late October. The Forum is scheduled to be in Washington, D.C. As of today, the conference location (Marriott Marquis) is still closed for events due to the city’s COVID-19 restrictions. The call for proposals is worded to advertise a virtual or in-person event so that the Association is poised to plan accordingly based on pandemic circumstances.

Board Meeting March 2021: The hotel contract for Louisville, Kentucky is crafted for the possibility of postponing again if the pandemic does not allow for an in-person meeting.

New Business

None.

Adjournment

Eric Yang moved to adjourn the meeting. Soon Flynn seconded. The meeting was adjourned at 4:36 p.m. ET.

The motion passed.
Association for Institutional Research  
Board of Directors Virtual Meeting  
October 20, 2020

Attendees: Laura Palucki Blake, Soon Merz Flynn, Marty Fortner, Michele Hansen, Braden Hosch, Wendy Kallina, Heather Kelly, Elizabeth Lee, Mary Lelik, Junelyn Peeples, David Troutman, and Eric Yang

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

Call to Order

President Heather Kelly called the meeting to order at 12:33 p.m. ET. A quorum was established.

Audit Form 990

Jason Lewis provided an overview of the Auditor Forum 990 and Board members had the opportunity to review the document and ask questions.

Review of Previous Day’s Meeting

Christine Keller asked clarifying questions about the previous day’s discussion to ensure clarity, and Board members had the opportunity to share additional reflections about the topics discussed.

Recess

Marty Fortner made a motion to recess at 1:46 p.m. ET. Soon Flynn seconded.

The motion passed.

Call to Order

Heather Kelly called the meeting to reconvene at 2:52 p.m. ET.

Listening Session Highlights & Discussion

Heather Kelly reviewed the highlights of three listening sessions held between 2018 and 2020.

Stakeholder Survey Highlights & Discussion

Christine Keller provided highlights of the recent stakeholder survey of the AIR community.

Recess

Heather Kelly recessed the meeting at 4:21 p.m. ET.

Call to Order

Heather Kelly called the meeting to reconvene at 4:42 p.m. ET. {Wendy Kallina did not return. Marty Fortner departed early. A quorum was maintained.}
**Stakeholder Survey Highlights & Discussion cont.**

Christine Keller provided highlights of the recent stakeholder survey of the AIR community.

**New Business**

None.

**Adjournment**

Soon Flynn moved to adjourn the meeting. Laura Palucki Blake seconded. The meeting was adjourned at 5:30 p.m. ET.

The motion passed.