

**Association for Institutional Research
Virtual Board of Directors Meeting
July 25, 2022**

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

Absent: Junelyn Peeples (excused)

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

Call to Order

President Karen Webber called the meeting to order at 3:03 p.m. ET. A quorum was established.

Karen Egypt joined the meeting at 3:15 p.m. ET.

Required Approvals and Acknowledgements

Meeting Minutes

Mitch Nessler moved to accept the minutes of the June 5, 2022, Board meeting as presented. Laura Palucki Blake seconded.

The motion passed with 3 abstentions (new Board members who did not attend the June 5, 2022, meeting).

Laura Palucki Blake moved to accept the minutes of the June 9, 2022, Board meeting. Mitch Nesler seconded.

The motion passed with 3 abstentions (new Board members who did not attend the June 9, 2022, meeting).

AIR Annual Business Meeting

Laura Palucki Blake moved to accept the minutes of the Annual Business Meeting on June 8, 2022, as presented. Mitch Nesler seconded.

Laura Palucki Blake withdrew the motion as it was determined that a quorum cannot be established for the vote. The Annual Business Meeting took place during the previous Board year, and several current Board members were not present (there was no virtual option available for individuals who could not attend the Forum in person).

Final discussion and affirmation of the minutes will take place at the next Board meeting on August 8, 2022.

Governance Policy Update: Appendix A

Karen Webber provided an update of the 2022-2023 operating calendar and moved to amend Appendix A of the governance policies accordingly. Karen Webber thanked Christine Keller for her willingness to maintain the calendar and keep it up to date. Karen Vance moved to accept the changes as presented. Maren Hess seconded.

The motion passed.

2022-2023 Committee Assignments

Overview

Karen Webber provided an overview of the principles of standing and ad hoc committees and proposed assignments for the 2022-2023 Board year.

Membership Committee

Braden Hosch proposed some revision to the Membership Committee and moved to accept the changes to the policy.

- a. Charge: Cultivate linkages with members and potential members, ensure the Board is well informed, and inform members on the Board's behalf, consistent with the Role of Board as AIR Ambassador Policy (GP IV). The Committee will create templates to guide Board member listening sessions, gather listening session reports from Board members in a consistent fashion, and compile feedback results to communicate to the Board and the Executive Office. The Committee will also continue at the request of the Executive Director to advise about the implementation of the organizational membership structure and pricing.
- b. Membership: At least 4 Board members and 2 Executive Office members.
- c. Time Frame: Reports summarizing feedback to be presented at one or more future Board meetings, no later than May 2023.
- d. Authority for the Chair: To use no more than 75 hours of staff time.

Laura Palucki Blake seconded.

The motion passed.

Governance Orientation and Training Committee

Karen Webber discussed proposed revisions to the Orientation and Training Committee. Following discussion, she moved to accept changes to the policy (to reduce the size of the committee, to reduce staff time from 30 to 25 hours, and to allow the president and vice-president to co-chair the committee).

- a. Charge: same

- b. Membership: The committee shall consist of at least 4 Board members, including the President and Vice-President, who will co-chair the committee. The President serves to provide insight and perspective regarding both the Nominations and Elections Committee and the Board of Directors.
- c. Authority for the Chair: To use no more than 25 hours of staff time annually

Mitch Nessler seconded.

The motion passed.

Listening Sessions

To further share information on AIR activities with AIR members and get a pulse on current issues faced by IR professionals, Braden Hosch discussed the recent history of Board members completing “listening sessions”. These sessions primarily occur by Board members who are attending affiliated organization (AO) conferences.

The Membership Committee will produce a template to guide those discussions at future events. Christine Keller developed a list of AO meetings that will occur over the year ahead and asked Board members to indicate interest in AO event participation and facilitation of a listening session.

Board funds may be made available for travel expenses to attend a listening session when Board members do not have financial support from their institution or when no Board member is affiliated with an AO or region of interest.

Discussion of IR in the Future Committee

Karen Webber provided an overview for the proposed creation of a new ad hoc committee entitled IR in the Future Committee. Karen Webber will bring forward a proposed charge and other relevant details for this committee to the next Board meeting. The committee, if approved, will include Board members and other members of the AIR community. Discussion included committee composition and the ways in which this committee will differ from a previous Board committee with a similar charge.

Treasurer Update

Braden Hosch shared an update on the approach to costing Board expenses, including recent and anticipated expenses.

Financial Conditions and Activities Monitoring Report

Due to time restraints, discussion was moved to the next Board meeting on August 8, 2022.

Executive Office Updates

Fall 2022 Board Meeting

The meeting is scheduled to take place in person October 20-21, 2022, in Cleveland at the Hilton,

which is one of four hotels that will serve the 2023 Forum. Christine Keller asked Board members to indicate availability to travel in anticipation of confirming the hotel contract and making A/V arrangements.

2022 Forum

Christine Keller shared that the Sheraton is considering AIR's request to reduce attrition bills for the 2022 Forum in Phoenix. The hotel will communicate a decision to the Executive Office on or around July 27, 2022.

Other Business

None.

Adjournment

Karen Webber adjourned the meeting at 4:31 p.m. ET.