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**ACAO Board of Directors Meeting MINUTES**

**December 6, 2023, 12:00 – 1:00 pm**  
https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Attended | | Name |  |  |  |
| Gail Baker |  | Sacha Kopp | | x |  |  |
| Lori Werth |  | Junius Gonzales | |  |  |  |
| Pam Stinson |  | Amy Rell | |  |  |  |
| Heather Coltman |  | Patricia Salkin | | x |  |  |
| Gregor Thuswaldner | x | Laura de Abruna | |  |  |  |
| Jamie Winebrake | x | Michael Quillen | |  |  |  |
| Michael Carr | x | Sophia Maggelakis | |  |  |  |
| Maria Woodside Oriakhi | x | Servet Yatin | | x | Mike Gealt/Adv (nv) |  |
| Robyn Parker |  |  | |  | Doreen Murner (nv) |  |

1. Welcome & Announcements – Lori Werth

*L. Werth welcomed everyone to the call*

1. [**October 4, 2023, Board minutes**](https://docs.google.com/document/d/11LYyJAAHe76ENoFciN4qtKfcZZ0YJvwa/edit). **Vote to approve.**

*Motion to approve – All in favor – Motion passes*

1. Financial Reports - H. Coltman

[**September Financials**](https://docs.google.com/spreadsheets/d/1hwA-GDz0o4F-j5XtFFvInQRAgzu5JQ3o/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true) and [**October 2023 Financials**](https://docs.google.com/spreadsheets/d/1q2eu8HOJLW1AEBW406wZKEjrr1h6FI1u/edit#gid=429381084). **Vote to approve.**

*Motion to approve – All in favor – Motion passes*

1. ACAO 2022 990 for review & approval **– Vote to approve.**

[**https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:61566809-f251-3754-b3cb-393f62422aba**](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:61566809-f251-3754-b3cb-393f62422aba)

**Security code 854939**

*Motion to approve – All in favor – Motion passes*

1. State of the Association – discuss options and create a path to have more sustainable board positions, strengthen committee responsibilities. – Lori Werth

*Group discussed financials and 990, for any questions. No questions. Doreen discussed 990.*

*State of ACAO & where we go.*

*Additional board directors needed for Executive Committee, President and President-Elect.*

*H. Coltman is the treasurer.*

*G. Thuswaldner is the secretary.*

*P. Stinson gave a brief thank you to ACAO.*

*Committees are vital. Open for discussion. If any director is interestred in serving on the Exec Committee, send an email to D. Murner.*

*Holistic conversation, with several transitions, we need to look at how we have some consistency and how we become more relevant to gain memberships.*

*R. Parker- draw for ACAO is a pathway to campus presidency.*

*L. Werth – ProD has been a very active and benefit to the members. How do we continue to grow*

*H. Coltman – Build skills and elevates presence AND is also good for provost professional develoemnts.*

*How can we attracht those members to that community of practices? More solutions to the questions we all have. ACAO will meet you where you are, current role or prepare for the future.*

*Marketing component of ACAO probably needs more focus and investment to get institutions to think about membership in ACAO. Committee structure might be spread too thin. Maybe we target professional development and marketing and increasing members during the next 12 months.*

*L. deAbruna – transition of ACAO board positions lend itself to instability. Wonder if we could have a 3 yr term as President. Change of board officers every year has not been helpful. Changing preidents so quickly is to our disadvantage.*

*G. Baker – maybe should be a 2 year commitment.*

*There is consensus around this plan…2 or 3 yr presidential terms.*

*ProD Committee – J. Gonzales – cut committee meetings so there is not overlap with the town halls. And only have 3 town halls each semester. It is hard to find panel members. What other kinds of ProD opportunities could we offer? Do we need a member survey? Should we tag onto another organization?*

*AAUA? University Administrators – conference in September. Broadening participation to the town halls to others. Gonzales will connect with AAUA for interest and send list of board members.*

*Membership Committee – M. Quillen – has not met yet this year. We have good ideas but hard to get traction. Could use more help to get off the ground.*

*Digital Learning Committee L. deAbruna – would anyone be interested in taking on the AI issues and have the possibility to collaborate with other organizations. It would be part of the DLC committee. AI is a new direction. Global Research Alliance for AI.*

*D. Murner – asked board to increase budget for marketing. And would like a board liaison to help with the marketing. Anticipated additional $3k - $5k annually.*

*How would we measure the impact? We could measure impact by how many new members would join? And how active our web site would be.*

*Liaison position would meet with D. Murner 1 x per month.*

*L. Werth – wrap this marketing idea into the membership committee. Reimagine membership committee through the lens of marketing. L. deAbruna willing to help.*

*J. Gonzales – school of communication & media. Will talk with dean of school to talk with students who may be able to help us with social media sphere.*

*Executive committee will take a look at moving meetings back to monthly.*

*Happy Holidays!*

**ACAO 12/6/23 Meeting Notes**

- A community of practice and professional development

- Plus a pathway to presidency

- Additional education

- Focus on new membership and professional development

- Consider changing the bi-laws and a 2-yr or 3-yr term

- Committee Discussion:

Professional Development: Maybe partner with AAUA, 5 town halls a year

Membership: Revamp

- Focus on 1) PD and 2) Membership/Marketing

**Action Items**

Modify Committees to 1) PD and 2) Membership/Marketing

Modify By-Laws for a 2-yr term for the President

Partnering with AAUA for Fall 2024 Conference that is f2f.

**Board Resources**

[**ACE MOU Here**](https://drive.google.com/file/d/1qfSM9r0pEYKAOBm1Icz2EwP4Y1myjOMO/view)

[**ACAO Board of Directors Oath**](https://drive.google.com/file/d/16bjB0iPb30qW2hCd2DbLdbucc8yMtWLr/view)

ACAO is inviting you to a scheduled Zoom meeting.

Topic: ACAO Board of Directors Bi-Monthly Meetings

Time: Jun 7, 2023 12:00 PM Eastern Time (US and Canada)

Every 2 months on the First Wed, until Apr 3, 2024, 6 occurrence(s

Feb 7, 2024 12:00 PM

Apr 3, 2024 12:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://us02web.zoom.us/meeting/tZYodeCuqj0pGdV53okDMAx\_T5e7WUthzHxO/ics?icsToken=98tyKuGqqzkjHNCTsxqGRpwQGYjoXe7wiCFejadryUzqCAR-QxvJArdHZYVKBNDK

Join Zoom Meeting

<https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09>

Meeting ID: 825 2964 6331

Passcode: 340701

One tap mobile

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+13017158592,,82529646331#,,,,\*340701# US (Washington DC)

Dial by your location

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• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 876 9923 US (New York)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

**2023/24 Board of Directors: Assigned Committees & Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Lori Werth | President | University of Pikeville | 2023/2024 |
| Gail Baker | Past President Responsibility: Chair of Nominating and  Bylaws Committees | University of San Diego | 2023/2024 |
| Pam Stinson | President Elect | Oklahoma State University – Oklahoma City | 2023/2024 |
| Heather Coltman | Treasurer | James Madison University | 2026 |
| Gregor Thuswaldner | Secretary | Wentworth Inst. Of Technology | 2025 |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
|  | Junius Gonzales | Chair: Professional Development | NY Institute of Technology | 2026 |
| Patricia Salkin | Membership Committee & Blog Series Coordinator | Touro College | 2026 |
| James Winebrake | Professional Development | University of North Carolina Wilmington | 2024 |
| Michael Quillen | Chair: Membership Committee | Rowan-Cabarrus Community College | 2025 |
| Maria Woodside-Oriakhi | Membership Committee | University of the Bahamas | 2025 |
| Laura Niesen de Abruna | Community Engagement & Outreach | Dominican University of Chicago | 2025 |
| Sophia Maggelakis | Community Engagement & Outreach | Wentworth Inst. Of Technology | 2026 |
| Servet Yatin | Membership Committee | Quincy College | 2026 |
| Amy Rell | Professional Development | College for Financial Planning | 2026 |
| Robyn Parker |  | Saybrook University | 2026 |
| Sacha Kopp |  | Gonzaga University | 2026 |
| Michael Carr |  | North Park University | 2026 |
| Mike Gealt | Chair: Advisory Council; Ex Officio member of the board: Membership Cmte |  | n/a |
|  |  |  |  |
|  |  |  |  |

\*BJ Reed, Innovation & Strategy Committee Member: Advisory Council rep