

**ACAO Board of Directors Meeting MINUTES**

**February 7th, 2024, 1:30 – 2:30 pm**  
https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09

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

1. Welcome & Announcements – Gregor Thuswaldner and Doreen Murner

*D. Murner welcomed everyone to the call and welcomed Gregor Thuswaldner as incoming President.*

1. **December 2023 Minutes.** **Vote to approve.**

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

1. Financial Reports - D. Murner

[**December Financials**](https://docs.google.com/spreadsheets/d/1AyhqFncfFSDLJu6s4nMcgPgwBvwH2djv/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true) **No vote today. Will discuss in next call once January financials are**

**received.**

[**2024 DRAFT Budget**](https://docs.google.com/spreadsheets/d/1oSKEDtTXVbdOp_jinkv5XaEHiAehhkOp/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

1. State of the Association / Introducing Executive Committee / Positions / Challenges / Opportunities

*Gregor Thuswaldner is replacing Lori Werth as President. The new EC is Gregor Thuswaldner, Gail Baker (Past President), and Heather Coleman (Treasurer). A new President Elect and Secretary are needed. Pam Stinson has retired.*

*Board meetings will be held monthly on the 1st Wednesday of the month at 1:30pm EST.*

*Krissy Greenleaf will be replacing Doreen Murner as Executive Director.*

[***Marketing Plan***](https://docs.google.com/document/d/1k14zj1yYUkoolhXt7LweKkEiyHJ41dkKlBN0aIFRMMI/edit?usp=share_link) *shared and discussed.*

*FOCUS*

* *Job Boards*
  + *Ask EAB and Academic Search to promote on their site (they sponsored provost reception at last ACE conference)*
    - *Look up Workable (how do you get on lists, what are their systems)*
* *Sponsorships*
  + *Town Halls, newsletters, webinars*
* *Membership Committee will include Marketing & Communications, which will help drive recruitment and retention through marketing*
* ***ID value of membership***

1. Committee Reports

*ProD Committee – J. Gonzales*

*Town Hall is on February 20th. Next is scheduled for April.*

*Membership Committee – M. Quillen – Liaison to marketing & communications*

*S Yatin and Mike were the only ones on the last call. They are attending conference in spring to*

*use platform to increase membership.*

*Digital Learning Committee – L. de Abruna*

*Tech difficulties on call. Will provide separately.*

*Provost Handbook Update– G. Thuswaldner*

*Gregor has received drafts of each piece. Has most of the revised essays. His hope is to be able to send off the manuscript this month.*

* + *Open to working out discounted price as a member benefit*
  + *Each chapter gets one blog post*
  + *Podcasts for each chapter*
  + *Essays in Chronicle*
  + *CAO Institute would like to host*

1. Collaborations with other like associations, AAUA and ACAD opportunities – J. Gonzales & G. Thuswaldner

*CIC is open to us having a breakfast at the CAO Institute*

* *Get a sponsor to pay for breakfast*
* *Can attract other provosts*

*Junius is on board of AAUA*

* *They are interested in collaborating with ACAO on conference hosted October 13-16*
* *Would like for us to have a session and / or preconference workshop*
* *Junius sending prospectus*

*ACAD*

* *Gregor has reached out. They are interested in potentially collaborating with ACAO. We will find time in March to talk about a potential collab.*
* *ACAT is largest org for academic administrators above chairs level and below President level (membership close to 1000) and annual conference is really good*

**Action Items from December meeting**

Create private LinkedIn forum for members

Listserv from George at Tulsa?

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 Monthly Meetings

Time: Feb 7, 2024 01:30 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 4, 2024, 11 occurrence(s)

Mar 6, 2024 01:30 PM

Apr 3, 2024 01:30 PM

May 1, 2024 01:30 PM

Jun 5, 2024 01:30 PM

Jul 3, 2024 01:30 PM

Aug 7, 2024 01:30 PM

Sep 4, 2024 01:30 PM

Oct 2, 2024 01:30 PM

Nov 6, 2024 01:30 PM

Dec 4, 2024 01:30 PM

Join Zoom Meeting

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

Meeting ID: 825 2964 6331

Passcode: 340701

One tap mobile

+16469313860,,82529646331#,,,,\*340701# US

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

Find your local number: https://us02web.zoom.us/u/kbSHuLXsJS

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

| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| --- | --- | --- | --- | --- |
| Gregor Thuswaldner | President | Wentworth Inst. Of Technology | 2024 |
| Gail Baker | Past President Responsibility: Chair of Nominating and  Bylaws Committees | University of San Diego | 2023/2024 |
| Heather Coltman | Treasurer | James Madison University | 2026 |
|  | Krissy Greenleaf | Incoming Executive Director | AMC Source | n/a |
|  | 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 |
|  |  |  |  |
|  |  |  |  |