

**ACAO Board of Directors Meeting MINUTES**

**March 6, 2024 1:30 pm – 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 | ✖ |  |  |
| Sacha Kopp | ✓ | Jamie Winebrake | ✓ |  |  |
| Sophia Maggelakis | ✖ | Junius Gonzales | ✓ |  |  |
| Robyn Parker | ✓ | Patricia Salkin | ✖ |  |  |
| Amy Rell | ✖ | Mike Gealt/Adv (nv) | ✓ |  | ✓ |
| Servet Yatin | ✓ | Krissy Greenleaf (nv) | ✓ |  |  |
| Laura de Abruna | ✓ | Doreen Murner (nv) | ✖ |  |  |

1. Welcome & Announcements – G. Thuswaldner

*G. Thuswaldner welcomed everyone to the call.*

1. [**February 7th, 2024, Board Minutes**](https://docs.google.com/document/d/1Hm_1mAG2r6mfca3MgJqd9om0G4qHvV01/edit?usp=sharing&ouid=116874921390071707661&rtpof=true&sd=true). **Vote to approve.**

*Motion to approve was seconded and the February minutes were approved.*

1. Financial Reports - H. Coltman

[**January Financials**.](https://docs.google.com/spreadsheets/d/1KU6p4YrJ_VExCaNxX2d0sucEWhmJK4dm/edit?usp=sharing&ouid=116874921390071707661&rtpof=true&sd=true) **Vote to approve.**

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

*Motion to approve was seconded and the budget was approved.*

1. State of the Association – G. Thuswaldner

*Think about ways to increase member value, such as providing opportunities for provosts to connect in an unstructured setting, peer coaching / mentoring, podcasts using the Provost Handbook or inviting other authors, provost incubator / diving deep into what the job of a provost entails*

Elections - G. Baker

*Gail has reached out to those who expressed interest in leadership roles. Elections will be held in early*

*to mid-June. Krissy will connect with her about elections and EC candidates.*

Marketing Efforts - K. Greenleaf

*Social media communication has resumed on LinkedIn, Facebook, and IG. Gregor has been added as an*

*admin on LinkedIn. All board members are encouraged to like, comment, and share posts / provide*

*content by sending to Krissy. More to come as the board identifies partnerships with other*

*associations.*

1. Committee Reports – [Committee Descriptions 2024](https://docs.google.com/document/d/1uNPdsiddebDPItoHsDDigwWhtRwoMIgl/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

*ProD Committee – J. Gonzales - Next meeting is in 2 weeks. They will determine April Town Hall topic. The February Town Hall had 48 registrants and 28 attendees.*

*Membership Committee – M. Quillen – Liaison to marketing & communications - Gregor will connect with Michael to discuss membership initiatives and survey.*

*Digital Learning Committee L. de Abruna - Laura has been invited to attend the OLC Innovate Conference on behalf of ACAO in April to discuss lessons learned from the grant received from the Bill & Melinda Gates Foundation.*

*Provost Handbook Update– G. Thuswaldner - Gregor is submitting the manuscript to the publisher by the end of the month*

*Advisory Committee - M. Gealt - The Advisory Committee has put together a Point - Counterpoint document that will be sent to board members after the meeting. Please review it prior to next month’s call.*

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

 *Council of Independent Collenges*

* *Annual meeting in November*
* *Working with Academic Search to host a provost breakfast. Gregor is waiting for quote.*

 *ACAD*

* *Annual meeting just finished at the end of February*
* *Gregor meeting with executive team at end of March to discuss sponsoring a breakfast for ACAO members or those interested in joining ACAO and possibly offering a workshop to prospective provosts*
* *Laura attended the annual meeting and has offered to help with discussions*

 *AAUA*

* *Conversations continue around sponsoring their conference in October*

*APLU*

* *Heather is on EC and has offered to make the connection*

 *ASCU*

* *Junius is meeting with them in a few weeks*

**Action Items**

Review [December minutes](https://docs.google.com/document/d/1Hm_1mAG2r6mfca3MgJqd9om0G4qHvV01/edit?usp=share_link&ouid=116874921390071707661&rtpof=true&sd=true) to discuss

* Modifying committees to 1) PD and 2) Membership/Marketing
* Modifying By-Laws for a 2-yr term for the President

Promotional marketing materials

K. Greenleaf to update board member institutions

K. Greenleaf to reach out to Gail re: elections

**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 | Whitworth University | 2024 |
| Gail Baker | Past President Responsibility: Chair of Nominating andBylaws 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 | Montclair State University | 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 | Metropolitan State University of Denver | 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 |
|  |  |  |  |
|  |  |  |  |