

**ACAO Board of Directors Meeting MINUTES**

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

| **Name** | **Attended** | **Name** | **Attended** |
| --- | --- | --- | --- |
| Michael Carr | Absent | Michael Quillen | Present |
| Laura de Abruna | Absent | Amy Rell | Present |
| Mike Gealt (non-voting) | Present | Patricia Salkin | Absent |
| Junius Gonzales | Present | Tanya Smith Brice | Present |
| Krissy Greenleaf (non-voting) | Present | Narketta Sparkman-Key | Absent |
| Ying Iverson | Present | Jamie Winebrake | Present |
| Mignon Jacobs | Present | Maria Woodside-Oriakhi | Absent |
| Sophia Maggelakis | Present | Servet Yatin | Present |
| Robyn Parker | Present |  |  |

* Welcome & Announcements – J. Gonzaless

*Board introductions*

* [**July Board Minutes**.](https://docs.google.com/document/d/1ALhzsMZBVxvnmY1Rc0PHgV_81S-hB6Dj/edit?usp=share_link&ouid=116874921390071707661&rtpof=true&sd=true) **Vote to approve. Motion to approve, Seconded. All in favor. Approved.**

[**Annual Meeting Minutes.**](https://drive.google.com/file/d/1yB8g2UpmKLds5rsElG2pgGz4Efhebwmg/view?usp=share_link) **Vote to approve. Motion to approve. Seconded. 3 abstained (Junius and Amy). 8 in favor. Approved.**

* Financial Reports - S. Yatin

[**June Financials**](https://docs.google.com/spreadsheets/d/1VI24bWmkvrid0SpZVDO3dn0_HHU800vx/edit?usp=share_link&ouid=116874921390071707661&rtpof=true&sd=true) **Vote to approve. Motion to approve, Seconded. All in favor. Approved.**

* State of the Association – J. Gonzales & K. Greenleaf
  + 1. Membership Renewals / Types
       - *Membership Committee to send personal outreach emails*
       - *Board supports adding the Individual Membership for $75 per year*
    2. Sponsorships
       - *Discussions with Johns Hopkins*
    3. AAUA Conference Sponsorship
       - *Conference in October. Offering 15% off for ACAO members to register.*
    4. Other
* Annual Meeting Debrief - J. Gonzales
  + Professional Development Breakout Room - S. Yatin & R. Parker
    1. *Robyn and Michael discussed a workshop series on budgeting, why do people leave roles, Michael and BJ have a budget series they are working on*
    2. *Mignon appreciated the conversation around teach out and lost identities of the closing of universities. Suggests providing more guidance around that for CAO’s.*
    3. *Servet’s group had a high level of interest in 1) 1:1 mentorships. Collective wish that ACAO can help find appropriate matches. 2) Small group peer coaching by topics and interest groups is another area of interest. 3) Training programs for new CAO’s.*
    4. *Other takeaways*
       - *Breakouts in other formats or future annual meetings*
* Other Business
  + *Membership survey*
    1. *Possibly form a Mentorship sub-committee to determine guidelines*
  + *Membership recruitment / retention*
    1. *Invite attendees / non members to professional development activities*
  + *Professional Development*
    1. *3 Town Hall pieces this coming year. Committee is meeting later this month to schedule out.*
    2. *Q&A breakouts*

**Board Resources**

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

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

**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

**2024 / 2025 Board of Directors: Assigned Committees & Roles**

| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| --- | --- | --- | --- | --- |
| Michael Carr | Interim President | North Park University | 2026 |
| Servet Yatin | Interim Treasurer  Membership Committee | Quincy College | 2026 |
|  | Patricia Salkin | Interim Secretary  Membership Committee & Blog Series Coordinator | Touro College | 2026 |
|  | Laura Niesen de Abruna | Community Engagement & Outreach | Metropolitan State University of Denver | 2025 |
| Mike Gealt | Chair: Advisory Council; Ex Officio member of the board: Membership Cmte |  | n/a |
| Junius Gonzales | Chair: Professional Development | Montclair State University | 2026 |
| Krissy Greenleaf | Executive Director | AMC Source | n/a |
| Ying Iverson |  | Westcliff University | 2027 |
| Mignon Jacobs |  | Virginia Union University | 2027 |
| Sophia Maggelakis | Community Engagement & Outreach | Wentworth Inst. Of Technology | 2026 |
| Robyn Parker |  | Saybrook University | 2026 |
| Michael Quillen | Chair: Membership Committee | Rowan-Cabarrus Community College | 2025 |
| Amy Rell | Professional Development | College for Financial Planning | 2026 |
| Tanya Smith Brice |  | Saint Martin’s University | 2027 |
| Narketta Sparkman-Key |  | James Madison University | 2027 |
| James Winebrake | Professional Development | University of North Carolina Wilmington | 2024 |
| Maria Woodside-Oriakhi | Membership Committee | University of the Bahamas | 2025 |