

**ACAO Board of Directors Meeting MINUTES**

**September 4th, 2024 1:30 pm – 2:30 pm**  
<https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09>

| **Name** | **Attended** | **Name** | **Attended** |
| --- | --- | --- | --- |
| Michael Carr | Yes | Michael Quillen | Yes |
| Laura de Abruna | Yes | Amy Rell | Yes |
| Mike Gealt (non-voting) | Yes | Patricia Salkin | Yes |
| Junius Gonzales | Yes | Tanya Smith Brice | Yes |
| Krissy Greenleaf (non-voting) | Yes | Narketta Sparkman-Key | - |
| Ying Iverson | No | Jamie Winebrake | Yes |
| Mignon Jacobs | Yes | Maria Woodside-Oriakhi | - |
| Sophia Maggelakis | - | Servet Yatin | Yes |
| Robyn Parker | Yes | Gregor Thuswaldner (non-voting) | Yes |

* Welcome & Announcements – M. Carr
  + Sacha Kopp
* [**August Board Minutes**](https://docs.google.com/document/d/1Cw5EsY9U7HUhvziRh2-TAfnpBTCJVylE/edit?usp=sharing&ouid=116874921390071707661&rtpof=true&sd=true). **Vote to approve. Motion to approve and seconded. All in favor. Vote passed.**
* Financial Reports - S. Yatin

[**July Financials**](https://docs.google.com/spreadsheets/d/1W5JCjDDopO9WR7z3E7gsuwWasxXdft_h/edit?usp=sharing&ouid=116874921390071707661&rtpof=true&sd=true) **Vote to approve. Motion to approve and seconded. All in favor. Vote passed.**

* State of the Association – M. Carr
  + - AAUA Conference Sponsorship - Board prefers Tuesday sponsorship option
      * Budget discussion
      * Networking event proposed schedule - 10/14 from 3:30-5:30pm
        + 3:30-3:45pm - Check in / grab a refreshment
        + 3:45pm-4pm

President's Welcome

ACAO benefits

Provost handbook, blog, etc.

* + - * + 4-4:30pm - Panel or facilitated discussion
        + 4:30-5pm - Breakout sessions with specific questions
        + 5-5:30pm - Networking / Continuation of breakouts
      * Who plans to attend? Michael, Junius
    - Membership renewals
    - Shareable BOD resources
      * Conference attendance - Click [HERE](https://docs.google.com/spreadsheets/d/1omccNy1BBvi_GHEcY8a-4oo46NRouHienli4UM5GFPk/edit?usp=sharing) to enter conferences
      * Other (examples: assistants, volunteers, staff)
    - Updates regarding Provost Handbook and ACAO Podcast - G. Thuswaldner
* Committee Updates
  + Professional Development will host 3 Town Halls and wants to move forward with coffee chats and creating a members-only LinkedIn group

**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 |