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**ACAO Board of Directors Meeting MINUTES**

**April 3rd, 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 | X | Gregor Thuswaldner | | X |  | |
| Michael Carr | X | Michael Quillen | |  |  |  |
| Sacha Kopp | X | Jamie Winebrake | |  |  |  |
| Sophia Maggelakis |  | Junius Gonzales | | X |  |  |
| Robyn Parker | X | Patricia Salkin | | X | Krissy Greenleaf (nv) | X |
| Amy Rell X | |  | |  | Mike Gealt/Adv (nv) | X |
| Servet Yatin | X |  | |  |  | X |
| Laura de Abruna |  |  | |  |  |  |

1. Welcome & Announcements – G. Thuswaldner
2. [**March Board Minutes**](https://docs.google.com/document/d/1JJMZBdQVBUSUaYVEqKUekCEUs_1YDX7W/edit?usp=sharing&ouid=116874921390071707661&rtpof=true&sd=true). **Vote to approve.** MOTION TO APPROVE, ALL IN FAVOR
3. Financial Reports - H. Coltman

[**February Financials**](https://docs.google.com/spreadsheets/d/1MiPvmlb74ZG-gT6oRFt78DYv26lp4Jee/edit?usp=sharing&ouid=116874921390071707661&rtpof=true&sd=true) **Vote to approve.** MOTION TO APPROVE, ALL IN FAVOR

1. State of the Association – G. Thuswaldner

*Room for growth*

Member Value - G. Thuswaldner

*Community of practice, but we need an active list serve like CAC or ACAD. Is there a need for an*

*additional list serve?*

*Survey to determine what is important – Include a list and do not have it be open-ended*

* *Board members to send to Gregor list of ideas*
* *Servet to put together survey mid-April*
* *Krissy to send it out to members*

*Mentoring / Coaching*

Elections - G. Baker

*May 10th deadline for nominations; June 14th cutoff for voting; Announce June 15th*

Marketing Efforts - K. Greenleaf

* *Membership and election nominations will be focus for April*
* *Board members encouraged to send Krissy articles or content of interest to provosts*
* *Strategy is to post 1x per week on LinkedIn and FB until more membership benefits are ironed out*

Point - Counterpoint - M. Gealt

* *Mike presented the proposal to the board*
* *Board supports a blog format for point-counterpoint / go podcast for popular ones*
* *Topics will be presented and approved by board*

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*

* *April Town Hall has been put on hold due to staffing challenges*
* *Planning to send out topics and dates further in advance to get more involvement / help*

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

* *Michael was not in attendance*

*Digital Learning Committee L. de Abruna*

* *Laura was not in attendance*

*Provost Handbook Update– G. Thuswaldner*

* *Almost complete. Two contributors have become presidents and are having a hard time finishing the chapters.*

*Advisory Committee - M. Gealt*

*Click* [*HERE*](https://drive.google.com/file/d/1JGW63X3CD93ys9_FaSCv5JYHLbJP7u3n/view?usp=share_link) *to review the Point-Counterpoint Proposal*

*Some attrition in Advisory Council and would like to grow the AC by 2-3 people. If anyone knows of retired provosts or presidents who were provosts, please connect them with Mike.*

1. Collaborations with other like associations – J. Gonzales & G. Thuswaldner

* *Junius sending AAUA support options to Krissy to disburse to board*
* *CIC update – CAO Institute is in November. Academic Institute has agreed to sponsor a breakfast for ACAO members*
* *Members get a 25%*

**Action Items from March meeting** – *Add this section to agenda for next month*

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

**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 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 | 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 |
|  |  |  |  |
|  |  |  |  |