

**ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL  
BOARD OF TRUSTEES MEETING  
Minutes**

**Wednesday, January 11, 2023**

Deepti Chadee called the meeting to order at 12:02 p.m., EST. Additional members present were: Neela Patel, Dwayne Isaacs, Ann Comerford, Keith Kowalka, Jeremy Schenk, Dana London, and John Taylor, CEO. Also present were Dave Teske, Stacey Givens, Kim Pho, and Steve Chaplin.

Comerford MOVED, Kowalka SECONDED, and it was APPROVED that:  
*The December 14, 2022, minutes be accepted.*

Ian Crone joined the meeting at 12:11 p.m.

**CUPSI Report**

Former ACUI employee and CUPSI program manager Kim Pho presented an overview of the CUPSI Task Force's recently completed report on the program's impact, contributions to ACUI and its core values, and its financial viability.

Kim Pho left the meeting at 12:42 p.m.  
Ian Crone left the meeting at 12:48 p.m.

Comerford MOVED, Schenk SECONDED, and it was APPROVED that:  
*The board accept the task force report and postpone the CUPSI program in 2023 and 2024.*

**New Board Member Onboarding Schedule**

Taylor reported new board members would be onboarded over four upcoming weekly meetings.

**Regional Engagement Task Force Update**

Chadee reported the task force would meet February 15.

**Named Awards Scholarship Review**

Chadee asked that board members submit the names of two nominees to serve as members of the Named Awards Review Panel.

**Education Council Appointments**

Schenk MOVED, Kowalka SECONDED, and it was APPROVED that:  
*The board accept the recommendation of the Ed Council Screening Committee that Katie Knetzer, Jackie Grinvalds, and Casey Coleman be appointed to the Education Council*

### **Governance Report**

Teske reported next Board self-assessment would be in February.

### **DEI Report**

Patel reported on the upcoming Closing the Gap program.

### **Strategic Report**

No report.

The next board meeting is scheduled for February 8.

### **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 1:25 p.m.

Respectfully submitted,  
Steve Chaplin

**ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL  
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**Wednesday, February 8, 2023**

Deepti Chadee called the meeting to order at 12:03 p.m., EST. Additional members present were: Neela Patel, Dwayne Isaacs, Ian Crone, Ann Comerford, Keith Kowalka, Jeremy Schenk, Dana London, Tari Hunter, and John Taylor, CEO. Also present were Missy Burgess, Eric Margiotta, Caroline Lenz, Adriane Reilly, Dave Teske, Justin Rudisille, and Steve Chaplin.

Patel MOVED, Comerford SECONDED, and it was APPROVED that:  
*The January 11, 2022, minutes be accepted.*

Yemi Gbajobi joined the meeting at 12:07 p.m.

**Capital Campaign**

Taylor and Margiotta reported on the 2022-2055 fundraising campaign that will kick-off publicly during the Annual Conference in Boston and conclude at the 2025 annual conference in NYC, and final payments due by December 31, 2025. The recommended goal of the Investing in Our Profession capital fundraising is \$200,000.

Kowalka MOVED, Schenk SECONDED, and it was APPROVED that:  
*The board accept the recommendation for the schedule and goal of the Investing in Our Profession fundraising Campaign.*

Margiotta and Rudisille left the meeting at 12:35 p.m.

**2023 Leadership Team Appointments**

Taylor shared the recommendation of the interview committee that Andy Smriga be re-appointed as Corporate Partnerships Development Team leader.

Comerford MOVED, Hunter SECONDED, and it was APPROVED that:  
*Andy Smriga be appointed as leader of the Corporate Partnerships Development Team.*

Taylor shared the recommendation of the interview committee that Nicholas Rau be appointed as Assessment, Evaluation, and Research Program team leader.

Isaacs MOVED, Kowalka SECONDED, and it was APPROVED that:  
*Nicholas Rau be appointed as leader of the Assessment, Evaluation, and Research Program team.*

Taylor shared the recommendation of the interview committee that Susan Canady be appointed as 2025 Conference Program Team chair.

Comerford MOVED, Isaacs SECONDED, and it was APPROVED that:  
*Susan Canady be appointed 2025 Conference Program Team chair.*

Taylor shared the recommendation of the interview committee that Alison Ward be appointed Volunteer Development Team coordinator.

Crone MOVED, Isaacs SECONDED, and it was APPROVED that:  
*Alison Ward be appointed as Volunteer Development Team coordinator.*

Gbajobi left the meeting at 1:43 p.m.

### **Honorary and Emeritus Awards**

Taylor recommended the Board go into Executive Session .

Patel MOVED, Comerford SECONDED, and it was APPROVED that:  
*The Board go into Executive Session at 12:43 p.m.*

Crone MOVED, Isaacs SECONDED, and it was APPROVED that:  
*The Board go out of Executive Session at 12:49 p.m.*

Kowalka MOVED, Isaacs SECONDED, and it was APPROVED that:  
*The slate of seven nominees for Emeritus Awards – Debra Blade, Charlie Francis, Tim Moore, Dave Mucci, Richard Thomas, Brad Vest, and Laura Woodward – be accepted.*

Taylor recommended that Honorary Lifetime Membership status be awarded to Gary Chrzastowski, Mark Day, Michael Ellington, Krista Harrell, and Sharon Silverstein.

Hunter MOVED, Crone SECONDED, and it was APPROVED that:  
*Gary Chrzastowski receive an Honorary Lifetime Membership with the Association.*

Hunter MOVED, Patel SECONDED, and it was APPROVED that:  
*Mark Day receive an Honorary Lifetime Membership in the Association.*

Kowalka MOVED, Isaacs SECONDED, and it was APPROVED that:  
*Michael Ellington receive an Honorary Lifetime Membership in the Association.*

Schenk MOVED, Comerford SECONDED, and it was APPROVED that:  
*Krista Harrell receive an Honorary Lifetime Membership in the Association.*

Hunter MOVED, Comerford SECONDED, and it was APPROVED that:  
*Sharon Silverstein receive an Honorary Lifetime Membership in the Association.*

### **Annual Conference Schedule**

Taylor reviewed the agenda and other commitments for Board of Trustee members for the Board meeting February 23-25, as well as during the Annual Conference in Boston.

### **Election Policy Question**

The Board discussed rank choice voting and decided the process is working as intended and shall remain in place. The Board also discussed the current policy of sharing election results in aggregate form and decided to have the Governance Committee review the practice and to come back to the board for discussion and/or recommendations as applicable.

### **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 1:52 p.m.

Respectfully submitted,  
Steve Chaplin

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**Friday, February 24, 2023**

Deepti Chadee called the meeting to order at 9:00 a.m., EST. Additional members present were: Neela Patel, Dwayne Isaacs, Ian Crone, Ann Comerford, Keith Kowalka, Jeremy Schenk, Dana London, Tari Hunter, and John Taylor, CEO. Also present were Missy Burgess, Eric Margiotta, Caroline Lenz, Yemi Gbajobi, Adriane Reilly, Stacey Givens, and Steve Chaplin.

Isaacs MOVED, Kowalka SECONDED, and it was APPROVED that:  
*The February 8, 2023, minutes be accepted.*

Dave Teske joined the meeting at 9:30 a.m.

**Finance Committee**

Comerford shared the Q2 report, Teske shared information about variances to the Q3, gave an investment portfolio summary for Q4.

Taylor shared information on the current regional financial model and discussions with the regional directors about potential changes in the future.

**Strategic Planning Process**

Taylor shared strategic planning next steps for the current and 2024-2029 strategic plans, developing a planning process, and role clarification.

**Strategic #1**

Hunter, Givens, and Isaacs led a discussion about process, identifying strategic guideposts for assessment in the future, and the involvement of volunteer component groups. Board members were then assigned to breakout groups to look at the three strategic guideposts that were to be focused on.

The group departed for lunch at 12 p.m. and returned at 1:30 p.m.

**Educational Programs**

Rudisille provided the board with an overview of the in-person institutes and seminars, online learning offerings, and other educational initiatives.

Rudisille left the meeting at 2:15 p.m.

The Board meeting recessed at 2:50 p.m. to the Leadership Team meeting.

## **Saturday, February 25**

The meeting was resumed by Deepti Chadee at 9:03 a.m., Saturday, February 25, with these additional members present: Neela Patel, Dwayne Isaacs, Ian Crone, Ann Comerford, Keith Kowalka, Jeremy Schenk, Dana London, Tari Hunter, and John Taylor, CEO. Also present were Missy Burgess, Eric Margiotta, Caroline Lenz, Yemi Gbajobi, Adriane Reilly, and Steve Chaplin.

Liz Stringer joined the meeting at 9:29 a.m.

### **Membership**

Taylor and Stringer shared a 2022 membership review, followed by a 2023 membership update, and a six-year membership snapshot.

### **Communications**

Taylor and Stringer shared information about Association communications, including messaging protocols, email and social media examples, lifecycle protocols, and the role of board members with communication.

Stringer left the meeting at 10:21 a.m.

### **Business Meeting Review**

Taylor gave a review of the schedule for the annual Association member business meeting.

Scarlett Winters joined the meeting at 10:25 a.m.

### **Certification Update**

Taylor and Winters shared information about the new Higher Education Consortium for Student Affairs Certification program, results of the trial program, the Association's preparation program, and a scholarships program.

Winters left the meeting at 10:59 a.m.

### **Governance**

Crone and Teske reviewed governance policies with the Board and the Finance Committee recommended changes to five policies.

Governance Committee MOVED, Kowalka SECONDED, and it was APPROVED that: *Changes be made to the Corporate Gift and Sponsorships Policy, the Expenditure of Association Funds Policy, Expense Forms, Nonmember Surcharge Policy, and the Travel, Meals, and Lodging Expenditures Policy.*

### **Conflict of Interest Policy**

Taylor reviewed the Conflict of Interest Policy and the associated form that each Board member will be asked to sign electronically.

### **Office Lease Discussion**

Taylor reviewed the current space being leased and provided information about a potential move to a new location.

Eric Margiotta and Justin Rudisille joined the meeting at 1:30 p.m.

### **Fundraising**

Margiotta shared results of 2022 fundraising programs, funds distributed through the Association's Financial Assistance Fund, how the Educational Research Fund implemented components of the Strategic Guideposts, and plans for the Investing in our Profession fundraising campaign.

Margiotta and Rudisille left the meeting at 1:56 p.m.

Clayton Kolb and Victoria Moulterie joined the meeting at 1:59 p.m.

### **Volunteer Development**

Kolb and Moulterie reviewed the Volunteer Development Team's work on the recommendations provided by the Working Group for Enhancing Volunteer Recruitment.

Kolb and Moulterie left the meeting at 2:35 p.m.

Stacey Givens, Edna Zambrano and Becki Salzman joined the meeting at 2:36 p.m.

### **DEI Update**

Zambrano, Salzman, and Givens shared DEI Program Team goal updates, activities, and membership levels.

Zambrano and Salzman left the meeting at 2:55 p.m.



## **DEI 2023 Strategy**

Givens and Taylor reported on the strategic direction of the DEI and social justice programming in 2023.

Katie Beaulieu and Nick Rau joined the meeting at 3:30 p.m.

### **Justice & Equity Assessment**

Beaulieu provided an overview of the new self-assessment tool being developed for use by members.

### **Strategic Planning #2**

Small groups reported back from the prior day's discussions related to the Strategic Guideposts and made reports on progress related to the priorities of the guideposts.

Givens left the meeting at 4:10 p.m.

### **Central Office Lease**

Schenk MOVED, and Patel SECONDED, and it was APPROVED that:

*The CEO is authorized to negotiate and enter into a lease with Wood Line Properties LLC for Central Office storage and office space.*

### **2023-24 Board Meeting Dates**

Patel shared proposed meeting dates for 2023-24.

### **ACUI Clay Targets Inc. Board Appointments**

Patel MOVED, and Hunter SECONDED, and it was APPROVED that:

*Burgess, Gbajobi, and Comerford be appointed to two-year terms beginning April 1, 2023, to the Clay Targets Board through March 30, 2025.*

### **Conference Update**

Taylor shared the schedule of activities during the Annual Conference for the Board Members.

Taylor asked that the Board move into Executive Session at 4:50 p.m.

Kowalka MOVED, Patel SECONDED, and it was APPROVED that:

*The Board go into executive session at 4:50 p.m.*

Comerford MOVED, Kowalka SECONDED that:

*The Board move out of executive session at 5:05 p.m.*

## **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 5:07 p.m.

Respectfully submitted,  
Steve Chaplin

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**Wednesday, April 5, 2023**

Neela Patel called the meeting to order at 9:00 a.m., EST. Additional members present were: Deepti Chadee, Dwayne Isaacs, Missy Burgess, Ian Crone, Ann Comerford, Keith Kowalka, Adriane Reilly, Yemi Gbajobi, Caroline Lenz, and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin.

Isaacs MOVED, Chadee SECONDED, and it was APPROVED that:  
*The February 24, 2023, minutes be accepted.*

**Committee Assignments & Student Programs**

Patel reported on two topics coming out of the Annual Conference: Process for board member committee assignments and meet-ups with component group representatives, and also a review of student programming within the Association. We will wait until a report is submitted by the Regional Engagement Task Force, as it may inform the role of the Association with students.

**Indiana University Archives**

Taylor reported on the current office lease status, with June 30, 2023, as the lease end date. The property owner has agreed to a month-to-month lease until the new space is ready. As part of the move to a new space, it is recommended that the Association transfer ACUI archival materials to the Indiana University Archives. The Board requested Taylor learn from IU Archives if ACUI would be notified in advance if any of the materials were to be removed from the archives.

**DEI Committee**

Comerford reported on outreach to relevant DEI activities, including application numbers for MHB Internship and Closing the Gap program.

**Governance Committee**

Crone had no report.

**Finance Committee**

Kowalka had no report.

**Strategic Committee**

Isaacs reported component group leaders who had recently left their roles would be meeting as a group with incoming component group leaders. Gbajobi reported on discussion about creating an impact report based on the Strategic Plan that recently came to an end.

### **CEO Update**

- Clay Targets summary
- Conflict of Interest electronic forms for Clay Targets board members and outstanding forms need to be completed by ACUI board members
- Two proposed named awards in process
- Assessing financial risk due to recent banking failures
- Moving to Google Drive in the coming weeks for Board file sharing rather than current workspace and will use BOT listserv for communication.

### **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 12:58 p.m.

Respectfully submitted,  
Steve Chaplin

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**Wednesday, May 3, 2023**

Neela Patel called the meeting to order at 12:02 p.m., EST. Additional members present were: Deepti Chadee, Ian Crone, Ann Comerford, Keith Kowalka, Yemi Gbajobi, Caroline Lenz, Adriane Reilly, Dwayne Issacs, and John Taylor, CEO. Also present were Lanita Legan, Dean Smith, Stacey Givens, Dave Teske, and Steve Chaplin.

Comerford MOVED, Gbajobi SECONDED, and it was APPROVED that:  
*The April 5, 2023, minutes be accepted.*

**2023-2025 Education Plan**

Legan and Smith provided an overview of the new education plan developed by ACUI's Education Council, which includes a focus on increasing programming related to the core competencies of planning, student learning, and human resources.

Legan and Smith left the meeting at 12:15 p.m.  
Adriane Reilly joined the meeting at 12:21 p.m.  
Dwayne Isaacs joined the meeting at 12:25 p.m.

**Indiana University Archives**

Taylor followed up on questions raised by the board during the April BOT meeting regarding transferring historical materials to IU Archives.

Kowalka MOVED, Crone SECONDED, and it was APPROVED that:  
*The CEO is authorized to sign a Deed of Gift with Indiana University Libraries for ACUI Historical documents and artifacts to be transferred to the university, thus ensuring the materials are preserved and made accessible for research.*

**DEI Committee**

Comerford reported on Closing the Gap registrations and other activities.

**Governance Committee**

Crone reported the committee is continuing a review of information related to election policies and reviewed the committee's timeline for work to be completed during the next year.

**Finance Committee**

Kowalka reviewed the committee timeline for the next year.

## **Strategic Committee**

Gbajobi reported on the committee's review of the strategic guideposts.

Crone MOVED, Gbajobi SECONDED, and it was APPROVED that:  
*The board amend Strategic Guideposts 2 & 3.*

Crone left the meeting at 12:50 p.m.

### **CEO Update**

- Google Shared Folder
- Leadership Team meeting
  - Hold July 5&6 (Neela sent invite); Looking like full LT on Wednesday, BOT on Thursday
- Upcoming Programs
  - Facilities Management Seminar, June 12-14, Syracuse University
  - Student Organization Institute, June 26-29, Wayne State University
  - IPDS: New Professionals Seminar, July 10-14, Indiana University
  - Aspiring Directors Institute, July 12-14, Northwestern University
  - I-LEAD, July 17-20, University of Louisville
- January Membership Renewal Cycle completed.

### **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 12:56 p.m.

Respectfully submitted,  
Steve Chaplin

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**Wednesday, June 7, 2023**

Neela Patel called the meeting to order at 12:02 p.m., EST. Additional members present were: Deepti Chadee, Ian Crone, Ann Comerford, Keith Kowalka, Caroline Lenz, Adriane Reilly, Dwayne Issacs, and John Taylor, CEO. Also present were Stacey Givens, Dave Teske and Steve Chaplin.

Crone MOVED, Kowalka SECONDED, and it was APPROVED that:  
*the May 3, 2023, minutes be accepted.*

**Liaison Check-In**

Board members gave updates on meetings with their respective component group leaders.

**July Leadership Team Meeting**

Taylor and Patel reviewed the schedule for the July 5 Leadership Team meeting and the July 6 Board of Trustees meeting.

**DEI Committee**

Comerford reported on activities conducted over the past month related to DEI topics.

**Governance Committee**

Crone provided an update on the committee's review of information related to Association election policies.

**Finance Committee**

Kowalka and Teske provided the members with the 2023 fiscal year's first quarter financial statement.

*The Board APPROVED the Finance Committee's recommendation to accept the 2023 Fiscal Year First Quarter financial statement.*

**Strategic Committee**

Isaacs reviewed committee goals and priorities related to the Strategic Plan.

**CEO Update**

- Meeting with SAHEC organizations, looking at Student Affairs employee retention

- Discussing Program Review Partnership – NASPA, ACUHO-I, NIRSA
- Staff Hire – Educational Program Manager, assist Stacey DEI components
- Renewing our Clay Targets partnership agreement with SCTP
- Upgrade to our new AMS is scheduled to go-live on June 21.

### **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 1:28 p.m.

Respectfully submitted,  
Steve Chaplin



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**Wednesday, July 6, 2023**

Neela Patel called the meeting to order at 12:02 p.m., EST. Additional members present were: Deepti Chadee, Ann Comerford, Yemi Gbajobi, Keith Kowalka, Caroline Lenz, Missy Burgess, Adriane Reilly, Dwayne Issacs, and John Taylor, CEO. Also present were Mike Gricius of Blue & Co., Dave Teske and Steve Chaplin.

Comerford MOVED, Chadee SECONDED, and it was APPROVED that:  
*the June 7, 2023, minutes be accepted.*

**2022 Audit Report**

Teske introduced Mike Gricius of Blue & Co. who presented the comment letter and the audit report for 2022.

Burgess MOVED, Reilly SECONDED, and it was APPROVED that:  
*the 2022 audit report is accepted.*

Gricius left the meeting at 12:20 p.m.

**Governance Committee**

No report.

**Finance Committee**

Taylor requested an allocation of \$25,000 from the Association's Strategic Projects Reserve Fund to pay fees and expenses for contracting with a strategic planning consultant.

Kowalka MOVED, Gbajobi SECONDED, and it was APPROVED that:  
*\$25,000 be allocated from the Strategic Project Reserve for the CEO to contract with a strategic planning consultant.*

Mark Murphy of Raffa Investment Advisers joined the meeting at 12:30 p.m.

**Financial Advisor Report**

Teske introduced Mark Murphy of Raffa Investment Advisers who provided the quarterly investment report ending June 30, 2023.

Murphy left the meeting at 12:55 p.m.

**Strategic Committee**

Isaacs reported on work by component groups related to strategic priorities and meeting goals.

Stacey Givens joined the meeting at 1:09 p.m.

### **DEI Committee**

Givens provided an update on strategic direction plans for DEI and Social Justice.

Givens left the meeting at 1:37 p.m.

### **Named Awards**

Patel reviewed requests for two new named awards.

Kowalka MOVED, Isaacs SECONDED, and it was APPROVED that:  
*The Region VIII College Union and Campus Life Role Model Award be renamed as the Region VIII Holly Sateia College Union and Campus Life Role Model Award*

Isaacs MOVED, Kowalka SECONDED, and it was APPROVED that:  
*A new scholarship be created and named the Don Rohel Scholarship.*

### **Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 1:45 p.m.

Respectfully submitted,  
Steve Chaplin