ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL
BOARD OF TRUSTEES MEETING
Minutes

Wednesday, January 12, 2022

President Jeremy Schenk called the meeting to order at 12:02 p.m. Eastern. Additional members present were: Deepti Chadee, Brenda Evans, Ann Comerford, Neela Patel, Jordy Dickey, Tari Hunter, Coretta King, and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin.

Patel MOVED, Comerford SECONDED, and it was APPROVED that:
_The December 15, 2021 minutes be accepted._

Jonathan Duke joined the meeting at 12:05 p.m.
Christopher Caldwell joined the meeting at 12:06 p.m.

Bylaws Amendment

Dickey shared a proposed bylaw change to be voted on in February that strikes the words “Conference, be” from Article II, Section 2, which describes how the time and place of the Association’s annual business meeting is determined.

Committee Reports

Patel (Strategic), Chadee (DEI), Duke (Finance), Dickey (Governance) had no updates.

Board of Trustees Onboarding

Taylor reported upcoming meeting dates from January into March for onboarding new Board of Trustee members and what each meeting would cover (foundations, committees, structure). The series includes new members observing the March 2 Board of Trustees meeting.

CEO Update

- BOT approved the certification program in 2020, which was a $50,000 commitment. Governing documents are being finalized and Taylor will be signing an agreement for ACUI to join a new 501c6 non-profit – the Higher Education Consortium for Student Affairs Certification. Things are still on track for a March 2022 start to the program, volunteers are in the process of creating exam questions.
- Annual Conference
  - Majority of hotel space that had been originally contracted, and was reduced when negotiated a lower room block, has been returned to us. This is very helpful financially (less union labor) and programatically.
  - We are at 54% of our hotel room block, which we are contracted to be at 95% because of the lower room block, so please encourage all your colleagues and friends to make their room reservations so we can avoid penalties.
  - The next deadline for registering for the conference is February 16th, so again, please encourage colleagues to register.
  - Business meeting will be at conference, with video sent in advance highlighting the work of the association in 2022.
- Assisting NODA for next three months with their regional conferences.
- Share staff retention strategies.
Adjournment

The meeting was adjourned WITHOUT OBJECTION at 12:50 p.m.

Respectfully submitted,
Steve Chaplin
President Jeremy Schenk called the meeting to order at 12:02 p.m. Eastern. Additional members present were: Deepti Chadee, Christopher Caldwell, Jonathan Duke, Brenda Evans, Ann Comerford, Neela Patel, Jordy Dickey, Tari Hunter, Coretta King, and John Taylor, CEO. Also present were Justin Rudisille, Dave Teske and Steve Chaplin.

Duke MOVED, Patel SECONDED, and it was APPROVED that: 
*The January 12, 2021 minutes be accepted.*

**Leadership Team Appointment**

Rudisille shared the recommendations by screening committees for Leadership Team appointments that Cait Burns, Jen Grossman Leopard, and Dean Smith, be appointed to the Education Council; and that Eric Margiotta be appointed as chair of the Education and Research Fund.

Dickey MOVED, Evans SECONDED, and it was APPROVED that: 
*Cait Burns be appointed to the Education Council.*

Caldwell MOVED, Patel SECONDED, and it was APPROVED that:  
*Jen Grossman Leopard be appointed to the Education Council.*

Duke MOVED, Caldwell SECONDED, and it was APPROVED that: 
*Dean Smith be appointed to the Education Council.*

Dickey MOVED, Caldwell SECONDED, and it was APPROVED that: 
*Eric Margiotta be appointed chair of the Education and Research Fund.*

*Rudisille departed meeting at 12:15 p.m. Eastern.*

**Approval of Bylaws Amendment**

Dickey reviewed the previously presented Bylaw change of striking the words “Conference be” from Article II, Section 2.

The Board APPROVED the recommendation of the Governance Committee to: 
*Approve the proposed changes to the bylaws.*

**Committee Reports**

Patel (Strategic) reported the committee planned for the board to review strategic priorities while attending the Annual Conference in March, with an update to the Leadership Team planned afterwards.

Chadee (DEI) no report.
Duke (Finance) reported a discussion by the committee regarding socially responsible practices related to the Association finance and investment policy, contracting, purchasing, and other activities.

Dickey (Governance) reported a DEI policy review had been started and that a second board assessment would be received soon by board members.

**CEO Update**

- Taylor requested board action to approve authorization for a new credit card that can better manage online purchases

  Duke MOVED, King SECONDED, and it was APPROVED that:

  *The CEO is authorized to open a credit account with Emburse, Inc. issued by Celtic Bank, Salt Lake City, Utah to be used for physical and virtual credit cards in compliance with the Association’s credit card policy*

- Andy Brantley, Ed.D., President and CEO of CUPA-HR will be our first contributor to the new Thought Leadership series on Wednesday, February 16 at 2 p.m. Eastern, providing an overview of challenges shaping higher education workforce and strategies for recruiting and retaining talent.

- Conference registration numbers sit at about 400, please promote to your networks, the regular registration deadline is February 16.

- A high-level schedule of the BOT meeting at conference was emailed. It will be further developed, and please plan to bring your computer for viewing presentations.

- 1,000 students are registered for the Clay Targets National Championships

- An updated was shared on the Director of Strategic Initiatives & Senior Diversity Officer search

The next meeting is scheduled for 12 noon Eastern, Wednesday, March 2, 2022.

**Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 12:45 p.m.

Respectfully submitted,
Steve Chaplin
President Jeremy Schenk called the meeting to order at 12:02 p.m. Eastern. Additional members present were: Deepti Chadee, Christopher Caldwell, Jonathan Duke, Brenda Evans, Neela Patel, Coretta King, Jordy Dickey, Tari Hunter, and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin, and incoming board members Keith Kowalka, Dwayne Isaacs, and Ian Crone.

Incoming board member Dana London joined the meeting at 12:14 p.m. EST.

Caldwell MOVED, Duke SECONDED, and it was APPROVED that:
*The February 2, 2022 minutes be accepted.*

**Board Assessment**

Jordy reviewed completion of the second Board of Trustees self-assessment that resulted in 10 responses. Areas of focus were board policies and structures, defining responsibilities and setting expectations, programs and services, financial oversight, and CEO support and evaluation.

**Leadership Team Appointments**

The recommendation of the DEI Screening Committee is for Edna Zambrano-Martinez, University of Texas–Rio Grande Valley, and Becki Salzman, University of Illinois–Champaign, to be appointed as DEI Program Team co-chairs for ACUI.

Evans MOVED, Caldwell SECONDED, and it was APPROVED that:
*Edna Zambrano-Martinez, University of Texas–Rio Grande Valley, and Becki Salzman be appointed as DEI Program Team co-chairs.*

**Honorary and Emeritus Awards**

Duke MOVED, Patel SECONDED, and it was APPROVED that:
*The Board go into executive session at 12:33 p.m.*

Hunter MOVED, Caldwell SECONDED, and it was APPROVED that:
*The Board go out of executive session at 12:41 p.m.*

Evans MOVED, Chadee SECONDED, and it was APPROVED that:
*Victoria Angis be recognized with honorary lifetime membership status.*

Dickey MOVED, Evans SECONDED, and it was APPROVED that:
*Elizabeth Beltramini be recognized with honorary lifetime membership status.*

Chadee MOVED, Patel SECONDED, and it was APPROVED that:
*Jim Eustrom be recognized with honorary lifetime membership status.*

Dickey MOVED, Patel SECONDED, and it was APPROVED that:
Whit Hollis be recognized with honorary lifetime membership status.

Patel MOVED, Duke SECONDED, and it was APPROVED that:
Beth Bailey, Hollie Lutz, Denny Olsen, Michael Swanigan receive ACUI Emeritus Awards.

Committee Reports

DEI: No report.

Finance: Taylor presented a recommendation to increase salary and benefit funds in the budget.

Duke MOVED, Patel SECONDED, and it was APPROVED that:
$50,000 be added to salary and benefits for the 2022 budget, with full budget adjustment to be incorporated with the 1st quarter financial report.

Strategic: No report.

Governance introduced a Diversity, Equity, and Inclusion Policy that is to be discussed during the Board of Trustees meeting during the Annual Conference. Also reviewed were proposed changes to policy statements related to paid time off, weather closings, accrued paid time off, and liability waivers.

The Board approved a recommendation of the Governance Committee that:
Changes be made to the Paid Time Off Policy and the and Release of Liability Policy.

Open Academic Inquiry

Taylor recommended ACUI join with other higher education institutions as a signatory on a statement regarding the importance of preserving free and open academic inquiry and debate on campus.

Hunter MOVED, Evans SECONDED, and it was APPROVED that:
ACUI become a signatory on the statement originating from the American Council on Education noting that free and open academic inquiry and debate on our campuses is essential to our democracy and national well-being.

CEO Update

- Taylor recommended an action item to change authorized signers for bank accounts.

Evans MOVED, Duke SECONDED, and it was APPROVED that:
The Board of Trustees designates John Taylor and David Teske as authorized signers for all ACUI First Financial Bank accounts; and, designates Elizabeth Stringer as an authorized signer for the First Financial Bank main ACUI checking account.

- New Association Management Software – Associations Anywhere
- Membership renewal calls – Please sign-up on spreadsheet & make calls
- Clay Target Nationals
  - Very strong registration numbers
  - John will be in San Antonio the week after conference
- CUPSI low registration numbers - canceling
- Review of BOT Annual Conference Schedule
The next meeting is scheduled for 9:00 a.m. Central, Friday, March 11, 2022.

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 1:31 p.m.

Respectfully submitted,
Steve Chaplin
President Jeremy Schenk called the meeting to order at 9:05 a.m., CST. Additional members present were: Deepti Chadee, Ann Comerford, Jonathan Duke, Brenda Evans, Neela Patel, Coretta King, Jordy Dickey, Tari Hunter, Keith Kowalka, Ian Crone, Dwayne Isaacs, Dana London, and John Taylor, CEO. Also present was Steve Chaplin.

Justin Rudisille joined the meeting at 9:22 a.m.

Duke MOVED, Dickey SECONDED, and it was APPROVED that:

*The March 2, 2022 minutes be accepted.*

**Education Program**

Rudisille reviewed activities within the ACUI Education program, including highlights related to IPDS: New Professionals Seminar, I-LEAD: Institute for Leadership Education and Development, Women’s Leadership Institute, Student Organizations Institute, Aspiring Directors Institute, and several other seminars, institutes, symposiums, online learning programming, courses, certifications, and regional conferences.

Rudisille left the meeting at 10:18 a.m.

Scarlett Winters joined the meeting at 10:22 a.m.

**Certification Program**

Winters gave an update on the Student Affairs Educator Certification Program, a 501(c)6, created by a consortium of higher education associations that includes ACUI. The overview looked at the process for creating the program, including enrollment, an examination preparation program, an asynchronous social learning space in Discord, standardized and timed test.

Dave Teske joined the meeting at 10:44 a.m.

Winters left at 11:07 a.m.

**Finance Committee**

Duke and Teske gave an overview of the 2021 Q4 statement, variances to Q3, and a re-projection of fiscal year with an operating fund net gain of $245,000. Also provided a summary of the Association’s investment portfolio.

The meeting was recessed for lunch at 11:30 a.m.

Schenk reconvened the meeting at 1:38 p.m.

**Corporate Partnerships**

Teske discussed the role of ACUI’s corporate partners, and the various sources of revenue derived from them, reported out on Annual Conference expo and sponsorship sales.
Teske left the meeting at 2:04 p.m.

**Strategic Goals Report**

Patel reported on progress with completing strategic goals related to the Association’s strategic guideposts and related priorities, participation by the Association’s component groups, and planning for next year. Schenk recessed the board to meet in three focus groups to discuss new annual priorities within DE&I, member engagement, and finance, and to report back to Patel.

Schenk recessed the meeting at 3:10 p.m.

**Saturday, March 12, 2022**

Schenk reconvened the meeting at 11:19 a.m.

Liz Stringer joined the meeting at 11:20 a.m.

**Membership Report**

Stringer reviewed the status of 2021 membership goals, which included the successful launch of the new membership model and 85% renewal rate that was higher than the projected 77%. Stringer shared goals for the current year, including an anticipated 91% renewal rate and implementation of at-risk and new member campaigns. The current state of membership was also shared, along with additional details of the recent renewal cycles; achievements in this area including 14 members rejoining who had previously lapsed due to the pandemic, and the increase in member campuses associated with the clay targets programs. Finally, Stringer provided an update on the new membership model, sharing insights from the roll out process and that 81 of those renewing chose the Premium Tier.

Stringer left the meeting at 11:50 a.m.

**Communications Report**

Taylor reported on the Association’s messaging protocols and provided an overview of the upcoming Association’s March 15 business meeting.

Liz Beltramini joined the meeting at 11:52 a.m.

Taylor introduced Stacey Givens, the Association’s new director of strategic initiatives & senior diversity officer, to the Board.

**DEI Report**

Beltramini reported on work with equity, inclusion, diversity, and justice at the Association, highlighting activities related to education, administration, and communications.

Clayton Kolb, Jake Dawes, and Victoria Moulterie joined the meeting at 1:15 a.m.

Beltramini left the meeting at 1:17 p.m.

**Volunteer Development**

A session was facilitated for board members to discuss issues affecting volunteerism, the benefits of being a volunteer, and strategies for improving volunteerism within the Association.
Justin Rudisille, Anthony Margiotta, and Susan Aikman joined the meeting at 2:00 p.m.

Kolb and Moulterie left the meeting at 2:05 p.m.

**Fundraising**

Aikman reported on work of the Education Research Fund over the previous year, including creation of the Financial Assistance Fund, the Day of Giving, and the third year of the Legacy Leader Awards.

Margiotta, Aikman, and Rudisille left the meeting at 2:29 p.m.

Dave Teske joined the meeting at 2:29 p.m.

Dickey MOVED, Comerford SECONDED, and it was APPROVED that: *Justin Camputaro be recognized with honorary lifetime membership status.*

**Governance**

Dickey, King, and Teske reviewed the proposed Diversity, Equity, and Inclusion policy.

Dickey MOVED, Comerford SECONDED, and it was APPROVED that: *The Diversity, Equity, and Inclusion policy be adopted.*

**Strategic Plan**

Patel asked the board to break into small groups related to DEI, member engagement, and finance priorities.

The board went into small groups at 3:16 p.m.

The meeting resumed at 3:50 p.m.

Patel discussed the next steps on recommendations received from the small groups leading up to a final discussion at the April meeting, then forwarding to the component groups, with an expected final review by the board in July.

**Conflict of Interest**

Taylor discussed the Association’s Conflict of Interest policy for board members and the CEO. Board members will be asked to sign a disclosure statement.

**Board Schedule**

Chadee reported on the proposed meeting schedule for the remaining calendar year and future committee assignments for board members.

**Adjournment**

The meeting was adjourned WITHOUT OBJECTION at 4:31 p.m. CST

Respectfully submitted,

Steve Chaplin
President Deepti Chadee called the meeting to order at 12:04 p.m., EST. Additional members present were: Neela Patel, Tari Hunter, Keith Kowalka, Ian Crone, Dwayne Isaacs, and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin.

Kowalka MOVED, Patel SECONDED, and it was APPROVED that:  
*The March 11-12, 2022, minutes be accepted.*

**Business Development**

Taylor reported on the Association’s current business development plan related to association management services provided through ACUI Management Services, LLC (dba: Atria Association Management) and its relationship with ACUI.

Ann Comerford joined the meeting at 12:22 p.m.

**Finance Report**

No report.

**Strategic Report**

No report.

**Governance Report**

No report.

**DEI Report**

No report.

**CEO Update**

- Certification – Certification communication  
  - Intro to SAEC for College Unions Professionals will be on April 27 at 2 p.m. Eastern.
- Atria Business  
  - National Association of Gifted Children requested/accepted proposal for marketing & member services support  
  - Proposal submitted to NODA for Event & AMS support
- Staffing  
  - Kelsie Holt leaving for another job  
  - Educational Program Manager position posted – looking to hire 1 or 2 positions depending on potential NODA event support
- January Membership Renewal Campaign  
  - Thank you for the calls you were able to make; 8 institutions remain, which CEO will make final call before dropping
- Upcoming programs  
  - Registration is open for Student Organizations Institute - June 13-16 at the
University of Michigan

- Registration is launching this week for IPDS – July 18-21 at Indiana University

**Adjournment**

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

Respectfully submitted,

Steve Chaplin
President Deepti Chadee called the meeting to order at 12:04 p.m., EST. Additional members present were: Coretta King, Jeremy Schenk, Dana London, Neela Patel, Keith Kowalka, Dwayne Isaacs, and John Taylor, CEO. Also present were Giancarlo Brugnolo, Lanita Legan, Scarlett Winters, Dave Teske, and Steve Chaplin.

Isaacs MOVED, Kowalka SECONDED, and it was APPROVED that: The April 6, 2022, minutes be accepted.

Ann Comerford arrived at 12:11 p.m.
Tari Hunter arrived at 12:12 p.m. and departed at 12:14 p.m.

ACUI Education Council

Brugnolo and Legan provided information about the Education Council’s executive summary of the Education Plan, including achievement targets, action items, and a planned update of the plan.

Legan, Brugnolo, and Winters left the meeting at 12:36 p.m.

2022 CUPSI Task Force

Chadee and Taylor led a discussion related to the future of the CUPSI Poetry Slam program.

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

A task force be created to make recommendations to the Board of Trustees by December 2022 on whether the current program should continue as is, be discontinued, or be programmatically adjusted due to interest and changes in the larger poetry slam community. Factors to consider for what success looks like include:

- The impact of the program toward student development and leadership.
- Financial viability for ACUI, meaning a minimum of break-even to run the program.
- Contribution to ACUI’s role to support professionals in their efforts to advance campus community.

Capital Campaign

Taylor presented background on a proposed 2022-2025 ACUI capital campaign program with a goal of $100,000 plus 20% administration fee and campaign costs. Taylor, as CEO, and the chair of the Educational Research Fund would lead the committee’s composition.

Patel MOVED, Schenk SECONDED, and it was APPROVED that:
A 2022-2025 Capital Campaign be initiated with an initial goal to raise $100,000 for the Education and Research Fund Scholarship and Awards Endowment, to be designated to support participation and continuation of the Student Affairs/College Union Certification Program. A planning committee will be created, to be co-chaired by the CEO and ERF Chair.

Chaplin left the meeting at 1:00 p.m.

**Finance Report**
Comerford and Teske reviewed the financial committee roles and responsibilities and annual timeline.

**Strategic Report**
Issacs reported that the committee is working on matching component groups to strategic priorities. Future work on development of S.M.A.R.T goals, processes, and report-outs should be complete soon. The board will be taking action on approving the annual priorities electronically in the coming weeks.

**Governance Report**
King reviewed the governance committee roles and responsibilities and annual timeline. King also shared the recommendation to remove two policies which are now incorporated as procedures in the DEI policy.

The governance committee recommended, and it was APPROVED to:

*Remove the affirmative action and inclusive language and communication policies.*

**DEI Report**

No report.

**CEO Update**
- IACLEA – new contract, expanded services; 5-year commitment to 2027
- Whit Hollis has made a bequest to ACUI
- Clay Targets update
- Staffing
  - Experiencing challenges to fill member services representative position
  - Educational program manager search is moving along well, 185 applicants, deadline is May 8
  - Devon Bray, ACUI marketing coordinator, is leaving to go to graduate school
  - Allison Lara will be going on parental leave

London left the meeting at 1:20 p.m.

**Adjournment**

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

Respectfully submitted,
Steve Chaplin
Neela Patel called the meeting to order at 12:03 p.m., EDT. Additional members present were: Jeremy Schenk, Keith Kowalka, Dana London, Ian Crone, Anne Comerford, and John Taylor, CEO. Also present were Dave Teske, Justin Rudisille, and Stacey Givens.

Comerford MOVED, Kowalka SECONDED, and it was APPROVED that: 
*The May 4, 2022, minutes be accepted.*

**2024 Conference Program Team Chair**

Rudisille presented the recommendation for Eve Esch as the 2024 Conference Program Team Chair.

Comerford MOVED, Schenk SECONDED, and it was APPROVED that: 
*Eve Esch is appointed to be the 2024 Conference Program Team Chair.*

Rudisille left the meeting at 12:11 p.m.

**Finance Report**

Comerford and Teske reviewed the FY22 Q1 Financial Statement.

Upon recommendation of the finance committee, it was APPROVED that: 
*The FY22 Q1 Financial Statement is accepted.*

**Governance Report**

On behalf of the committee, Teske asked the board for feedback regarding the number of at-large members to elect for the next election. The consensus was to keep the number at three at-large members.

**DEI Report**

Patel reported that the committee is currently reflecting on the charge and how it will be focused in the future.

**Strategic Report**

Hunter shared that the committee met with the component groups, where the strategic framework was presented. Hunter also shared feedback that was received from the component groups.

**July Leadership Team Meeting Agenda**

Taylor provided an overview of the agenda for the upcoming meeting.

Patel left the meeting at 12:59 p.m.
Component Group Board Partners

Taylor led a discussion about communication plans between the board and the component groups, and shared a document for board members to self-select which group they would serve as primary board contact.

Board Goals Development

Chadee will be scheduling a time for the board to focus on goal development.

CEO Update

- Chadee & Taylor attended the CHEMA meeting last week.
- Taylor will be attending the Global Summit next week.
- Clay Targets
  - Considering a partnership with another clays organization to provide operational support for competitions and to strengthen our position in the clays community.
- NODA – expanded scope of work to provide support to their events.
- AUID – have sent a new 3-year contract for their consideration.
- Staffing
  - Hired member services representative.
  - Hired two educational program managers.
  - Making an offer to a marketing coordinator.
- Considering contracting with a PEO – Professional Employer Organization.

Adjournment

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

Respectfully submitted,
Dave Teske
ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL
BOARD OF TRUSTEES MEETING
Minutes

Wednesday, July 6, 2022

Deepti Chadee called the meeting to order at 1:30 p.m., EST. Additional members present were: Jeremy Schenk, Keith Kowalka, Dana London, Ian Crone, Anne Comerford, Dwayne Isaacs, Rob Stagni, and John Taylor, CEO. Also present were Justin Rudisille, Steve Chaplin, and regional directors Alison Ward, Anthony Otero, Kyle Burke, Heather Wagoner, Tonee Sherrill, Jeremy Davis, Stephen McCay, and Adam Dunbar.

Comerford MOVED, Patel SECONDED, and it was APPROVED that: The June 8, 2022, minutes be accepted.

Education Council Appointment

Kowalka MOVED, Schenk SECONDED, and it was APPROVED that: Jackie Grinvalds be appointed to the Education Council.

Component Group Meetings

Board members met with Regional Directors, Education Council, the Assessment, Evaluation, and Research Program Team, Conference Chairs, and DEI Program Team component groups.

Wednesday, July 7, 2022

Auditor’s Report

Shannon Borden of Blue & Co., provided the consolidated financial statements as of December 31, 2021, and 2020, and the professional standards comment letter.

Schenk MOVED, Kowalka SECONDED, and it was APPROVED that: The auditor’s report be accepted.

Financial Adviser’s Report

Mark Murphy of Raffa Investment Advisers provided a review of the quarterly report ending June 30, 2022, of the Association’s investment portfolio.

Regional Engagement Task Force

Comerford MOVED, Isaacs SECONDED, and it was APPROVED that: The Regional Engagement task force is established to make recommendations to the Board of Trustees by July 2023 on strategies that can be initiated to enhance regional engagement, taking
into consideration previous recommendations and actions from the 2013 Regional Audit Task Force Report and 2015 Regional Restructuring Task Force Report.

Component Group Meetings and Report Outs

Board members met with Volunteer Development, Education & Research Fund, and Corporate Partner Development component groups and then heard report-outs from all component groups.

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 4:30 p.m.

Respectfully submitted,
Steve Chaplin