

Association for Institutional Research
Virtual Board of Directors Meeting
January 13, 2025

Attendees: Craig Abbey (Parliamentarian), Angie Bell, Bethany Crowell, Brent Drake (Chair), Karen Egypt, Jonathan Gagliardi (Past President), Debbie Phelps (Vice Chair), Wen Qi (Secretary), David Rudden, Karen Vance (Treasurer)

Absent: Yenny Anderson, Adrea Hernandez

Guests: Christine Keller, Jason Lewis, and Leah Ross from the AIR Executive Office

Call to Order

Brent Drake called the meeting to order at 12:05 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Karen Vance moved to accept the minutes of the December 9, 2024 Board meeting. Debbie Phelps seconded.

The motion passed.

Financial Conditions and Activities Monitoring Report

Wen Qi moved that the Financial Conditions and Activities Monitoring Report was delivered on time, that the interpretations are reasonable, and that the data supports the interpretations. David Rudden seconded.

The motion passed.

Discussion of Governance Policy Transaction Limits

Financial Conditions and Activities (GP EL V)

Brent Drake moved to change the language in Governance Policy V. Financial Conditions and Activities line F to: "Make a single purchase or commitment of greater than **\$140,000**, without notifying the Board within seven days. Splitting orders to avoid this limit is not acceptable" and line G to "Make a single purchase or commitment of greater than **\$350,000 without direct approval from the Board**. Splitting orders to avoid this limit is not acceptable", and in Governance Policy VII. Asset Protection line C to "Make any purchase (1.) wherein normally prudent protection has not been given against conflict of interest; (2) of over **\$70,000** without having obtained comparative prices and quality, (2) of over **\$140,000** without a stringent method of assuring the balance of long-term quality and cost. Orders shall not be split to avoid these criteria". Karen Vance seconded.

The motion passed.

Board of Directors Meeting Minutes

January 13, 2025



Discussion of Proposed Changes to Chair and Vice Chair Elections: Working Group

Karen Egypt joined the meeting during this discussion.

Brent Drake requested that the working group revise the section on Chair and Vice Chair selection for the Board's consideration at its February meeting.

Executive Director Updates

Christine Keller shared that the March 2025 in-person Board meeting will be held in Chicago.

Bethany Crowell left the meeting at 1:15 p.m. ET.

New Business

None.

Adjournment

Angie Bell moved to adjourn the meeting. Karen Egypt seconded.

The motion passed.

Brent Drake adjourned the meeting at 1:16 p.m. ET.