



ACAO Board of Directors Meeting MINUTES

May 1, 2024 1:30 pm – 2:30 pm

<https://us02web.zoom.us/j/82529646331?pwd=YXFhWEVvOU5DQVAvWHY1aGMrYjcvUT09>

Name	Attended	Name			
Gail Baker		Maria Woodside-Oriakhi			
Heather Coltman		Gregor Thuswaldner	x		
Michael Carr	x	Michael Quillen	x		
Sacha Kopp	x	Jamie Winebrake			
Sophia Maggelakis	x	Junius Gonzales	x		
Robyn Parker		Patricia Salkin		Krissy Greenleaf (nv)	x
Amy Rell				Mike Gealt/Adv (nv)	x
Servet Yatin	x				
Laura de Abruna	x				

- I. Welcome & Announcements – G. Thuswaldner
- II. [April Board Minutes](#). **Vote to approve. Motion to approve, all in favor**
- III. Financial Reports - K. Greenleaf for H. Coltman
[March Financials](#) **Vote to approve. Motion to approve, all in favor**
- IV. State of the Association – G. Thuswaldner

Elections - K. Greenleaf for G. Baker

- EC updates
 - Gregor will be stepping down from post as provost at Whitworth, so unfortunately will be stepping down as President effective immediately.
 - Gail stepping down as President Elect in June
 - Heather has agreed to stay on as Treasurer
- General election updates
 - Motion for Sacha Kopp to move into President position; Seconded; all in favor. Sacha has agreed to run for president in the election.
 - Michael Carr to move into VP position; motion to approve, seconded; all in favor. Michael has agreed to run for VP in the election.
 - We need to fill the Secretary position
 - Servet has expressed interest in Secretary position

Annual Meeting - K. Greenleaf

- July 15th, 12-1pm EST

Podcast Opportunity - G. Thuswaldner

- Gregor will pass along information to allow us to continue with this opportunity

Review [December minutes](#) to discuss

- Modifying By-Laws for a 2-yr term for the President
- The board agreed to include the 2-year vote at the annual meeting

Promotional Marketing Materials - G. Thuswaldner

V. Committee Reports – [Committee Descriptions 2024](#)

ProD Committee – J. Gonzales

- *Committee has struggled to attend meetings*
- *Goal is to have meeting before June 2nd or 3rd*
- *Possibly having a Town Hall or something informal over the summer*
- *Next topic: Provost / Administrator Self-Care*

Membership & Marketing Committee – M. Quillen & S. Yatin

- *Working on outreach policies and procedures (recognizing new provosts / reaching out to them, new members, pending members, organizations, non-renewals)*
- *Membership survey was sent out (thank you Gregor and Servet!) via email and social media*
 - *Deadline is May 15th*
 - *17 responses so far*
 - *Members willing to serve as mentors*
 - *Town Hall is least favorite for volunteers*
 - *In-person meetings and get-togethers are highest interest*
 - *Results will be shared in June meeting*
- *Quarterly newsletter*
 - *Gregor farewell note; introduce Sacha*
- *Next meeting is July 11th. Inviting any board members to join the committee.*

Digital Learning Committee - L. de Abruna

- *ACAO account has been fully expended. \$1.5M has been spent on CAO training and on-campus digital training opportunities*
- *Laura attended OAC meeting in Denver earlier this year and provided learning results*

Provost Handbook Update - G. Thuswaldner

- *On schedule to come out in Fall 2025. Gregor will keep us updated on this.*

Advisory Committee - M. Gealt

- [One-pager](#)
- *Do you know any past CAO's? Gregor would like to participate.*
- *Hoping to finalize the Point - Counterpoint project in next call*

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

- AAUA Conference - [Call for presentations](#) by end of June
 - Sponsorships listed on website
 - Good venue for some of the board to meet
- CIC CAO Institute breakfast will be held in Portland in November. Gregor is listed as the person chairing the conference. **ACAO needs someone from the organization to be there. - Gregor is letting them know that Michael Carr will be there in his place.**
 - Academic Search is paying the tab

VII. Providing support to provosts dealing with protests across the country

Board Resources

[ACE MOU Here](#)

[ACAO Board of Directors Oath](#)

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=YXFhWEwvOU5DQVAvWHY1aGMrYjcvUT09>

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/j/82529646331>

2023/24 Board of Directors: Assigned Committees & Roles

	Director	Role/Committee	Institution	Term Ending
Executive Committee	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