

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

Wednesday, January 10, 2024

Neela Patel called the meeting to order at 12 noon, Eastern. Additional members present were: Deepti Chadee, Ann Comerford, Caroline Lenz, Dwayne Isaacs, Adriane Reilly, Yemi Gbajobi, Keith Kowalka, Missy Burgess, and John Taylor, CEO. Also present were Dave Teske, Stacey Givens, and Steve Chaplin.

Comerford MOVED, Gbajobi SECONDED, and it was APPROVED that:
The December 13, 2023, minutes be accepted.

Strategic Planning Updates

Patel said listening sessions with leadership team members and community of practice leaders on the strategic planning process were planned for January 18 and 22.

Stacey Givens joined the meeting at 12:15 p.m.
Keith Kowalka joined the meeting at 12:30 p.m.

Regional Engagement Recommendations

Board members provided input for finalizing feedback and direction for Regional Directors in regard to the Regional Engagement Task Force recommendations.

Governance Committee

No report.

Strategic Committee

Isaacs and Gbajobi reported on the creation of a Strategic Planning impact report.

Finance Committee

No report.

DEI Committee

Comerford said volunteer co-chairs are needed for the DEI Program Team.

Missy Burgess joined the meeting at 1:06 p.m.

CEO Update

- New BOT Member Onboarding
 - January 17 = Association & Board Foundations
 - January 31 = Meetings, Service & Issues

- February 14 = Board Committees
- Annual conference site selection visits end of month to Pittsburg & Baltimore
- Clay Targets Update
 - All spring programs ahead of pace
 - National Championships registration opened on Monday
 - 486 registered athletes in the first hour
 - Surpassed 2023's total (757) after 24 hours
 - Currently have 793 registered
 - Anticipating 25 more teams to sign up, and potentially exceeding 1,000 student athletes
- Articles in Friday's eBulletin about the strategic plan and the Central Office moving to a new location

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 1:16 p.m.

Respectfully submitted,
Steve Chaplin

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

Wednesday, February 7, 2024

Neela Patel called the meeting to order at 12:02 p.m., Eastern. Additional members present were: Deepti Chadee, Ann Comerford, Caroline Lenz, Ian Crone, Dwayne Isaacs, Keith Kowalka, Adriane Reilly, Yemi Gbajobi, Missy Burgess, and John Taylor, CEO. Also present were Dave Teske, Stacey Givens, Justin Rudisille, Scarlett Winters, Kim Pho, and Steve Chaplin.

Burgess MOVED, Isaacs SECONDED, and it was APPROVED that:
The January 10, 2024, minutes be accepted.

Leadership Team Appointments

Kowalka MOVED, Crone SECONDED, and it was APPROVED that:
The Board accept the recommendation of the Screening Committee that Brittany Wildman be appointed 2026 Conference Program Team Chair.

Isaacs MOVED, Reilly SECONDED, and it was APPROVED that:
The Board accept the recommendation of the Education and Research Fund Chair Screening Committee that Eric Margiotta and Hank Walters be appointed Education and Research Fund co-chairs.

Burgess MOVED, Crone SECONDED, and it was APPROVED that:
The Board accept the recommendation of the Education Council Screening Committee that Nicholas Smith and Lincoln Walburn be appointed to the Education Council.

Rudisille, Winters, and Pho left the meeting at 12:22 p.m.

Regional Engagement Task Force

Patel reported Regional Directors were reviewing the Board's recommendations from the Regional Engagement Task Force report.

Denver Schedule

Taylor reviewed a draft of the Board agenda for the March 21-27 Annual Conference.

Governance Committee

Crone reported that Board self-evaluations would be sent to members today.

Crone reviewed the Salary Administration Policy.

The Board APPROVED:

The recommendation of the Governance Committee to make changes to the Paid Time Off Policy.

Burgess reviewed the Staff Bonus Policy.

Strategic Committee

Isaacs said the Strategic Planning impact report is nearly complete.

Finance Committee

No report.

DEI Committee

Comerford reported that no applications have been received for chair of the DEI Program Team.

The Board voted to go into Executive Session at 1:12 p.m. and came back into session at 1:26 p.m.

Burgess MOVED, Comerford SECONDED, and it was APPROVED that:
Susan LeBow, Carlos Garcia, Michael Madecky, Rene Singleton, Betsy Sundholm, William Schwehr receive Emeritus Awards.

Gbajobi MOVED, Reilly SECONDED, and it was APPROVED that:
Dave Barnes receive Honorary Membership.

Kowalka MOVED, Crone SECONDED, and it was APPROVED that:
Matt Cameron receive Honorary Membership.

Isaacs MOVED, Yemi SECONDED, and it was APPROVED that:
Debra Hammond receive Honorary Membership.

Comerford MOVED, Kowalka SECONDED, and it was APPROVED that:
Lanita Legan receive Honorary Membership

CEO Update

- Taylor and Rudisille recently visited Pittsburgh & Baltimore as potential annual conference sites
- Taylor recently attended the ACUHO-I State of the Profession Institute
- Thought Leadership today: [Courage Under Fire](#)
- Annual Conference regular registration deadline is tomorrow, February 8
- February 14: BOT Committees onboarding for incoming BOT members
- February 20: Program Review Collaborative goes public
- Comerford and Taylor to attend CEO Symposium next week
- Clay Targets: Over 1,000 students registered for the National Championships

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 1:37 p.m.

Respectfully submitted,
Steve Chaplin

**ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL
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Minutes**

Wednesday, March 6, 2024

Neela Patel called the meeting to order at 12:02 p.m., Eastern. Additional members present were: Deepti Chadee, Caroline Lenz, Dwayne Isaacs, Keith Kowalka, Adriane Reilly, Missy Burgess, and John Taylor, CEO. Also present were Dave Teske, Stacey Givens, Justin Rudisille, Jake Dawes, Karina Wickham, Phillip Smith, Susan Pile, and Steve Chaplin.

Kowalka MOVED, Lenz SECONDED, and it was APPROVED that:
The February 10, 2024, minutes be accepted.

Yemi Gbajobi joined the meeting at 12:05 p.m.

Ann Comerford joined the meeting at 12:17 p.m.

Ian Crone joined the meeting at 12:22 p.m.

Strategic Plan and Mission, Vision and Value Approval

Kowalka MOVED, Reilly SECONDED, and it was APPROVED that:
The 2024 Mission, Vision, and Values Statement and the 2024-2029 Strategic Plan are approved.

Karina Wickham left the meeting at 12:40 p.m.

Conference Exhibit Hall

Dawes outlined Annual Conference expo revenue and booth sales from previous years and gave an overview of additional engagement opportunities offered to corporate partners. Taylor requested that funds from the Strategic Projects Reserve be used to hire a consultant to assess and make recommendations for ACUI exhibits and sponsorships.

Chadee MOVED, Crone SECONDED, and it was APPROVED that:
\$30,000 be allocated from the Strategic Project Reserve for the CEO to contract with a conference exhibit consultant.

Emeritus Award

Comerford MOVED, Kowalka SECONDED, and it was APPROVED that:
Amy Lopez-Matthews receive an Emeritus Award.

Chadee left the meeting at 1:03 p.m.

2026 Conference Location

Taylor and Rudisille provided an overview of the site selection process for the 2026 Annual Conference and recommended the event be held March 8-12 at the David L. Lawrence Convention Center, with the Westin Pittsburgh serving as the primary hotel, located in Pittsburgh, Pennsylvania.

Isaacs MOVED, Reilly SECONDED, and it was APPROVED that:
The CEO be authorized to negotiate and contract with the convention center and city hotels for Pittsburgh to serve as the site of the 2026 ACUI Annual Conference.

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

Governance Committee

Crone reported on the results of the Board of Trustees self-assessment conducted in February.

Strategic Committee

Isaacs said the Strategic Planning impact report is nearly complete and scheduled to be rolled out during the Annual Conference.

Finance Committee

Kowalka reported on FY23 Q4.

DEI Committee

Comerford said interviews for DEI co-chairs would be conducted later this month.

Teske left the meeting at 1:33 p.m.

CEO Update

- Taylor noted highlights of the upcoming board schedule for Annual Conference.
- Taylor shared membership renewal information for board members to make calls.
- Taylor reported that 1,194 student athletes are registered for the Clay Targets National Championships, representing 109 teams, which is a record.
- Gave an update on Annual Conference registrations.

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 1:42 p.m.

Respectfully submitted,
Steve Chaplin

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

Wednesday, May 1, March 23, 2024

Ann Comerford called the meeting to order at 12:02 a.m., EDT. Additional members present were: Neela Patel, Adriane Reilly, Karina Wickham, Yemi Gbajobi, Keith Kowalka, Susan Pyle, and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin.

Kowalka MOVED, Gbajobi SECONDED, and it was APPROVED that:
The April 23, 2024, minutes be accepted.

Strategic Plan Goals and Tasks

Taylor and Patel reviewed goals within the strategic pillars, possible action items, and responsible owners of each goal. Comerford discussed next steps.

Component Group Meetings

Taylor and Comerford discussed upcoming board member meetings with their component group representatives.

CEO Update

- Appreciate & recognize all that many of you are navigating on your campuses
- NYC Site Visit
- UK/Ireland Trip
- 2024 MHB Intern selected - Shaileen Woods from Rowan University
- Student Organization Institute, June 10-13, reg closes 5/13, currently at 49 participants
- Renovation & Construction: 15 Attendee Registrations – conversations about how/if to move forward with the program will be discussed this week
- 2025 ACUI Campus Hosts – RFP form is now live on the website, the priority deadline for submissions is June 14. (Seminars, Institutes, and Regional Conferences)
- I-Lead: July 15-18, California State University San Bernardino
 - Waiting on contracts from host institution
 - Registration set to go live on May 8, Wufoo interest form available until registration is live
- IPDS will be July 8-12, registration is open
- Community College (virtual) Summit scheduled for June - Volunteers working on content

The meeting was adjourned WITHOUT OBJECTION at 12:57 p.m.

Respectfully submitted,

Steve Chaplin

**ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL
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Minutes**

Wednesday, June 5, 2024

Ann Comerford called the meeting to order at 12:05 p.m., EDT. Additional members present were: Adriane Reilly, Karina Wickham, Ian Crone, Yemi Gbajobi, Keith Kowalka, Susan Pyle, Missy Burgess, Phillip Smith, Neela Patel and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin.

Reilly MOVED, Smith SECONDED, and it was APPROVED that:
The April 23, 2024, minutes be accepted.

Strategic Plan Goals and Tasks Update

Board members reported on strategic planning meetings held as liaisons with their respective component group leaders. Taylor shared a timeline for next steps and implementation.

Gbajobi joined the meeting at 12:09 p.m.

Patel joined the meeting at 12:15 p.m.

Finance

Reilly presented the Board a Finance Committee Timeline for 2024-25. Teske presented the 2024 Q1 Financial Statement.

Burgess MOVED, Crone SECONDED, and it was APPROVED that:
The Finance Committee's 2024 Q1 Financial Statement be accepted.

CEO Update

- Email sent to RDs with feedback on the regional financial model discussed in Denver. Next step, small group of RDs to work with John & Dave to further develop the direction moving forward.
- Visited seven unions and connected with dozens of union professionals during UK/Ireland trip. Presentations and sharing info about ACUI went well.
- Leadership Team and board meetings next month.
- Events
 - Renovation & Construction Seminar (June 3-5): 24 attendees, 4 corporate sponsors
 - Student Organization Institute (June 9-13): 65 registered
 - Community College Online Summit (June 26): Registration is open
 - I-Lead (July 15-18): 3 registered

The meeting was adjourned WITHOUT OBJECTION at 1:02 p.m.

Respectfully submitted,
Steve Chaplin

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

Wednesday, July 11, 2024

Ann Comerford called the meeting to order at 12:04 a.m., EDT. Additional members present were: Neela Patel, Adriane Reilly, Karina Wickham, Yemi Gbajobi, Keith Kowalka, Susan Pile, Ian Crone, and John Taylor, CEO. Also present were Dave Teske and Steve Chaplin.

Kowalka MOVED, Pile SECONDED, and it was APPROVED that:
The June 5, 2024, minutes be accepted.

Internet Fraud Risk Mitigation

Teske reviewed policies and procedures in place to prevent internet fraud.

Patel MOVED, Smith SECONDED, and it was APPROVED by electronic vote June 18-19 that:
The CEO is authorized to open a credit account with Ramp Business Corporation to be used for physical and virtual credit cards in compliance with the Association's credit card policy.

Matt O'Lone and Mark Murphy of Raffa Investment Advisers joined the meeting at 12:31 p.m.

Financial Adviser

Murphy and O'Lone from Raffa Investment Advisers reviewed the Association's investment portfolio and presented recommended changes to the investment policy

Murphy and O'Lone left the meeting at 1:00 p.m.

Finance Committee

The finance committee moved and the Board APPROVED: Changes to the Association's investment policy.

Taylor and Teske presented Fiscal Year 2025 budget planning assumptions.

Governance Committee

*The governance committee moved and the Board APPROVED:
The number of at-large and student board member positions on the Board of Trustees remains the same.*

Strategic Committee

Gbajobi reported the Committee would be meeting in the next month with component groups.

DEI

Crone: No Report.
Gbajobi left the meeting at 1:24 p.m.

Regional Directors

Kat Masters, Stephen McCay, Dana Bonifacio-Sample, Corbin Smyth, Mary Russell, Lauren Gyurisin, Adam Dunbar, James Contratto, Chrissie King, and Justin Rudisille joined the meeting at 2:00 p.m.

Masters led a presentation from the Regional Directors that provided an update to the board on planning and action steps based on the Regional Engagement Task Force recommendations and prior Board direction.

Masters, McCay, Bonifacio-Sample, Smyth, Russell, Gyurisin, Dunbar, Contratto, King, and Rudisille left the meeting at 2:42 p.m.

CEO Update

- IPDS in Bloomington with 23 registrants
- Aspiring Directors Institute in Portland, OR with 22 registrants
- I-LEAD is next week @ CSU San Bernardino with 43 registrants
- Community College Online Summit postponed
- RD's and Ed Council meeting in person next week in Columbus, OH

The meeting was adjourned WITHOUT OBJECTION at 3:38 p.m.

Respectfully submitted,
Steve Chaplin

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

Wednesday, August 7, 2024

Ann Comerford called the meeting to order at 12:04 p.m., Eastern. Additional members present were: Susan Pile, Karina Wickham, Ian Crone, Keith Kowalka, Adriane Reilly, Missy Burgess, and John Taylor, CEO. Also present was Steve Chaplin.

Kowalka MOVED, Reilly SECONDED, and it was APPROVED , that:
The July 11, 2024, minutes be accepted as amended.

Strategic Goals and Tasks Updates

Trustees reviewed goals, action items, and the group charge for the two Strategic Plan Working Groups.

Governance Committee

Burgess said the committee is considering a review of the Code of Ethics policy.

Strategic Committee

No report.

Finance Committee

No report.

DEI Committee

Crone reported on a recent meeting between the committee chair and members of the Central Office.

Regional Engagement Task Force Report

Board members discussed responses received from Regional Directors related to the report's four priority recommendations.

CEO Update

- Staff retreat in Bloomington at end of the month
- Active Dialogue Institute – September 18-19
- New Member Mentor Program Pilot
- Community College Online Summit – September 5
- Election resources going live on website end of week

- Program Review Collaborative – 6 reviews in process or planning discussions

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 1:30 p.m.

Respectfully submitted,
Steve Chaplin

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

Wednesday, September 4, 2024

Ann Comerford called the meeting to order at 12:02 p.m., Eastern. Additional members present were: Susan Pile, Karina Wickham, Philip Smith, Yemi Gbajobi, Neela Patel, Keith Kowalka, Adriane Reilly, Missy Burgess, and John Taylor, CEO. Also present were Dave Teske, Stacey Givens, and Steve Chaplin.

Kowalka MOVED, Burgess SECONDED, and it was APPROVED, that:
The August 8, 2024, minutes be accepted as amended.

Audit Report

Representatives from Blue & Co. presented the audit report for the year ending December 31, 2023, and 2022.

President Update

Comerford reported an upcoming meeting with Regional Directors convenor Kat Masters and Central Office staff, and reviewed the secondary recommendations of the Regional Engagement Task Force.

Governance Committee

Burgess said the committee is discussing a Code of Ethics policy.

Strategic Committee

Gbajobi reported on component groups reporting into the Strategic Plan dashboard.

Finance Committee

Reilly and Teske provided the Board with the Q2 Financial Statement for 2024. Burgess MOVED, Reilly SECONDED, and it was APPROVED, that:
The 2024 Q2 Financial Statement be accepted as presented by the Finance Committee.

DEI Committee

Givens reported on recent work by the committee.

CEO Update

- Staff retreat in Bloomington
- Hired Sales Lead position: Daniel More
- Changed to new PEO provider – October 1 changeover

- Electronic Votes – Written Unanimous Consent
- Board In-Person Fall Meeting:
 - Nov 13-15, Texas Christian University
 - Travel & Hotel logistics
 - Agenda in development
- Community College Online Summit – Sep 5
- Election Season Preparation Webinar – Sep 10
- Active Dialogue Institute – Sep 18-19
- Annual Conference Call for Sessions – deadline Sep 10
- BOT Member August Renewal Calling Campaign

Adjournment

The meeting was adjourned WITHOUT OBJECTION at 1:19 p.m.

Respectfully submitted,
Steve Chaplin