

## Minutes

Board of Directors Meeting  
Thursday, August 27, 1-5pm

Zoom:

<https://ucmerced.zoom.us/j/92646374640?pwd=K1JtbCtMME5lWDREMhJDnkj1S1NlZz0>

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**IN ATTENDANCE:** Cinnamon Danube (President), Rosa Belerique (Vice President), Erin DeSantis (Secretary), Ryan Cherland (Treasurer), Jessica Luedtke (Past President), Andrew Cress, Monica Malhotra, Vikash Lakhani (Joined later), Roop Prabhu, Meiling Tang, Cheryl Harris, Nga Phan, Ryan Hoadwonic

Meeting called to order at 1:05am

1. Welcome and check in
2. Action Items

- a. Approval of March and June minutes (Jacobs)

- i. March Minutes Link:

- [https://docs.google.com/document/d/10HlHzTTR50R0UCpJFTG9KkpMh\\_pPkOkN/edit](https://docs.google.com/document/d/10HlHzTTR50R0UCpJFTG9KkpMh_pPkOkN/edit)

- ii. Motion to approve: Jessica, Second: Cinnamon. Unanimous.

- iii. June Minutes Link:

- [https://docs.google.com/document/d/1MkcuNz0iOpG\\_KCqyPbuETs5gW3tGC8tc/edit](https://docs.google.com/document/d/1MkcuNz0iOpG_KCqyPbuETs5gW3tGC8tc/edit)

- b. Motion to approve: Andrew, Second: Rosa. Unanimously passed.

- c. Selection of new Board members (Belerique)

- i. Selection of Vice President -

1. Recommendation of Andrew Cress for VP
    2. Recommendation of Roop Prabhu for Secretary
    3. Motion to approve VP: Cinnamon, Second: Meiling, Opposed: None, Abstention: none, Unanimous approval
    4. Motion to approve Secretary: Erin, Second: Rosa, Opposed: None, Abstention: none, Unanimous approval
    5. VP and Secretary recommendations are both unanimously approved.
    6. One Board member was not present for the vote, Vikash, however Vikash was on the selection committee and put forward the candidates and we had a quorum to move forward.

- ii. Selection of Directors

1. Recommendation of Juan Apitz
    2. Recommendation of Donald Everhard
    3. Recommendation of Susana Ezeokonkwo

4. Recommendation of Jeremy Houska
5. Motion to approve new Directors: Roop, Second: Monica, Opposed: None, Abstentions: None, Not Present in Vote: Vikash
6. One Board member was not present for the vote, Vikash, however Vikash was on the selection committee and put forward the candidates and we had a quorum to move forward.

### 3. CAIR 2020 Virtual Conference Planning Committees

*General note about updates: due to the short meeting time, updates should be brief and specific regarding whether they are intended to share information, request input from the Board, and/or require action by the Board.*

*As we proceed through Committee updates, we need to specify which Committees/individuals will be responsible for entering content into Whova and updating the CAIR webpage accordingly.*

- a. [Updated Committees List](#) - created an updated list of committee membership since some committees will not be needed this year, i.e. local arrangements committee.
- b. Conference marketing and partnerships
  - i. RP Group - in a good place with this partnership
  - ii. WASC - May need to reach out to WASC again because we have not heard back from them yet - Rosa and Deborah
  - iii. Other marketing venues? PNAIRP - Andrew reached out to and this group decided to use CAIR as their professional development opportunity this year. We will host a segment meeting for PNAIRP and that group can submit proposals as well. Accreditation listserv - ALA - Rosa will take lead. Assess listserv - Andrew will take lead.
- c. Financials (Cherland, Hoadwonic, Danube)
  - i. Whova - Using a standard package (\$1399), with 10 sponsors (\$300), an exhibitor hub (\$300), session feedback/evaluations (\$200) so the total cost for the platform is \$2199 with a 20% discount that was provided to us (\$280) so final cost was \$1919 and this amount has been paid.
  - ii. Vimeo - Will use for video streaming/storage - This has not been paid yet. The plan is to start the service in Sept/Oct and we need to decide when to end it. Pro Plan is \$20 a month for access to 3 members.
  - iii. Zoom - Will be used for synchronous sessions/activities. This is not yet paid, will start in Sept/Oct and will decide when to cancel. Will purchase the Business Plan for \$199.99 per month for 10 hosts.
  - iv. Discussed current checking balance and purchases that may be coming up. With Whova, people will pay for registration, but we will not get that money until 2 weeks after and then another payout 4 weeks after. Keep this in mind in terms of other purchases that need to be made.
- d. Conference Registration (Danube/Tang) - There is currently an issue with doing a 1-day ticket in Whova so need to figure that out and purchase the add on if necessary prior to opening registration.

- i. Testing plan/soft launch - plan to launch and allow Board Members to go through the registration process first to test it before allowing registration to be open to all.
  - ii. Board member concerns about being able to cover cost of full conference?  
Discussed Board Members who may have difficulty covering this. Board Members will find out from institutions if they can get the registration covered. If they can't CAIR will give them a free registration.
- e. Attendee Experience/Professional Development Committee (Cress, Tang, Danube)
- i. Conference General Schedule Overview (All) discussed the reasoning behind the format and how it is intended to work. Have enough space for 3-40 sessions plus the IR 101 sessions. Had feedback for shorter days so that was incorporated. Designed to ensure that each day had equivalent desirable content to maximize attendee benefits.
    1. IR101 - Andrew will take the lead and will look into the best way to determine what these sessions will be.
    2. Sponsor sessions - Rosa will take the lead for this.
    3. Keynotes (Danube) - Shared keynote speaker ideas and discussion panel ideas and speakers. The Board gave other suggestions.
    4. Networking (sponsors, President's Reception, other) - Discussed in an early section. Coming up with ideas for sponsor interaction as well as ways to engage attendees in receptions and other networking forums.
    5. Segment meetings - Identifying point people for the segment meetings to get them sorted out.
  - ii. Conference Program Proposal Committee (Cress) - Will reach out to those who have submitted proposals prior to the virtual conference decision to ensure they are ok with the new format and still want to have the proposal submitted. Discussed the timeline for reviewing proposals and accepting them. Also discussed how we might be able to support presenters who have accepted proposals with recording sessions or other technology help needed.
  - iii. Session Evaluations (Cress)
    1. We purchased Whova add on for session evals
  - iv. Conference PowerPoint & Social Media (Danube) – defer discussion
- f. Sponsor Experience/Engagement (Belerique, Luedtke, Lakhani, Jacobs)
- i. Brief overview of sponsorship fee structure and options - Committee developed fee structure for sponsorships. There are several levels of sponsorship possible ranging from sponsoring the entire conference to advertising and attendee lists. We have options of 30 section commercials, sponsor breaks, a virtual booth for each sponsor, and sponsor sessions or workshops. The conference sponsor would be equivalent to our Platinum sponsor.
  - ii. Sponsorships, Game, and Give-away - Discussion of how this might work and what might work best in a virtual conference setting - we will make it one large game and embed sponsors in it.. Rosa, Roop and Deborah will work on this more. Prizes should be things that don't have to be shipped to winners. Keep prize costs under \$1,000.
- g. Technology (Whova) & Attendee Networking Committee (Prabhu, Malhotra, Phan, Harris) - Need to look into accessibility

- i. Board member resources (Whova, Zoom, Vimeo) - Will provide video tutorials for the Whova platform.
  - ii. Attendee resources (e.g., submitting presentations, logging into Whova, attending virtual conference, etc.) - will work on instructions for attendees, instructions for downloading the conference app and logging on. Discussed organizing a live webinar on how to get the most out of CAIR 2020 or how to attend a virtual conference.
  - iii. Conference Mobile App - discussed getting instructions for attendees and coordinating getting content populated. Integrated with Whova.
  - iv. Social Media - Cheryl will start taking over the Social Media accounts and posting. Work with Deborah and get help from Monica as needed.
  - v. Gamification (clarify what Sponsor committee is responsible for)
  - vi. What materials are needed to move this work forward?
    - 1. Cinnamon will create a Google doc that can be updated with info from the Tech Committee and other committees.
  - h. Secretary duties for conference (Jacobs)
    - vii. Name tags, print outs, table cover, lanyards, ribbons - Not necessary. Will put all unnecessary purchases on hold until next year.
    - viii. Need to do Plaques and certificates for winners of awards and outgoing board members. These will have to be shipped. Need to work out how that can happen. Direct ship from company or for plaques or ship to Secretary and Secretary ships them out. Decision was made to order plaques for outgoing board members and certificates will be made for award winners.
    - ix. We need a new table cloth for 2021.
  - i. CAIR Webpage (Malhotra, Danube)
    - i. Process for conference related updates? Cinnamon will be the point person on updates with Rosa and Andrew helping as needed.
  - j. International inclusion (Tang) - Discussed complications with international attendance because of the time difference. Meiling will discuss with our international IR contacts to see what might be workable and what the interest is.
4. Non-Conference CAIR 2020 Committee Quick Updates (as time permits)
- a. Overall Conference Evaluation (Lakhani) - will start working on this and how it will work in the virtual format. We will convert survey monkey survey to Google forms for sustainability.
  - b. Sam Agronow Scholarship (Lakhani) - Only 1 application at this point in time. Will send out another call out for applications and extend for 2 weeks.
  - c. Best Presentation & Best New Presenter (Tang) - Discussed some guidelines and what guidelines should be for Best New Presenter. We will work on creating/updating guidelines to post.
  - d. EDI Task Force (Cress, Jacobs, Belerique, Danube) - 28 people responded to request for volunteers. Have had discussions and set the first meeting. Putting together questions and content for the first meeting. Discussed ways to engage the CAIR attendees with this conversation at the conference
  - e. CAIR Listserv refresh/webpage discussion board (Harris) - No movement on this yet but Cheryl will work on this.

5. Other Business? Do we want to capture photos this year? Yes, bring back conference photos and videography committee (Monica lead)

6. Next Meeting(s):

- a. Tuesday, November 17 – 10am to 3pm - Will plan for a Mid Oct meeting (3 hours) as well as our meeting prior to the conference (4 hour November meeting).
- b. Are other full Board meetings needed?

Meeting adjourned at 4:39pm