



CAIR Board of Directors Meeting Agenda - Ad hoc
July 20, 2020, 10am-noon

Zoom <https://ucmerced.zoom.us/j/97440652528?pwd=MVdLdUJXODI0VnNvTld1dnd2eUYxQT09>

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, Roop Prabhu, Meiling Tang, Cheryl Harris, Nga Phan, Ryan Hoadwonic (joined later)
Meeting called to order at 10:06am

- I. Call to order, welcome, and check ins (Cinnamon)
- II. Site selection for 2022 (Cinnamon)
 - a. Brief review of contract addendum negotiated with Hyatt Regency La Jolla at Aventine – deadline to sign contract addendum is July 21, 2020
 - b. Hotel has been great working with us to have a rebook clause and move our conference to in person in 2022 at that site with a conference for this year with no footprint.
 - c. Looked over what could change in the 2022 contract to insure it will fit within our parameters in 2 years from now.
 - d. We had a brief conversation about using a hybrid conference approach in future years to possibly increase revenue - we should consider this for 2021.
 - e. Proposal: approve Hyatt Regency La Jolla at Aventine as 2022 conference site
 - f. Rosa motions to approve Hyatt Regency La Jolla and sign amendment for 2022. Roop Seconds. No opposition or abstentions. Passed unanimously.
- III. Discuss [deposit schedules](#) for 2021 and 2022 conference hotels to provide context for 2020 virtual conference fee decisions (Cinnamon/Rosa) – what’s our break even point?
 - a. Squaw Creek deposits
 - b. Hyatt Regency La Jolla at Aventine deposits
- IV. Virtual Conference Platform Committee (Roop)
 - a. Goal: review virtual conference platforms and vote on a platform for fall 2020 conference
 - b. Several virtual platforms were reviewed by the committee to determine usefulness as a platform for the 2020 CAIR conference.
 - c. Recommendation is to have a bare-bones/simple try virtual conference with SCHED or ZOOM or a more complete virtual conference using WHOVA, HUBB or Attendify. Discussed the specifications for each of the platforms.
 - d. Discuss fee structure
 - e. Discussed the different fee structures of the conference platforms to look at cost differences of different platforms.
 - f. Discuss conference timing
 - g. Discussed specifics of timing for the conference related to time of day, how many hours a day, breaks, session length, and other details that will help us determine what a virtual conference will look like.
 - h. Committee recommends using WHOVA as the virtual platform for 2020
 - i. Roop motions to accept WHOVA as 2020 Conference Platform. Cheryl Seconded the motion. Passed unanimously.

- V. Next steps for conference planning (Cinnamon)
- a. Possible Sub-Committee Breakout group assignments – do we want to keep these or develop other committees?
 - a. We will [keep these committees in place for planning with notes about any change in responsibilities below.](#) Cinnamon will touch base with each Committee to ensure everyone knows what to be working on. Our goal is to launch conference registration in August.
 - b.
 - i. Group 1: Sponsor experience & attendee engagement with sponsors
 - 1. Jessica, Rosa, Erin, Vikash
 - 2. [Work for this group is considered complete. Recommendations from the initial meeting will be compiled and distributed.](#)
 - ii. Group 2: Attendee professional development (keynotes, sessions, workshops, posters)
 - 1. Andrew, Cinnamon, Meiling, Ryan
 - iii. Group 3: Attendee social/networking experience and engagement
 - 1. Roop, Monica, Cheryl, Nga
 - 2. [recommendation to add technology to this sub-committee](#)
 - 3. [Need to determine how the segment meetings will go](#)
 - 4. [The technology subcommittee will put together a summary of technology and capabilities of the chosen platform so other planning committees know what parameters for further planning.](#)
 - 5. [Discussed attendee training resources](#)
 - c. Discuss how to engage conference planning volunteers
 - d. [2020 Committees](#) that are no longer needed due to virtual conference?
 - i. Local Arrangements (Nga lead)
 - ii. Eventbrite registration (Meiling lead) – will we use Eventbrite to register attendees for virtual conference?
 - iii. CAIR-aoke (Roop lead)
 - iv. Conference photos & videography (Monica lead)
 - v. 2022 site selection committee (incoming VP lead)
 - vi. Others?
 - e. Discussion of future meeting plans
 - i. What are our timelines for making decisions?
 - ii. How should we integrate sub-committee planning? Should the Board meet more often?
 - 1. Future planned Board meetings
 - a. Late August Virtual Meeting (date/time TBD)
 - b. November Virtual Meeting (Tuesday, November 17th, 10am to 3pm, approximate) – could change depending on conference timing
- VI. Other business (if time)
- a. Website demo (Monica)



- b. EDI Task Force update
- c. Other updates?

VII. End meeting 11:57



Ad hoc Virtual/Hybrid Conference Planning Committee Sub-Committees/Groups

Group 1: Sponsor experience and attendee engagement with sponsors	Other committee assignments (leads)
Rosa	Sponsors, Board Selection, Ad hoc townhall committee
Jessica	Administrative Documentation, CAIR Report
Erin	Nominations, Listserv/Account Management
Vikash	Overall Conference Eval, Sam Agronow
Group 2: Attendee professional development (keynotes, sessions, workshops, posters)	
Cinnamon	Conference Schedule, Keynotes, F & B, Partnerships, Public Info Releases, Cyber liability/insurance
Andrew	Conference Program, Session Facilitation/Evals, Ad hoc townhall committee
Meiling	Eventbrite, Best Presentation Awards, International Inclusion
Ryan	Fiscal management
<i>Jeanette Baez (volunteer)</i>	
Group 3: Attendee social/networking experience and engagement	
Roop	CAIR-aoke, Conference App, Ad hoc townhall committee
Monica	Conference Photos/Videography, Website, CAIR Dashboard, Ad hoc townhall committee
Cheryl	IR 101, Conference Presentation Slides/Media, Social Media, CAIR listserv/communications
Nga	Local Arrangements, Conference Program
<i>Deborah Lee (volunteer)</i>	