

## Minutes

Board of Directors Meeting – Ad hoc

March 24, 2020

Zoom: <https://ucmerced.zoom.us/j/150415597>

10:00am to noon

**IN ATTENDANCE:** Cinnamon Danube (President), Rosa Belerique (Vice President), Erin DeSantis (Secretary), Ryan Cherland (Treasurer), Andrew Cress, Monica Malhotra, Vikash Lakhani, Roop Prabhu, Meiling Tang, Cheryl Harris, Deborah Lee, Nga (joined later)

Meeting called to order at 10:07am

### CAIR 2020 COVID-19 discussion

Cinnamon has been in discussion with legal counsel through this fluid and changing situation.

- Documents to review prior to discussion:
  - Email message to legal counsel and response:  
[https://drive.google.com/open?id=1-UYVnvk-uh22mcOyFAsU2-nEW-1Y3W\\_o](https://drive.google.com/open?id=1-UYVnvk-uh22mcOyFAsU2-nEW-1Y3W_o) (Note: this email response was received on March 13<sup>th</sup> and things have changed since then. So please consider whether there are new questions you would like me to pose to legal counsel.)
  - Proposed messaging to CAIR listserv and 2020 conference sponsors:  
[https://drive.google.com/open?id=1foH5o\\_1ur\\_Qe4TD3xXzDUitbfMAdCjdw](https://drive.google.com/open?id=1foH5o_1ur_Qe4TD3xXzDUitbfMAdCjdw) (messaging has been adjusted to current COVID-19 guidelines)
- Consider proposal to delay launch of Early Bird Registration to end of April when we currently plan to launch the call for proposals
  - Eventbrite takes some of the registration fees off of the top of registration so need to discuss this next year
  - Delaying registration should not impact finances so suggestion is to delay launch of early bird registration until we launch the call for proposals in April
- Discuss IEHE partnership
  - Message to CAIR listserv
  - Discussed resources and producing list of resources to share with CAIR community
- Discuss March and April messaging to CAIR listserv and to sponsors
  - Discussed ways to communicate resources and updates to our CAIR community
  - Discussed idea of a ‘Town hall’ type meeting and what that looks like. Committee formed:
    - Rosa, Andrew, Roop, Monica and Cheryl to help ferret out this idea and work on how this can be done.
  - Discussed messaging title and content with regards to promotion of the new CAIR website launch and how to ensure that is out to our members as well

- Committee approved language in the message to the CAIR listserv
- Andrew – Update on proposals.
- (added 3/24) Discuss decision points and timelines for possibility of canceling 2020 conference
  - Is this financially feasible if we are able to have some version of the conference? (Todd would likely be able to renegotiate our contract given the situation, though this may require a rebook clause)
    - Given all of the unknowns with things going on, and not knowing if campuses will send attendees, can we have a conference this year?
    - What would renegotiate the contract look like? Maybe 3 concurrent sessions instead of 8? How can we scale back? N
    - Rebook clause – if we say we will rebook in 2022, will they be more amenable to downsizing the conference this year?
    - Decision points will be when sponsorships and proposals roll in.
    - Discussed likelihood of people being able to attend and sending a survey to ask how many will likely be able to attend. When should we survey and ask?
    - Discussed reaching out to Todd and the hotel to come up with options for if the conference has to be cancelled. So much is currently unknown so it is hard to say if we can have a conference this year and what that would look like.
    - Discussed insurance for CAIR. Do we have it? What is it?

### **CAIR Revenue Generation and Cost Savings Ideas**

- Document to review prior to discussion:  
<https://drive.google.com/open?id=1-HKrXEzKxCZKCsC0H1tSTV7YcYoXhPul>
- In particular, discuss items in yellow highlights as these are proposed for 2020; other items would be investigated for 2021 or later
  - 2020 Eventbrite survey will ask a question about interested in recorded sessions
- Consider a proposal to create a general CAIR listserv survey to investigate interest in some of these items. Discuss timing of the survey given current COVID-19 situation (perhaps early summer).
  - Discussed timing of this and when it should be sent out. When would be the best time?

Adjourned at 12:04