Minutes

Board of Directors Meeting Agenda
November 13, 2020 12:30-4:30pm
Zoom:
https://ucmerced.zoom.us/j/93372724735?pwd=VkZMc3R2dFlrczMrL0N6dUJTZWdXZz09

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

Meeting called to order at 12:35pm

1. Welcome and check in (Danube)

2. Treasurer's Report (Cherland) Discussed current financial situation. The financial position seems stable and strong. Discussed current charges and memberships for virtual conferences that may need to be cancelled later. Ryan will bring a proposal for getting a cash back credit card to our January Board meeting for consideration.

3. Review/Accept October Meeting Minutes (Jacobs)
   a. https://drive.google.com/drive/u/1/folders/16_3b3e7cqF_Py27MPFvlG0H6nnr_Suwh
   b. Motion to approve by Cinnamon. Second by Rosa. Unanimously approved by the board.

4. CAIR 2020 Conference Planning Committee/Tasks – Final Updates
Useful Whova resource: https://whova.com/xems/view/virtual/caira_202011/event_checklist/
   a. Registration Update (Tang) Discussed current registrations (both full-conference and one-day), and revenue which looked strong.
      i. International attendees No registrations. Potentially due to lack of reimbursement and time differences.
      ii. Need to purchase 'large meeting' add on for Zoom? (if 300+ attendees) Only needed if registration>=300. Not needed. Also decided that all attendee/presenters must pay.
   b. Sponsorships update (Belerique) No new sponsors since October meeting. Currently, 9 different sponsors at various levels. $11,000 in sponsorships.
   c. Live sessions run through updates (Danube/Belerique) The few run throughs so far went well. Rosa provided tip page.
      i. Live Session Tips document for presenters
      ii. Still need to share Zoom call in numbers - Still using Zoom through Whova
   d. Conference Mobile App and portal (Prabhu/Malhotra/Phan/Harris)
      i. What testing needs to occur prior to event? How do we test when content is set to not be available until time of event? The Tech Committee has done some testing already and things are working well.

ii. Welcome email to all attendees on 11/18 (Danube) Will be put on the conference app and will send an email welcome to conference attendees.
1. Reminders to include? Download app; portal access; attendee guide; CAIR booth and Zoom sessions; support sponsors; gamification; community boards; etc. Some of these items will be included in a welcome letter that will appear in the app for attendees, but most will be announced in other ways, e.g., during announcement sessions, app activity board, etc.

e. Whova widget for CAIR webpage (Prabhu/Malhotra/Phan/Harris) The widget would embed the conference schedule on our website. Board decided its OK leaving this out for now.

f. Conference schedule, management, & announcements (Danube)
i. How do we want to communicate with each other during the conference?
1. Group text (Malhotra) Group text created for conference
2. Google hangouts? Group Google Hangouts created for conference
ii. Zoom sessions/settings (Malhotra) Monica has been testing and working through all of the Zoom settings to maximize functionality and enhance the experience of attendees.
1. Settings – attendees muted and video off when entering; limited screen sharing; CC; chat off (using Whova Q&A/chat); others?
2. Breakouts
3. Hosts vs. co-host assignments; CAIR Board member will share slides per draft assignments schedule
-Still working on: Monica still trying to figure out breakouts. List of co-presenters still needed.
- If there is time, a live session 'do's and don'ts' will be prepared. 30 minute present for board members (or just Tech Team) to know about tech help.
- Agenda Board Assignment sheet was shared and explained to all. Cinnamon is open for people in switching time slots.
- Asynchronous facilitator roles explained
iii. CAIR Booth coverage (all day coverage) (Belerique)
- Location on Whova portal and session times discussed. No breakouts.
- Decision made to update the template with when the hours when someone is live and also so they can put down questions.
- If time, having an FAQ or announcements piece for people just asking general questions was discussed
1. Can we use a general email account where notifications are sent so that we all have access? (Belerique)
2. Danube created draft assignments schedule - Nga lead on Booth?
iv. Asynchronous session coverage
1. Danube created draft assignments schedule - okay to swap assignments with other Board members with their permission
2. Responsibilities?
a. Click video link and make sure working properly
b. Introduce self via chat
c. Check that presenter is in attendance to moderate chat/Q&A

d. Remind attendees to complete session evaluations
e. Address any technical issues/questions that come up in the chat
3. Is training needed?
- Asynchronous assignment responsibilities and rules were discussed. No further training was deemed needed.
- Monica to add all board members as cohosts for mute/unmute privileges, etc.
- Andrew to email presenters extra tips on presenting
v. Live event coverage/roles (e.g., moderator/slide advancer, chat moderator, manage attendees - mute/remove, moderator backup, manage breakouts, etc.) - see assignments schedule
1. What training is needed so Board members feel comfortable in their roles? Are roles clear?
- Decided that training for live sessions is needed: a video or a group session will be sent out in time to feel confident by Conference start.
- Discussed that a backup plan is to always just use Zoom links if all else fails.
2. Segment meetings
a. CCC (Luedtke/Harris/Lakhani)
- Still need to prep Bri for her session.
b. CSU (Jacobs/Malhotra)
c. Independent (Prabhu/Cress/Belerique)
d. UC (Danube/Cherland)
3. Keynotes (Danube)-Both have been met with
a. Parnell
b. Harris
4. Panel Discussion (Danube)
5. Networking
a. EDI (Jacobs/Cress/Malhotra/Belerique/Danube)
b. President's Reception (Danube)
6. CAIR Zoom session coverage (30 minutes each day)
a. Danube see assignments schedule
7. Workshops
a. Responsibilities?
i. Address technical issues
ii. Moderate chat (if asked by presenter)
iii. Attend entire workshop?
8. CAIR Announcements during general sessions
a. Slide Deck (Danube/Lee/Harris) Cinnamon is working on this with Deborah
b. Incoming & outgoing Board Members (Danube) Cinnamon and Rosa will take care of these announcements
c. 2019 Best Presenters (Luedtke)
d. Agronow (Lakhani)
e. 2021 Theme & Location (Belerique)
f. Gamification & Social media (Phan/Belerique/Lee) We discussed whether there should this be an announcement or

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push notifications Cinnamon will mention this at the conference

g. Other?

9. Other announcements throughout the conference? A schedule of announcements has been created. Nga and Deborah will manage the schedule of planned announcements.

   a. Community board
   b. Other?

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(Provided by Nga)

Activity	Schedule	Type
App adoption	~2-wk before event	Email
Add adoption reminder - only attendees w/o app	Monday	In-app msg
Personalize profile - add photo	Tues	In-app msg
Kick-off msg - day 1	Wed	CB
Day 2 welcome msg	Thur	CB
Last day msg	Fri	CB
Shout-out to 1st timer	wed	CB
Shout-out to seasoned attendees	Wed	CB
Check out upcoming sessions	Throughout the event	In-app msg
Share attendee guide/tips	Wed & Thur	CB & in-app msg
Session survey reminder	End of day Wed & Thur & Friday	CB
Shout out to sessions & presenters	Throughout the event	CB

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vi. Sponsor interaction/engagement/feedback (Belerique)

1. Reminder: Belerique & Cress will need to modify post-conference sponsor survey given virtual conference format

g. Social Media & CAIR Gamification (Lee/Harris) A 1-page info page explaining all of the game options as well as prizes available during CAIR has been created. Discussed the prizes and budget for gamification. Deborah and Rosa will discuss the parameters further and finalize.
Discussed plan for social media posting before, during and after the conference.

h. Conference Photography/Videography & Posting (Malhotra/Lee) There is a board where attendees can post photos and comments/questions. Will touch base with Monica about additional updates.

i. Session Evaluations (Tang) Believe this is ready to go. Will try to test it prior to the conference if possible.

j. Conference Program Construction (Danube/Lee/Luedtke) Deborah is working on this and will have it complete soon.

k. International Inclusion (Tang) Discussed earlier.

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5. Non-Conference Committee Updates

   a. Management of accounts post conference (Danube)
      i. Whova – are other costs incurred post conference?
      ii. Zoom – cancel? Decided to cancel Zoom subscription after conference
      iii. Vimeo – keep lowest cost subscription so videos in Whova will continue to stream for 1 year post event? Discussed how long we should keep this -

decided on 3 months (up until Feb 20). In the meantime, we'll downgrade to the lowest tier of Vimeo possible.
   - iv. Otter.ai – cancel? Will cancel as soon as we have the last presentation run through.
   - b. Overall Conference Evaluation (Lakhani) Update pending. Will get update offline
     - i. Transfer to Google forms; are changes needed given virtual format?
   - c. Sam Agronow Scholarship winner (Lakhani) A winner has been chosen.
   - d. CAIR listserv/communications refresh (Harris) Will pick up again after the conference
   - e. CAIR webpage updates and transition to 2021 (Danube/Malhotra) Will get updates offline
   - f. Board Dashboard Updates (Malhotra) Will get updates offline
   - g. Partnerships
     - i. WASC-ARC SIG (Lee/Belerique) No updates at this time

6. Other Administrative Items to address in 2021
   - a. Cyber Security Insurance Policy (Danube/Belerique/Cherland)
   - b. Revenue generation/cost savings proposal (Belerique/Cress/Danube)

7. Other items?

8. CAIR 2021 (Belerique)
   - a. Conference theme Discussed potential topics for the next conference. Will be presented at conference on the last day.

9. Next meeting: January – Date? (Belerique) Meetings will be virtual as of now. Need to gauge what next year will look like.
   - a. Let Rosa know what Committees folks are interested in being on in 2021

10. Meeting adjourns 4:28pm