

Minutes

Board of Directors Meeting Agenda

May 21st, 2021

Zoom: <https://nyfa.zoom.us/j/5809449449>

3pm-5pm PST

IN ATTENDANCE: Rosa Belerique (President), Andrew Cress (Vice President), Cinnamon Danube (Past President), Roop Prabhu (Secretary), Ryan Hoadwonic, Meiling Tang, Deborah Lee, Susana Santos, Donald Everhart, Juan Apitz, Cheryl Harris (at 3:13) Ryan Cherland (Treasurer: 3:35),

NOT IN ATTENDANCE: Vikash Lakhani

Meeting called to order at 3:04 pm

Board of Directors Meeting

1. Call Meeting to Order (Belerique - <1min)
2. Welcome (Belerique - 8 mins) -
 - a. Question: For Asian American and Pacific Islander Heritage Month, what Asian American and/or Pacific Islander person(s) have had an impact on your life?
3. Approval of [April Meeting Minutes](#) (Belerique/Prabhu - 2 min, sent ahead of the meeting).
 - a. Andrew makes a motion to approve. Don seconds the motion. All approved. No opposition. No abstentions. Motion passed.
 - b. There will be tasks listed for board members (typed as 'TASKS') in meeting minutes, from the April minutes onwards.
4. Marketing, Outreach & Communications Committees (Everhart & Lee, 15 minutes)
 - a. Master Planning Calendar
 - i. The calendar was viewed and discussed at the meeting. We can double click on the event to add agenda, Zoom links, etc. Guests of meetings get email updates on calendar changes/updates.
 - ii. We will be getting emails to our CAIR email addresses from socialmedia@cair.org that will invite us to the calendar
 - iii. Calendar guide shown at meeting and is stored in drive. Each of the colors represented types of postings, etc.



- iv. Events that span many days have a beginning and end date posted on the calendar, for ex., registration opens, registration ends
 - v. TASK: All board members. All new updates should be added to the calendar from now on, not on spreadsheets.
 - b. [Zoom Backgrounds](#)
 - i. CAIR zoom backgrounds were shown. They are stored in the 'images' folder. We aren't required to use them.
 - c. Between Two Presidents Stats
 - i. Stats were shared on views of both videos:
<https://www.youtube.com/channel/UCL68Tck3QboKCMQ-hxcDIgw>
- 5. Partnerships Committee
 - a. [WSCUC Sig](#) (Belerique, Cress, Lee, 7 mins)
 - i. Presentation at WASC Arc was discussed. We are invited to this annually
- 6. Equity, Diversity & Inclusion (EDI) Taskforce Updates- (Apitz, Cress, Santos -15 min)
 - a. [Draft of EDI Statement](#)
 - b. A redrafted EDI statement was shared. The concept of 'justice' was added to the statement—JEDI - and we discussed how/whether to integrate 'justice' into the rest of the statement.
 - c. Much feedback was given at the meeting, with some saying that the verbiage seems disconnected and more time should be given to the board for feedback.
 - d. Cinnamon brought up the idea of using the conference evaluation survey and/or registration survey to help us understand whether we are meeting our EDI goals including accessibility needs (e.g., we may improve accessibility by getting a sign language interpreter but would need to understand fiscal aspect).
 - e. TASK: All board members. We will have until the 28th of May to give feedback. When we agree on a statement, we will share it first with the EDI Task force that participated in the focus groups last year and second with the CAIR community to get feedback.
- 7. Policy and Administrative Tasks
 - a. Credit Card Policy (Hoadwonic, 10 min)
 - i. In the previous board meeting we discussed options for credit cards. We decided we first needed a policy before we approve.
 - ii. Policies are in 5 categories: Eligibility , prohibited uses, use guidelines, rewards, and documentation and statement reconciliation
 - 1. <https://drive.google.com/file/d/1v3AFYRteiXo4TK-Y0I5o5QIIBuq6YuyO/view>
 - iii. TASK: board officers. By June 4th have officers revise the policy notes and put them together in a single document.
 - iv. TASK: The week of the 7th of June, we will open up the policy/credit card discussion to the larger board.
 - 1. The plan is to do votes virtually (used Qualtrics to vote on conference registration fee in 2020 and could consider similar approach)...majority votes rule



8. New or Other Business (Belerique)
 - a. Grants
 - i. [COVID Relief Grant](#) (5 min)
 1. We are pending for 15K
 2. Rosa called for ideas on how to use the funds (conference-related mostly). Funds must be used in a way that helps to offset challenges created by COVID-19.
 - a. TASK: All board members. Give Rosa feedback on how we should use these funds.
 - ii. [WSCUC Fellowship Grant](#) (Belerique, Houska, Prabhu, Tang- 5 min)
 1. The grant was discussed in the meeting. WASC will use the project we create for an educational program. We choose the modality.
 2. It would be helpful if a JEDI member was available for these meetings since the project content is very JEDI-focused.
 - b. Planning for CAIR 2021 (15, mins)
 - i. Rosa chatted with our consultant Todd Davis at Helms Brisco
 - ii. Community Survey
 1. TASK: All board members. Edits to community survey will be asked to be completed by Wednesday, May 26th. Todd has given his edits too.
 - iii. Checking in with [Conference Committees](#)
 1. Rosa gave us a heads up at the meeting so that we are not losing sight of non-conference planning when conference committees soon come into being
 - c. Move June meeting one week?
 - i. Next meeting moved to June 25th due to Juneteenth
9. Adjournment (Belerique <1 min) 4:12pm.