

## Minutes

Board of Directors Meeting Agenda  
Aug 20<sup>th</sup>, 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, Susana Santos, Donald Everhart, Juan Apitz, Vikash Lakhani, Deborah Lee, Jeremy Houska,

NOT IN ATTENDANCE: Ryan Cherland (Treasurer)

### Meeting called to order at 3:06 pm

1. Call Meeting to Order (Belerique - 5 min)
2. Welcome (Belerique - 5 mins) -
  - a. Mental health check in and resources
3. Approval of [July Meeting Minutes](#) (Belerique - 2 min).
  - a. Andrew makes a motion to approve. Cinnamon seconds. No “no’s”. Vikash abstains. Motion passed.
4. Non-Conference Committees / Taskforce
  - a. MarComm Committee (Everhart & Lee)-
    - i. [Journal/Book Club Proposal](#) (Santos, 5 min)
      1. Looking to implement this fully next year, but still looking for input on how the club should be run and about book/article content. Susana is looking for input from the board and then maybe our members.
      2. We discussed making this a potential discussion group for conference about the book club. Can launch at the conference.
      3. Don talked about continuing the discussion of having a discussion board on the CAIR website in place of or in addition to the Listserv. There should be some structure and process and policies to this group before we launch it to our members
  - b. Partnerships Committee (Belerique, 5 min)-
    - i. AIR, WSCUC, RP Group, others?
      1. AIR is currently not hosting in person IPEDS workshops such that they will not host them at our Conference. WSCUC representatives will attend and have an invited session. Andrew will invite RP group to host the segment meeting.

2. We do not typically give complimentary registrations to our partners unless there is an explicit agreement as we have with WASC.
- c. Systems Efficiency Committee (Santos, Cress)-
  - i. A/V Considerations (Santos, 15 min)
  - ii. We found a vendor based in San Diego who could possibly work with our \$15 target budget (maybe a bit more) which is approximately half of what was paid in previous in-person conferences. This vendor worked with WSCUC before and was recommended. We discussed potentially including a film screening.
    1. Mileage is covered in the deal. The vendor will be there Monday to Saturday and want payment in full on Monday. CAIR would need to cover food and lodging for the AV workers.
  - iii. This early on in conference we may still have interest in recorded sessions, so the board is discussing recording presentations/discussions still. This is an important conversation in case there is low in-person attendance (i.e., it could help us recoup costs) and also because some community members have expressed interest in recorded content.
    1. Juan who is in charge of videos is to meet with Roop and Cheryl regarding videos and the Whova portal, since they worked on that for the virtual conference last year
- d. Strategic Planning Committee (Houska, 0 min) –
  - i. Update next time
- e. Equity, Diversity & Inclusion (EDI) Advisory (Santos, 0 min)
  - i. Update next time. Meeting with Andrew to facilitate transition.
- f. Nominations / Board Selection Committee (Cress, 5 min)
  - i. We have one nomination so far and some interest from the public sector. We may have some nominations by the deadline, but if we don't have enough, we plan to extend deadline to the end of the month.
5. Conference Planning
  - a. Conference Planning Committees -
    - i. Deadlines for Consideration (Belерique, 5 min)
      1. Program of Events (8/25)
        - a. We have to give this to the hotel by 8/25. So far we have 10 sponsor slots. 30 session slots, some discussion/invited sessions.
          - i. We are currently planning to have 6 concurrent sessions at a time. In 2019 the last time we had in-person sessions we had 8 concurrent sessions at a time.
      2. Final Reg count (30 days in advance)
        - a. This is due 30 days in advance (to the hotel) for final food/beverage reasons. We may be able to negotiate with

the hotel to to decrease the size of our block if we think we may get a lower registration count than is expected, but it may be too early to decide that since a lot of people historically have registered close to the deadline. This may especially be the case this year with the uncertainty of member attendance.

3. Invited Session Form
  - a. This is to be used for Sponsors, segment meetings, partnerships, IR101. Use this form to invite speakers who are not sending in proposals
- ii. Conference Registration (Tang, 5 min)
  1. Early bird registration extended to Friday, September 3<sup>rd</sup>
    - a. We have 17 or so registrations so far. We have more hotel registrations as of now. We will only investigate the discrepancy if our block fills and registered attendees are having difficulty making room reservations.
    - b. We discussed extending early bird since there is so much uncertainty. No conclusion was made in the meeting.
- iii. Conference Proposals (Houska, 5 min)
  1. 38 so far submitted (including 2 workshops)
  2. Jeremy needed extra readers to review proposals (Rosa and Roop volunteered)
- iv. Sponsorships (Cress, 5 min)
  1. One silver level sponsorship has already committed plus possibly some others
  2. Andrew brought up the idea of a sponsorship level type (other than bronze) where the sponsors don't need to be at the conference as a possibility.
  3. Andrew asked board members for leads on new sponsorships since we need them
- v. Awards and Scholarships Committee (Harris, 5 min)
  1. Agronow Scholarship
    - a. We have 4 started applications but only 1 completed application. Cheryl wants board members to encourage new IR professionals to apply. We may want to consider extending the Aug 30<sup>th</sup> deadline and send out more social media to attract more candidates. In certain previous years we had 0 applicants, so we may not need to extend deadline. If we only get one applicant but that applicant is qualified, Cinnamon advocated for considering them for the award per the normal process - there is no established



rule regarding how many applicants we need to award a recipient.

- vi. IR 101 Series (Harris, 5 min)
  - 1. A spreadsheet was shared with all the different themes/topics of IR and potential speakers. Cheryl asked for feedback and more nominations on backup speakers. Cinnamon will send suggestions for EDI related speakers to Cheryl.
- vii. Keynote Speaker Selection (Belerique, 5 min)
  - 1. For Wednesday, there will be an EDI-screening/discussion instead of a keynote speaker. CAIR announcements will be made. Still looking for suggestions.
  - 2. For Thursday, we will be getting a keynote speaker on data/student advocacy.
  - 3. For Friday, there will be a panel with discussion topics TBD
  - 4. The form above can be used to submit a submission group.
    - a. Deadline is Monday of next week but we will be extending until end of next week.
- viii. Session and Overall Evaluations (Santos, 5 min)
  - 1. Some changes were added this year—some related to EDI and some parts were removed.
  - 2. Susana asked us to compare to last year's evaluation tool and compare and give feedback
- ix. Other committees coming soon
  - 1. Conference Games (Lee)
  - 2. CAIR-aoke (Prabhu)
    - a. We should strongly consider having it outside (or not at all) due to COVID. Also, we should consider doing karaoke using YouTube. We can also look into microphone protectors. We also discussed lip sync karaoke as a possibility if we won't want to worry about the microphone cleanliness issue. Food and drink catering for CAIR-aoke is not happening this year unless it is provided by a sponsor. If outside, will need to consider noise issues - something to discuss with hotel.
    - b. Cinnamon mentioned the Covid Code of Conduct and Waiver she is working on that will mandate mask wearing at all indoor conference events. More on this soon.
  - 3. Managing Video Content (Aptiz)
    - a. Juan will meet with Roop and Cheryl who managed video content last year

6. New or Other Business

- a. Reschedule 11/19/21 Board Meeting to 11/26/21 (Cress, 5 min)



- i. Andrew will send out a Doodle poll to select November meeting date
    - b. WSCUC Fellowship (Belerique, 5 min) - stipend and mentor update
      - i. Our contact at WSCUC wants to increase our stipend (TBD). We sent our recommendations for mentors to him and am waiting to hear back. CAIR board members cannot accept payment for their service on the board per the Bylaws.
    - c. Registration Policy (Danube, 10 min)
      - 1. Andrew moves to approve. Don seconds. No "no's". No abstentions. Motion to approve the policy passes.
      - ii. Covering registration for directors with COVID-related financial issues (5 min)
        - 1. Directors will send requests for complimentary registration (not travel or board) to the executive board per the just approved registration policy. Travel cannot be covered per the travel policy but registration can.
7. Adjournment (Belerique <1 min)

Meeting Ended at 4:58 pm