

---

# Minutes

Board of Directors Meeting Agenda

Nov 15<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, Donald Everhart, Juan Apitz, Jeremy Houska, Deborah Lee, Ryan Cherland (Treasurer) Susana Santos (3:30)

NOT IN ATTENDANCE: Cheryl Harris, Vikash Lakhani

## Meeting called to order at 3:06 pm

1. Welcome (1 min)
2. Call Meeting to Order - Check In (Belerique - 5 min)
3. Approval of both October Meeting Minutes (Belerique - 2 min)
  1. Will move both October minutes and November minutes to December - please review.
  2. No review of minutes this meeting. Roop will send out meeting minutes for this meeting and last two meetings for December board meeting
4. 2021 CAIR Conference Review (approx 30 mins total)
  - a. Debrief about Conference (5 min)
    1. Our all-person events seemed to have lower attendance compared to past conferences, especially afternoon/evening events. This could be an artifact of the size of the general session room and increased spacing that made things look sparse.
    2. Film screening was under attended. We discussed possibly making events like this a workshop for subsequent years to retain the benefits of the President's Reception, namely an active social/networking activity.
    3. People liked the food this year in general it seemed
    4. Next year, we discussed moving the early bird drink ticket to the President's Reception as in the past we typically provided two drink tickets for the reception.
    5. We noticed that many of the attendees were not IR first-timers, which could have impacted attendance at IR101 sessions.
    6. For next year, we need to give more time for stuffing name badges after our pre-board meeting. Regarding name badges:

1. We didn't do a clear audit before the conference on which people were presenters, attendees, cancellations, etc. We should make time for this next year.
  2. We could also reuse or recycle lanyards and name badges by asking for them back post-event
- b. Final Registration Numbers (Tang, 3 min)
  1. 127 attendee tickets sold.
    1. 66 early birds. 44 regular tickets. 7 1-day tickets. 10 free tickets (sponsors, etc). \$46,300 in ticket sales
- c. Awards Shipped (Belerique, 2 min)
  1. All awards have been given out except Sam Agronow award which will be mailed out this week by Roop
- d. Sponsorship Feedback (Cress, 3 min)
  1. No surveys of sponsors this year due to there being only a few sponsors. Andrew and Don will connect with them for feedback.
  2. About \$12,000 in sponsorship funds this year
  3. 'CAIR Data Talks' have been advertised on the listserv and by the data presenters. Please plan to attend and ask at least one question.
- e. Session and Overall Evaluations (Santos, 3 min)
  1. 240 session evaluations were completed; Susana will look at how many sessions had at least 10 surveys completed (necessary for giving presentation awards) to determine whether we need to send out another reminder message.
  2. 34 overall conference evaluations were completed - about a 26% response rate
    1. In January, we will go over results
- f. A/V Updates (Belerique, 2 min)
  1. All went well during the conference
- g. Final Bill (Belerique, 3 min)
  1. We were charged attrition charges on not meeting our minimum for hotel room bookings. We are asking the hotel for some relief on these charges.
- h. Website Updates (Belerique & Prabhu, 3 min)
  1. Program guide, minutes, all references to 2021 conference must be taken down. Conference presenter slides also need to go up on the website. Rosa will be requesting these of our presenters this week.
- i. App Engagement Update (Lee, 3 min)
  1. It was a great year for app engagement compared to previous year in-person events.
  2. 1,800 messages were sent back and forth during the conference. Close to 200 photos were uploaded. 1100 messages sent on the message board.
  3. Good competition this year for app gamification.
- j. Prepare Conference Committee Updates for January Meeting (3 min)
  1. Reminders were made to committee leads to be ready to present on their committees in January with up-to-date documentation in the shared drive.
5. Non-Conference Committees / Taskforce (approx 17 mins total)
  - a. MarComm Committee
    1. Book/Article Club (5 min)
      1. Only 3 people attended the meeting at the conference. A concern is that there may not be much member interest, but we can't gauge that from the small attendance at the conference. That being said, trying to engage our community outside the conference is an admirable goal.

1. It was mentioned that book club planning can be time consuming so there may need to be involvement from more than 1 board members or from the community. Susana asked the board for help or for another board member to take the lead. It was determined that the book club would not proceed until another board member took on the project.
  - a. **Equity, Diversity & Inclusion (EDI) Advisory (Santos, 5 min)**
    1. The only feedback given from the last meeting to Susana was to change the coloring of the image of the JEDI framework document.
    2. Andrew will identify EDI plans for next year at the January board s meeting
  - b. **WSCUC Fellowship Update (Belerique, Santos, Prabhu, Houska, 7 min)**
    1. Rosa shared with the group background information on the fellowship so that the board is clear about our fellowship.
    2. It was discussed that this fellowship may be turned into a presentation for the next CAIR Conference (possibly an IR 202)
    3. It has been determined that the fellowship responsibility will shift from being awarded to CAIR, to being awarded to the individuals supporting the project (“the team from CAIR”). This will simplify some administrative matters with WSCUC.
    4. We discussed how this project might take away time from members of the CAIR board from doing CAIR work, which we should take into account. Given that the group will do its work in the spring, this might alleviate the issue because many of the conference related committees don’t ramp up until the summer/fall.
    5. Currently, Susana is leading EDI advisory board and the fellowship so there may be a conflict of interest. Andrew will decide on committee leadership for next year.
6. **New or Other Business (approx 30 min)**
- a. **Budget Updates & Treasurer Report (Belerique, Cress & Hoadwonic, 10 min)**
    1. This update covered known expenditures up until the meeting, with the expectations that more expenditures will be known about soon.
    2. Roop and Deborah will check in with the Ryans on reimbursement. The plan is to close out receipts by calendar year.
    3. Full cost breakdown will happen in January meeting
      1. As of now, we are operating at an approximate \$7,000 deficit for the conference, which may go up to \$10,000 total. When we take into account our COVID-19 grant plus the grant donated from Rosa, we should not be operating at a deficit for the year unless CAIR pays attrition to the Resort
  - b. **Treasurer Agreement (Belerique, 3 min)**
    1. The agreement clarifies that the treasurer is a full voting member of the board Comes into effect Jan 1<sup>st</sup>, 2022. This will also require an update to the bylaws to expand the number of voting members on the board. This can be voted on in the December meeting.
    2. Andrew makes a motion to approve the agreement. Cinnamon seconds. All approve. No one voted against and no abstentions.
  - c. **Policies**
    1. Roop to put updated Treasurer agreement and by-laws up on the website (we are increasing number of voting members—the treasurer)
    2. Cinnamon asked the board whether they had issues with the Executive Committee meeting separately and minutes not being shared.

1. Andrew said we will be transparent with executive board meetings in the following year
  - i. Finance (Cress, 5 mins)
    1. A budget will be approved every year going forward with the main purpose of having \$100,000 (the approx. cost of a conference) in reserves.
    2. The budget will be set for \$175,000 or the average of the prior 3 years, whatever is higher.
    3. Adjustments to the budget can be made accordingly as more information comes in
    4. Cinnamon makes a move to approve. Don seconds. No one voted against and no abstentions. Policy was approved and will be posted on the CAIR website.
  - ii. Social Media (Everhart, 5 mins)
    1. Don will circulate his update before January meeting
    2. Committee Preference Survey (Cress, 2 min)
      1. Andrew will send out a committee list volunteer sign-up sheet for next year.
    3. Closing out Committee Materials in Google Drive, Letter to incoming chairs (Cress, 2 min)
      1. Lots of folders in the shared drive look empty. These should be closed out.
      2. In each of the shared folders in the drive, write up analysis on what went right and what can be improved next year in a 'Reflections on 2021' document.
7. 2022 Conference
- a. Visiting La Jolla Venue (Cress/Everhart, 3 min)
    1. Executive board approved Andrew and Don to visit next year's venue for less than \$500.
    2. The board will ask questions/requests of Andrew and Don before they visit the venue. Pictures will be taken.
  - b. A/V for 2022 (Cress, 2 min)
    1. Got a quote for \$15,000 from our current vendors for next year. We got a good deal compared to previous years with no deposit.
    2. We should send our onsite contact an email to review this plan
  - c. Whova for 2022 (Tang, 2 min)
    1. Price will increase for next year. But we can lock a lower price now if we choose to. We will need to pay by the end of year for this price.
      1. Whova Pros—integration between registration, app, conference-related surveys, and communicating with attendees
      2. Whova Negatives—surveys aren't well designed and respondents can take them more than once
      3. We should give Whova feedback for improvements for next year.
      4. Andrew asked board for any concerns to be emailed to him, Meiling, and Rosa. Andrew's default is to choose Whova if no negative feedback is received..
  - d. 2023 Conference Location Considerations (7 minutes)
    1. At a future board meeting, data will be shared on which institutions may not attend either Norcal or SoCal locations due to proximity

**Adjournment (Belerique <1 min) 5:02**