

Minutes

October 15, 2021

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

3pm-5pm PST

In attendance: Rosa Belerique, Andrew Cress, Cinnamon Danube, Ryan Hoadwonic (at 3:09pm), Roop Prabhu (at 3:37) Don Everhart, Cheryl Harris, Jeremy Houska, Susana Santos, Meiling Tang, Deborah Lee

Not in attendance:, Ryan Cherland, Vikash Lakhani, Juan Apitz

Meeting called to order at 3:07 pm

1. Call Meeting to Order (Belerique - 5 min)
2. Welcome / Check In (Belerique - 3 min)
3. Approval of [September Meeting Minutes](#) (Belerique - 2 min)
 - a. Cinnamon moves to approve, Andrew seconds. All approve. None opposed. No abstentions. Motion passed.
4. Conference Planning
 - a. Conference [Tasklist](#) (Belerique, 2 min)
 - i. Session Facilitators (Belerique, 5 min)
 1. Rosa described the facilitator role. Given having only 4 concurrent sessions and volunteers, we decided that board members would be able to cover facilitation.
 - a. It was decided that we will not use facilitators for sessions. Andrew will send an email thanking volunteers and notifying them following the meeting.
 2. Other volunteer needs at the conference include game night or group dinners outside of the resort.
 - b. Code of Conduct Implementation Committee (Danube, 5 min)
 - i. [Draft registration desk check in procedures](#) (share feedback with Cinnamon by EOB 10/20 to inform training on 10/26)
 - ii. Cinnamon described the work of the Committee. Focus was on check-in training for board members. Point persons for questions on checking in at the conference are Cinnamon, Don, Deborah, and Vikash.
 - iii. The resort charges for easels, so we are bringing one for the schedule of events. We decided not to use easels for 'code-of-conduct' reminders - instead we will put up posters and use other digital reminders.
 - iv. Don is working on a 'know-before-you-go' document for attendees which will be finalized to distribute for next week.

- v. Board members will be checking each other in at the board meeting ahead of the conference, so they should let Rosa know if there is anything preventing them from participating in regards to 'code-of-conduct' checks.
- c. [Re-Negotiated Tahoe Contract Addendum](#) (Belerique & Cress, 3 min)
 - i. Rosa signed an addendum that lowered the risk of incurring attrition charges at the Tahoe resort.
- d. Schedule at a Glance (Belerique, 3 min)
 - i. A small number of presenters are still uncertain about attendance. One vendor will not be attending, but this vendor did not withdraw sponsorship funds.
 - ii. Jeremy will send an updated registration audit soon.
 - iii. Meiling will update attendees on the app that Friday, Oct 22nd is the drop deadline
- e. Registration Update (Tang, 3 min)
 - i. We met goal with sponsorships and presentations
 - 1. 126 ticket registrations to date
 - 2. 52 signed waivers to date
- f. Conference Proposals / Presenter Updates (Houska, 3 min)
 - i. On Monday, the presenter guide will be sent to presenters along with waiver signing information
- g. Sponsorships (Cress, 3 min)
 - i. We have surpassed our conservative goal with \$12,000 from 9 sponsorships (Our goal was \$10,000)
 - ii. We have two silver-level tables (two sponsor tables): Anthology and HelioCampus.
 - iii. We will advertise 'data talk' sponsors at the conference. These data talks will be held after the conference.
 - iv. There is one sponsorship partner we have agreed to have pay us after the conference, in this calendar year (we have a signed sponsor agreement)
- h. Awards and Scholarships Committee (Harris, 5 min)
 - i. Sam Agronow Scholarship winner
 - 1. Winner has been selected out of 3 candidates (Golnoosh Behrouzian)
 - 2. Cheryl wants to revisit the process of selecting this scholarship. We will discuss this at a later board meeting. Committee leads will be named early next year
 - a. Golnoosh can't make the event. So she will have it mailed by Roop.
 - ii. The Past President will announce the awards for best presentation and best new presenter from the 2019 conference.
 - iii. Updates to the process
- i. IR 101 Series (Harris, 2 min)
- j. [Keynote & Q&A Speaker Questions](#) (Belerique, 1 min)
 - i. Board members to submit questions by Wednesday, 10/20 (board members to complete the form on the link)

- ii. Both keynotes are expecting questions from the board. Especially wanted are questions from male board members regarding the documentary (“This changes everything” 2019 on Netflix)
- k. Segment meetings
 - i. Andrew will send segment leaders their list of attendees
- l. Session and Overall Evaluations (Santos, 5 min)
 - i. All evaluations including overall evaluations are up in Whova.
 - ii. No wording was changed in session evals from previous year.
 - iii. We decided in the board meeting to change all wordings from ‘survey’ to ‘feedback’
- m. Conference Games (Lee, 3 min)
 - i. Leaderboard will be done again this year with an Amazon gift card.
 - ii. Sponsorship Games (Cress, 2 min)
 - 1. We’re still discussing games with our two sponsors. Whova has a Q-R code that members can use at the booths. Sponsor games and Leaderboard will be treated separately.
- n. CAIR Game Night (Prabhu, 3 min)
 - i. People are expecting CAIR-aoke so Rosa will inform the public on Monday about game night. We are expecting 80 or so people for game night attendance so we’ll need enough board games
 - 1. An organizing google doc will be sent out amongst directors which will help us organize which members are bringing which board games. We may possibly do it tournament style
- o. Slide Decks (Belerique & Lee, 5 min)
 - i. Board members, please submit material to the slide deck template by Friday, October 22
 - 1. Meet the board, about the location, housekeeping goals. Each committee has at least one slide (presenting goals and achievements)
- p. Secretary Orders (Prabhu, 3 min)
 - i. The estimate of all orders (plaque awards, branded masks, branded hand sanitizer, table cloth, name tags, and poster board) is \$1250
- q. Venue Name (Belerique, 5 min)
 - i. Resort area has been changed its name from Squaw Valley (which is derogatory) to Palisades Tahoe. We will acknowledge this name change at the conference
- r. Comp’d Registration Report (Belerique & Prabhu, 3 min)
 - i. Moved to next meeting
- s. A/V Contract and WIFI Contract (Belerique & Santos, 3 min)
 - i. Total was \$12,600 for everything, which was a much reduced price from previous years. The treasurers will take care of the invoice soon.
- t. Thursday Dinner on Your Own (Santos & Lee, 2 min)
 - i. In the area, there are lots of restaurants that close at 5pm/9pm. We planned to create a list of these restaurants. The in-house restaurant at the hotel is

Sandys which closes at 9.

- ii. Free shuttle on Thursday evening for about 32 people to eat at the Palisades area. Uber/Lyft is largely unreliable up there. We may plan to set up dinner group reservations but not if we get charged for no-shows.
- iii. Susana will start a spreadsheet organizing dinner group/restaurant planning for our members.

5. New or Other Business

- a. [Volunteer Schedule](#) (Belerique, 3 min)
 - i. Members need to fill this out. 4-6 hours are being requested from all board members. Deadline to fill out today.
- b. Next Meeting and Lunch Options (Belerique, 3 min)
 - i. Confirmation of Attendance
 - ii. Lunch provided in person. An email will be sent out regarding meal preferences.
- c. Non-Conference Committees / Taskforce
 - i. MarComm Committee (Everhart & Lee)-
 - 1. Listserv and Forum Discussion (Everhart, 5 min)
 - 2. [Future Book/Reading Nook Club Presentation Slides](#) (Santos, 5 min)
 - a. Conference Powerpoints sent out by Susana to group. She is looking for the group to review slides.
 - 3. Conference Communication & Social Media Strategy (Lee, 5 min)
 - a. Deborah asked the board to pace out announcements to be pushed out through social media, since she doesn't want to inundate our members with too many messages.
 - ii. Partnerships Committee (Belerique, 5 min)-
 - 1. WSCUC Fellowship Updates
 - 2. WSCUC @ CAIR
 - 3. CCC Office
 - a. Rosa and Andrew met with the Vice Chancellor regarding the CCC segment meeting. We will include her in future communications.
 - iii. Systems Efficiency Committee (Santos & Cress) - no updates.
 - iv. Strategic Planning Committee (Houska, 0 min) - no updates.
 - v. Equity, Diversity & Inclusion (EDI) Advisory Committee (Santos, 5 min) - no updates.

6. **Adjournment (Belerique <1 min) at 5:05**