

## Minutes

Board of Directors Meeting Agenda  
Sep 17<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), Meiling Tang, Susana Santos, Cheryl Harris, Donald Everhart, Juan Apitz, Deborah Lee, Ryan Cherland (Treasurer), Jeremy Houska (came in at 4pm)

NOT IN ATTENDANCE: Vikash Lakhani, Ryan Hoadwonic,

### Meeting called to order at 3:05 pm

1. Call Meeting to Order (Belerique - 5 min)
2. Welcome (Belerique - 5 min)
  - a. Hispanic Heritage Month
3. Approval of August Meeting Minutes (Belerique - 2 min)
  - a. [August Minutes](#)
  - b. Andrew makes a motion to approve. Susanna seconds. All approve. None opposed. No abstentions. Motion passed.
4. Non-Conference Committees / Taskforce
  - a. MarComm Committee (Everhart & Lee)-
    - i. Email and Social Media Policy (Everhart, 5 min)
      1. Discussed was the proposed idea of starting a discussion board on the CAIR website in contrast to the current listserv. We still need to further discuss how to moderate the forum. Some pros to having a forum is having threads that are archived that members can search previous topics and conversations.
    - ii. [Journal/Book Club Proposal](#) (Santos, 5 min)
      1. We need to take into account the time from board members to lead this club, so getting input from all our community members may be a good way to get the club rolling.
      2. Susana will send out the latest draft to the board the upcoming week.
      3. There will be a timeslot and place at the conference for us to discuss this.
  - b. Partnerships Committee (Belerique, 3 min)-
    - i. RP Group Projectors - \$50/conference day per projector

1. RP group will let us rent it at this price, but so far we're sticking with our initial A/V commitment.
- c. Systems Efficiency Committee-
- i. A/V Updates (Santos, 5 min)
    1. We made some change/update requests on the contract, and we are hoping to have an agreed upon contract by next week.
    2. Compared to previous conferences, there will be substantial savings with this A/V company with money down mostly being for travel/etc for A/V stuff.
    3. The non-banquet ballrooms still don't have Wi-Fi.
      - a. We should communicate with people if we can't provide wi-fi for presentations. We should also do this for attendees since many attendees like to work on their laptops during presentations
      - b. Don, Roop, Juan will put together checklists for presenters, by Oct. 1<sup>st</sup>. It's up to this working group's discretion if separate checklists need to be made for presenters, vs. workshop presenters, etc.
        - i. Presenters are expected to bring their own laptops.
        - ii. There may be some workshops/presenters who need Wi-Fi (IR-101, etc.), so we need to find this out.
      - c. Rosa will ask A/V the price of having Wi-Fi added to session rooms.
- d. Strategic Planning Committee (Houska, 0 min) -
- i. Outcomes update at the Conference (Belerique, 2 min)
    1. See updates under '5. Conference Planning/a. Wednesday' below
- e. Equity, Diversity & Inclusion (EDI) Advisory (Santos, 7 min)
- i. No updates. They will meet on Monday.
- f. Nominations / Board Selection Committee (Cress, 10 min)
- i. Nominees were evaluated using a survey from committee members. 4 applicants total, all from private institutions. Next year we will target public institutions.
    1. The board selection committee's recommendation for Vice president is Don Everhart
      - a. Roop moves to approve nomination. Cinnamon seconds, All approved, no opposed. No abstentions. Motion passed.
    2. Two new Director nominations
      - a. Dr. Elizabeth Giddens, University of San Diego
      - b. Dr. Jazmin Zane, Pepperdine
        - i. We voted on both together
        - ii. Andrew moved. Don seconded. All in favor. None opposed. No abstentions. Motion passed.

- iii. Andrew will invite them to attend the Board meeting at the conference but they will not be required to attend. They can help with the registration desk this year if they want to.

5. Conference Planning

a. Wednesday

- i. On Wednesday, there will be an opportunity for board members to discuss their work/committees, so board members need to be ready for this. There will be a PowerPoint presentation where board members can list information on a slide.

- 1. Board members can get headshots for the website for free at the conference if they wish.

b. Conference [Notice](#) and [Waiver](#) (Danube, 10 min)

- i. We discussed three tiers for establishing rules/guidance to prevent the spread of COVID-19 at the conference.

- 1. Tier 1: we send a written notice to registered attendees and put on website and registration desk that masks are required (lowest tier for legal protection), unless you are eating or drinking.

- a. We still need to ask legal counsel whether speakers and people outside need to wear masks.

- i. We may need to rethink having CAIR-aoke due to safety concerns. Roop will pursue alternatives.

- ii. As a board we should discuss how we plan to 'enforce the guidelines'(ie, mask wearing, etc)

- iii. Our treasurer mentioned we already have event insurance for non-Covid liability. Cinnamon will share with legal counsel.

- 2. Tier 2: in addition to tier 1, we will also have attendees sign the waiver when checking in.

- a. In order to cut down on attendee reading at the reg desk, we can send the waiver before

- b. Folks wondered if we need both the Notice (tier 1) and Waiver (tier 2) as they are similar. Folks also wondered if we could have a more user friendly document than the current Notice. Cinnamon to ask these questions of legal counsel.

- 3. Tier 3: in addition to tiers 1 and 2 above, we ask for evidence of COVID-19 vaccination or negative COVID-19 test within 72 hours. Otherwise, we do not let them attend.

- a. We don't want to ask attendees to put their vaccination or testing records in Whova because we don't want to store this sensitive information.

- b. The majority of the Board voted that we proceed with all three

tiers, while giving people the options to get tested locally if they come unvaccinated and untested. Cress and Belerique will follow up with venue to find out about rapid testing options.

4. Action item for Cinnamon to reach out to legal counsel on Monday RE our questions and follow up with the Board via email to resolve.
- c. Re-Negotiated Tahoe Contract Addendum (Belerique & Cress, 10 min)
- i. The purpose of re-negotiating is to limit the monetary repercussions of attrition/low attendance.
  - ii. Our current registrations are 81, and with speaker registrations, the registrations will go up to around 114, which is lower than our previously stated lower limit of 150.
    1. The hotel is currently willing to lower our lower limits without having to promise to commit to another year with them.
    2. The downside if we lower the expected numbers, we may lose getting the lower hotel rates.
    3. It was mentioned that board members will get an upgrade to a better suite for free.
    4. The board indicated that it would like Rosa and Andrew to negotiate in consultation with the treasurers on making further addenda with the hotel.
- d. Schedule at a Glance (Belerique, 3 min)
- i. Uploading schedule to app
  - ii. Not done since we're waiting on session proposals
- e. Registration Update (Tang, 3 min)
- f. Conference Proposals (Houska, 3 min)
- g. Sponsorships (Cress, 5 min)
- i. 5 bronze, 2 silvers.
  - ii. Proposed was having CAIR data talks with sponsors post-conference, which would be free for the community
- h. Awards and Scholarships Committee (Harris, 3 min)
- i. 3 applications for Sam Agronow came in.
- i. IR 101 Series (Harris, 3 min)
- i. Some panel members have been non-responsive
  - ii. IR career stages presenter person has dropped out and so we are looking for a replacement
  - iii. One presenter may not come due to fear of the virus.
  - iv. Rosa said that decisions on the open slots should be made by next week
- j. Keynote & Q&A Speaker Selection (Belerique, 5 min)
- i. Madeline Di Nonno
    1. 'This Changes Everything' is the EDI video that will be played at the conference. Rosa asked all board members to watch it (available on

Netflix) and share questions that the speakers can be prepared to answer.

- ii. Dr. Jeff Duncan-Andrade
  - k. Session and Overall Evaluations (Santos, 5 min)
    - i. Board members gave feedback to Susana. She asked at the meeting whether we had more ideas on how to work in our mission statement into the evaluations.
  - l. Conference Games (Lee, 3 min)
    - i. Since there will be only two booths, gamification involving booths may be tough
  - m. CAIR-aoke (Prabhu, 3 min )
    - i. We need to come up with alternatives to CAIR-aoke due to COVID. We discussed moving the lawn games from Friday to Thursday in place of Cair-aoke. As this would be outdoors we'd need to coordinate with Kristy RE lighting and reserving an appropriate space and equipment.
  - n. Managing Video Content (Aptiz, 2 min)
    - i. We did not agree to also offer videos for this conference but we may for later
    - ii. We will delete videos from last conference on Vimeo and not renew that deal
  - o. Slide Decks (Belerique & Lee, 3 min)
    - i. See updates under '5. Conference Planning/a. Wednesday' below
6. New or Other Business
- a. Budget Updates (Belerique & Cress, 3 min)
  - b. Conference related orders for Secretary (Belerique & Prabhu, 2 min)
    - i. Send anything that needs to be created (name tags, award plaques, etc) to Roop. But we confirmed that Roop can use the checklist the prior secretary provided to determine what needs to be done.
    - ii. Roop will get a price quote for new nametags for new board members.
    - iii. Roop will look into all costs and get back to the board the following week.
  - c. Tuesday, October 26th (5 hour meeting) Board Meeting Plan (Belerique & Cress, 3 min)
    - i. Keep Oct 15th on zoom (2 hour meeting)
  - d. Volunteer Schedule (Belerique, 3 min)
    - i. This is for board members. Let Rosa know early/next week if you can't attend.
7. Adjournment (Belerique <1 min)

Meeting Adjourned 5:18 pm