

Minutes

December CAIR Board of Directors Meeting
December 17, 2021 | 3pm - 5pm PST
Zoom: <https://nyfa.zoom.us/j/5809449449>

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

NOT IN ATTENDANCE: Jeremy Houska, Donald Everhart

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 October and November Meeting Minutes (Belerique & Prabhu - 3 min)
 - a. [October 15th](#)
 - b. [October 26th](#)
 - c. [November 15th](#)
 - i. Andrew moves to approve all 3 minutes. Cinnamon seconds. All approve. None oppose. No abstentions.
4. New Business
 - a. Final Bill with RSC Update (Belerique, 2 mins)
 - i. We experienced room booking attrition for the event leading to an extra charge by the hotel. The hotel agreed to reduce our attrition bill by 50% to a little above \$5,446.95 in attrition payments, with no future obligations.
 1. After these payments are made, the annual profit for CAIR will be \$X. The conference profit/loss will result in a loss of \$X.
 - ii. It was discussed at the board meeting to try to renegotiate a lower attrition fee, possibly 75%. The hotel may take into account lower charges due to COVID-19/the fires/etc. The Board consented to Cress and Belerique negotiating on its behalf, including the decision to pay the attrition.
 - iii. Cress and Belerique will work on this and report out to the Board when the decision is finalized.

- b. CAIR Data Talks Update (Cress, 2 mins)
 - i. These are sponsor-led workshops and sessions designed to generate income for CAIR and also provide professional development opportunities to the community.
 - ii. <https://cair.org/cair-data-talks/>
 - iii. There were about 27 attendees for the first data talk (Stata).
 - iv. Cress reminded board members to attend the sessions and ask questions, and to promote them with their communities.
- c. Board Vacancy (Cress, 5 mins)
 - i. Jeremy Houska has resigned from the board.
 - ii. Andrew is nominating Deborah Lee to take over his tenure. This is to be voted on by the full board in the next board meeting.
 - iii. Andrew mentioned that if others have alternate suggestions for the replacement process, they should please let him know. .
- d. Bylaw Amendment (Belerique, 2 mins)
 - i. The new verbiage in the bylaw amendment details by-laws related to the addition of voting members on the board (the Treasurer positions)
 - ii. The update of the bylaws is an FYI since it was included by implication in the treasurer agreement approved on xx/xx/xx.
 - 1.
 - iii. The 'segments' verbiage on the by-law was kept as is.
- e. Policies
 - i. Credit Card Policy (Cherland & Hoadwonic, 5 min)
 - 1. Some noteworthy points:
 - a. Credit card can not be used for 3rd party payment methods (Zelle, PayPal)
 - b. Budget line overage must be approved by the President or executive committee, hinging on price (\$500 or more)
 - c. Itemized receipts to be kept/archived by Treasurer
 - 2. After discussion, the board decided that more work was needed to be done in making our financial policies and credit card policies align better.
 - 3. Cress will bring this up again at the next board meeting in the new year.
 - ii. Registration Policy edits (Belerique & Prabhu, 5 mins)
 - 1. A few minor changes were made
 - a. 'Or discounted' was added to verbiage on 'complimentary tickets'.
 - i. To decide discounted/complimentary tickets, an executive committee majority vote is needed. With a split vote, the president decides.
 - b. Discount requests should be submitted by a board

member. Attendees can still email a board member to request a board member (requests must be filtered through a board member)

2. If any member has a question about registration policies they should be referred by the board to check the website.
 3. Cinnamon moves to approve the registration policy. Roop seconds. All approve. None opposes. No abstentions.
- f. Executive Meeting Agendas (Belerique, 3 min)
- i. At the request of the board, the notes for the Executive Committee meetings agendas are in the link above
 - ii. If a non-board officer wants to attend or know more about the meetings, they can request attendance or more information.
- g. Year in Review Feedback and Discussion (Belerique, 15 mins)
- i. Discussion on what worked well/not well and what needs to be done before the year is wrapped up.
 1. Committee leads should update drive for next year
 - a. Per committee, a document should be made for milestones/etc. for next year. Andrew requests this be done by the end of this year.
 2. CAIR promoting open-source software for analytics purposes was discussed.
 - a. More discussions for open-source data software, like R, for next year. It might be helpful to bring people from outside the industry to speak on or help with this.
 - b. Roop and Juan to discuss this topic more and bring back to the board.
 3. Potentially using interns (unpaid) at the CAIR conference.
 - a. Cress was open to this and stated that he had used student workers to support CAIR work in the past.
 - b. This may be problematic as we can't give passwords to volunteers/interns.
 - c. Managing interns is time consuming as well since it would require providing development experiences and mentoring to the interns as well so that it is a valuable experience for them.
 4. Using organizers or business communication platforms, like Slack/Asana/etc, instead of email
 - a. Brianna, a past CAIR president, created an organizational spreadsheet for end goals, which should be revisited by the board.
 - b. There was ambivalence in the meeting over using other-than-email communication channels so the idea wasn't

furthered.

5. We should have more panels of experts for next year in terms of different career paths and prospects in IR.
 - a. Cress noted that this was attempted for the IR101 series, however Harris stated it was difficult to recruit for the session, so it was ultimately canceled.

5. 2022 Conference

- a. 2023 Conference Location Considerations and beyond (Cress, 5 minutes)
 - i. Jessica Luedtke, past president, to assist Andrew and Don to look for a SoCal venue (so the two upcoming conferences will be in SoCal).
 1. Site selection for the following conference year will be happening soon.
 - a. Anaheim (the preliminary outlook shows low costs here so far), Santa Barbara, and Long Beach
 - b. Other sites were not considered for many reasons, including the facility/institution not being willing to host.
 - ii. Don will give final recommendation to the board by the Jan/Feb board meeting.
 - iii. We could look to join with another conference (maybe ARC?). There are rules that we cannot host our conference within 6 months or so with AIR.
 1. We should look at survey data to see what our attendees prefer when attending conferences. There are many unanswered questions, like if we join another conference, or location (SoCal/NorCal) frequency changes.
 - iv. Cress and Everhart will provide data on past attendance to help inform decisions about where (south vs. north) conferences should be held in the future.
- b. 2022 Board Meeting Structure (Cress, 5 mins)
 - i. The board will be moving back to less frequent meetings (3 total) next year compared to this year, but longer meetings. This will give more time for board work in between meetings.
 1. This calls for committee leads to keep on top of their tasks and communicate frequently in between meetings.
 - ii. No Friday meetings after 3pm (request from board member)
 - iii. June meeting this year will be held at the venue (a one-day meeting)
 1. The President can write a letter to help institutions take the time off.

6. Adjournment (Belerique <1 min)

- a. Next meeting for Jan/Feb TBD: [Complete Doodle Poll](#)

Meeting Adjourned 4:51 pm