



## **Board of Directors Meeting**

Meeting Minutes

August 22, 2022, 1pm

**In Attendance:** A. Cress (President), D. Everhart (Vice President), R. Prabhu (Secretary), R. Cherland (Treasurer), R. Belerique (Past President), E. Giddens (Director), C. Harris: *at 1:15* (Director), D. Lee (Director), S. Santos: *at 1:15* (Director), M. Tang (Director), J. Zane (Director).

**Guests:** R. Hoadwonic (Treasurer-in-Training).

**Location:** Zoom, <https://calbaptist-edu.zoom.us/j/9134858318>

### **[Link to this agenda](#)**

#### ***Meeting Start 1:03pm—Start/Call to Order***

1. [Approval of June Meeting Minutes](#) (Prabhu)--2 mins
  - Don motions to approve. Ryan Cherland seconds. All approve. None opposed and no abstentions
2. [Executive Committee Meeting Notes](#) (Cress)--1 min
  - Board members instructed to read these on own time and reach out for questions
3. Non-Conference Items
  - a. Committees (Cress)--3 mins
    - i. [Expected Committee Outcomes](#); Committee [Timelines](#) and Tasks
    - ii. Documentation
      - Andrew asked members to review information and documentation
  - b. Financials--10 mins,
    - i. [Treasurer's Report](#) (Cherland)
      - Gross current balance: @150-160K
        - CAIR has around 80K in savings and around 80K allotted for the conference (which has an estimated cost of @80K)
      - We had a discussion on capital 1 has CD accounts, Ryan C asked the group if we should commit any money towards the CD account for the purpose of interest.
        - Ryan recommends we invest in short-term commitments since we may not want to tie up too much of our money. Currently, Ryan states that interest rates in our current accounts are so low we are not making money
        - Andrew and Rosa will meet this week on proposal to invest in CDs. The Finance Committee will be consulted on strategy on a continual





- d. Board Nominations– 15 mins
  - Board nominations were put in the waiting room as we discussed open positions
  - i. Replacement of J. Apitz (Everhart, Belerique, Tang)
    - Term expires in Dec 2023
    - Each candidate was asked about what they would like to accomplish in a year on the board which helped in determining the successful candidate
    - Leeshawn Moore was selected
      - Don makes a motion to approve. Roop seconds. No opposed. No abstentions
  - ii. New board members (Everhart, Belerique, Tang)
    - Jamie Sykes Seiverd, Rohit Murarka, Tina Akers, and Michael Le were voted on as new members.
    - All 4 of these work for public institutions (2 CSUs and 2 community colleges), and the board needs more public institutional representatives.
    - Roop makes a move to approve this list. Ryan Cherland seconds. No oppositions. No abstentions.
  - iii. New board officers (Everhart, Belerique, Tang)
    - For Secretary, Susana Santos was recommended by the committee. She is committed to serving an extra year to fulfill this obligation (4 years total)
    - For Vice President, Elizabeth Giddens was recommended
      - Don makes a motion to approve these candidates. Meiling seconds. All in favor. None opposed. No abstentions.
- e. Awards and Scholarships (Santos)--3 mins
  - i. Lifetime Achievement Award
    - To be considered the candidate has to be either currently in IR or has been retired within 10 years or fewer
    - A rubric has to be created still to evaluate nominations
    - Also, there needs to be specifications of the award (free registration, etc?)
    - It was discussed how we should honor Sam Agronow, since this award is loosely based upon his achievements (the previous name for this award)
- f. Equity, Diversity, and Inclusion–3 mins
  - i. WSCUC Fellowship (Belerique)
    - Will have a full-day December workshop for EDI work with ALA participants (self-reflection, institutional priorities, how to create a team, how to create indicators)
    - We are also presenting at an ALA meeting in October.



- Also, we will be presenting an invited session for IR101
- g. Approval of Updated [Travel Policy](#) (Cress)--3 mins
  - o Allows the board to pay for more items for travel expenses.
    - Now the policy covers dinners at board meetings including drinks up to \$75, for example, etc.
    - Roop makes a motion to approve. Ryan C seconds. All in favor. None opposed. No abstentions. Motion passes.
- 4. Conference Items (1.45pm)
  - a. COVID Protocols (Cress)-- 5 mins
    - o Not asking for proof of vaccination/covid tests, etc.
    - o Masks only recommended if members want to wear them
    - o There will be increased ventilation to help with safety
    - o We will tell people who are sick to not come to conference
    - o We may change this policy the closer we get to the conference
    - o A draft will be disseminated this week for approval
  - b. Segment Meetings (Cress)--3 mins
    - i. For independent segments, Elizabeth volunteered as the point person. Roop is co-point. Only 1½ hours
    - ii. We have a UC point-person, but not a point-person yet for CC's or CSUs
  - c. Nametags and Plaques (Prabhu/Cress/Lee)--3 mins
    - i. Roop to check in with Deborah over vendors she's talking to
    - ii. Going forth, the name tags will just have 'Director' on them so they can be used multiple years, even with title changes.
  - d. Local Arrangements (Everhart)-- 3 mins
    - o Don, Elizabeth, and Deborah will work together to get updated arrangements to put on website
  - e. Conference Program
    - i. [Registration Policy Reminder](#) (Cress)--2 mins
      - Andrew recommended getting ours (and other members') board registration requests to be submitted early
    - ii. [Conference Proposals \(Giddens\)](#)--3 mins
      - Elizabeth recommends 60 proposals to be approved. There will be up to 80 sessions total with 6 concurrent sessions...a little smaller than the previous conference
    - iii. [Conference Schedule](#) (Cress)--3 mins
    - iv. [Invited Sessions](#) (Cress)--2 mins
      - Andrew requests these to be submitted early
    - v. IR101 Update (Zane)--3 mins
      - We have 6 IR and 2 IE 101s this year
      - There is potentially the chance of having an IR201—possibly a panel
    - vi. Special Interest Groups (Giddens/Cress)--2 mins



- Some of those accepted as special interest group sessions were unapproved presentations
    - vii. CAIR-aoke (Prabhu)--3 mins
      - Roop to get A/V contact information for setting this up
  - f. Sponsorships (Everhart)-- 5 mins
    - i. Sponsor/Attendee game & Prizes
    - ii. Sponsor Guide
      - Don discussed the silver and gold sponsor list. We are at 70% of sponsorship goal currently
  - g. Conference Presentation Slides and Media (Lee)--3 mins
  - h. Whoava Registration Update (Tang)--3 mins
    - o About 58 registrations so far
  - i. International Inclusion (Tang)--3 mins
    - o Will probably not have any year. We'll reach out to WASC to check in with international schools
  - j. Social Media Campaign/Gamification of CAIR engagement (Lee)--3 mins
  - k. Conference Photos (Lee)--3 mins
    - o Deborah will send photos and slides for conference presentations early
  - l. Conference Assessment--7 mins
    - i. [Overall Conference Evaluation](#) (Giddens)
      - 1. Proposed Edits?
      - 2. [Thoughts on increasing response rate?](#)
        - Elizabeth has listed proposals above on how to increase response rates. The board to give feedback.
    - ii. [Session Feedback Forms](#) (Giddens)
      - 1. Proposed Edits?
      - 2. Thoughts on increasing response rate?
    - iii. Facilitators (Giddens)
5. 2023 Items (Everhart)-- 3 mins
  - a. Tentative Meeting Schedule
6. Next Meeting--1 mins
  - a. Tuesday, November 15 in La Jolla--All day
    - o Starting at 9am
7. Adjournment (3pm)

**Meeting End: 3:01pm**