



Board of Directors Meeting
Meeting Agenda **with minutes in red**
Minutes taken by E Giddens
Feb 22, 2023 , 4:30pm

Board Members Invited: D. Everhart (President), E. Giddens (Vice President), S. Santos (Secretary), R. Cherland (Treasurer), A. Cress (Past President), R. Belerique (Director), D. Lee (Director), L. Cradoc Moore (Director), J. Zane (Director). T. Akers (Director), M. Le (Director), J. Sykes Seiverd (Director)

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

Attendance: D. Everhart (President), E. Giddens (Vice President), R. Cherland (Treasurer), L. Cradoc Moore (Director), J. Zane (Director), M. Le (Director), J. Sykes Seiverd (Director)

Location: [Zoom](#)

[Link to this agenda](#)

1. Welcome (Everhart)--10 mins
 - a. New board members and officers re-introduction **Don welcomed the board to the first meeting of the year. He discussed the wish to have less board meetings, unless votes are needed. He introduced the new board members as well: Mike, Jaime, Leeshawn, and Tina.**
 - b. **2023 [Committee membership and leadership](#) Don talked about committee members meeting with prior year chairs to ensure transfer of committee responsibilities. Don talked about the month's notations on the google sheet which indicate when responsibilities should happen by committee; however, these notes and month assignments can be changed/updated as needed. Mike is going to change the month's area to a second tab so it's easier to read.**
2. Approval of [November Meeting Minutes](#) (Everhart)--2 mins **These were still in edit phase by December board meeting, so that is why they were not approved prior. Don motions approval, Ryan C. seconds, all in favor (unanimous). Motion passed.**
3. Approval of [December Meeting Minutes](#) (Everhart)--2 mins **This meeting was about the 2022 conference debrief. Jaime motions, Elizabeth seconded, all in favor (6 approve, 1 abstain). Motion passed.**



4. Conference App Management and Registration (Giddens) - 2 mins
 - a. WHOVA Training scheduled for Feb 27 1:30-2:30pm. Email Elizabeth if you'd like a calendar invite for it. Elizabeth recommended Board members attend training in case they interact with WHOVA as part of their committee responsibilities. She invited folks via a calendar invite if they indicated interest. Jaime asked that it be recorded. Elizabeth said WHOVA is our app till 2025.

5. Awards (Everhart)--15 mins
 - a. Recognition of 2022 Best Presentation Winner Don announced the winners below. Action item for Don (based on Ryan's suggestion): follow up with AIR regarding fellowship amount (\$2000) and follow up with winners on whether they will take advantage of the funds. Mike said he was thankful for funds when he won in the past.
 - i. Title: Fake it until you make it: Introduction to Python data analysis (Workshop) had the highest score.
 - ii. Speakers: Hope Wear, Data Analyst from the University of California-System Administration Central Office, and Sarah Tyler, Data and Reporting Analyst from the University of California-System Administration Central Office.
 - b. [Sam Agronow Lifetime Achievement Award Proposal](#) A proposal to change to lifetime achievement award due to equity issues re eligibility. In previous years, later-career researchers were competing with early-career researchers which was not the original intent. Purpose was about supporting early career professional advancement and helping them feel at home in their new career. Mike said it wasn't a lifetime achievement before, but was more based on early career mentoring since Sam was such a great mentor. Tina (electronically) recommended adding info about Sam at the top of the award. Ryan and Leeshawn said it has been difficult to award in the past due to low applications; it has been awarded once every two years probably. Don stated that we should ensure the proposal recognizes the spirit of the award, but we will also need to think about how to avoid difficulties in awarding the award. Jazmin mentioned that there is currently a [mentoring professional development proposal](#) (not part of this award), but it should be considered to ensure they do not overlap.

6. Site Selection (Giddens)--30 mins



- a. Discussion of site selection committee's work and proposed site of the 2024 conference Elizabeth explained that the site selection committee went to Northern California in late January and that we liked Hilton SF Union Square best, so we have been negotiating with them the past month. Elizabeth said she fully intended to bring this hotel to a vote tonight; however, a wrench has been thrown into the budget because WiFi is now possibly \$25k when we projected it as \$3k. Thus, we are working with them on that now. Leeshawn discussed the need for an increased A/V budget in general. Leeshawn asked for how much money it would cost to stay each night. Elizabeth said it would be \$275. Mike said this price was important to CSU policy. Leeshawn expressed concern with the price of each hotel night for private schools and Jaime did as well for community colleges. Jaime said RP Group pays more for registration fees (in the upper \$500s) and that she would be supportive of an increase by CAIR, if needed. Board said they are ok with the registration fee increasing (\$550 or so), if needed, due to new WiFi price conversations. Don said we will vote electronically on this when we have more information.
 - i. Hilton San Francisco Union Square ([draft contract](#))
 - ii. Monterey Marriott
 - iii. Hyatt Regency Sonoma Wine Country
 - b. Deliberation of [budget requirements](#) for the 2024 conference
7. Finance (Everhart)--30 mins Don said that per our [finance policy](#), we need to have 3 years of budget projections. The projections need to be re-reviewed, particularly around savings, inflation, differences between Northern and Southern California conferences, and stricter alignment between our operations budget and operation actuals. Don said we can vote electronically on this, if we wish.
 - a. Presentation of [previously approved budget projections](#) for 2022-2025
 - b. Deliberation of proposed revision process and estimates for 2024 and 2025
8. Adjournment (6pm) At 5:50pm, Mike motioned to adjourn. Leeshawn seconds. All approve (unanimous). Motion passes.