

Board of Directors Meeting Meeting Minutes

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 (he/him), E. Giddens (she/her), D. Lee (she/her), L. Cradoc Moore (she/her), T. Akers (she/her), J. Sykes Seiverd (they/them), R. Cherland (he/him), J. Zane (she/her), A. Cress (he/him), R. Belerique (she/her), M. Le (he/him)

Location: Hyatt Orange County, Salon III, N. Tower (2nd Floor)

[Link to this agenda](#)

8:00am-9:30am informal breakfast, with coffee, pastries, fruit to be provided

9:30-10:00am - official start, re-introductions (Everhart)

President Everhart called the meeting to order at 9:35am. He thanked the board for attending the meeting and the attending members reintroduced themselves with name, institution, pronouns, and favorite dinosaur. Triceratops was the most popular dinosaur amongst board members, though other favorites included ducks, charizard, and brontosaurus.

President Everhart introduced the day's agenda. The morning will primarily focus on reintroductions, a site tour, and a debrief from the finance committee. The majority of committee business will begin after lunch. President reminded CAIR that any business requiring a board vote should move forward today.

President Everhart asked the board to note on which [committees](#) they participate.

10:00-11:00am - Site walkthrough with Haley Weiss, Hyatt OC Event Manager

Primary meeting spaces will be on the first floor, though some meeting spaces will be available in Salon II.

Garden 4: larger session space. Will be classroom style seating with tables. There will be a projector and screen. We will be using an outside AV. With classroom seating it will fit 90 max. Priority will be to have 8 concurrent sessions at once trying to keep meetings in one spot.

Garden 3: slightly bigger than Garden 4. Largest session room of the four garden rooms. The room is wide and so President Everhart will talk to the AV company about two screens or what the setup will look like here. The board will discuss which segments will be in which rooms given typical attendance at segment meetings. Classroom seating will have an aisle in the middle.

Garden 2: room is a good size for a standard breakout session. The smaller garden rooms will be theater with aisle seatings. Hayley will provide diagrams to help finalize setup choices. Don notes that the ballroom will probably be the only room where we request rounds.

Garden 1: same capacity and setup as garden 2. There is a door leading to the garden patio in this room, and attendees can enter from the outside. There will be signage to direct attendees. The board noted the patio area would be a nice reception area for early bird. This patio fits about 120 max with food and bars. Cocktail tables or rounds are doable here. Attendees can also overflow into the garden rooms during reception.

Grand ballroom: entire ballrooms can be split into sections. General sessions would occur in E-G. Keynotes and lunch will be in A-D. The reception could also be scheduled in the ballroom. It may be a little more obvious and sponsors will be outside the room. Signs will be posted to help attendees find the various ballroom breakout areas. General sessions in the ballroom areas will keep the rounds. Pacific or Harbor rooms could also be available and could be reserved without amending the contract. Hayley will check on the availability after the tour.

Sponsor hallway: located outside of the ballroom. Can fit 25 or so comfortably. Everyone should fit in the hallway along with the registration table. Registration tables will be closer to the lobby but could also be placed at the other end by the outside doors.

Main pool area: can accommodate bars, food stations, and rounds. Pool furniture can be removed and the pool would be reserved only for CAIR attendees. Can fit 300 with reception style seating but could seat more with cocktail style setup. Signs will help direct attendees. Easels are also included (up to 15). The easels do not clip but can accommodate most poster sizes. The easels are adjustable. The President's reception could fit here or in the grand ballroom (A-D). The pool contract is for one night so we would have to choose one reception or the other to be at the pool, cannot choose both. There are some available heaters and there is lighting for an outdoor reception.

Harbor & Pacific: great breakout spaces, downside is that they are separated from the rest of the conference space and have slightly darker lighting. Could use these rooms or the ballroom for a busy program.

11:00am-12:00pm - Finance Committee (Everhart, Giddens, Cherland)

President Everhart noted that this conversation creates a foundation for the rest of our planning conversations.

President Everhart noted that the new finance policy includes a three year budget projection. These projections must be revisited each year as new information becomes available (e.g. actuals from CAIR 2022, contract for CAIR 2023). The February 2023 CAIR board meeting included a discussion of upcoming expenses for CAIR 2024, which will be expensive due to the selection of San Francisco as the conference site though the deal provided by the site is a good one.

There are two voting items that require Board approval: changes to the finance policy, and revisions to the CAIR 2024 budget.

1. Treasurer's [Report](#) (Cherland)

Treasurer Cherland provided the Board with a report on CAIR's current financial status, linked above. He noted that CAIR's current balance does not include all upcoming hotel payments that will likely be due in the fall, but CAIR remains in good financial standing. He also noted that CAIR's CD has gained \$100 in interest.

Past President Cress noted that CD interest rates are high right now, and Treasurer Cherland noted that he would look into opportunities, with the caveat that CAIR needs to keep a good amount of funds in its liquid accounts to handle upcoming payments. President Everhart noted that the Board could empower the executive committee to move forward on future investments. Treasurer Cherland noted this is a recommended course of action.

Currently, CAIR has approximately \$82,000 in Capital One savings. President Everhart noted that investments are now below 15% of CAIR's savings (around \$5,000 currently). He also asked the Board if 15% is the correct amount of savings to invest, or if the Board would like to increase the percentage of savings invested. Past President Cress asked about the budget to help inform this discussion. President Everhart made a rough estimate of a \$110,000 hotel bill, a substantial portion of which could be covered using liquid savings. VP Giddens agreed that further investment would be advisable, and President Everhart agreed that CAIR is financially able to increase investments without jeopardizing future outgoing payments.

President Everhart asked Treasurer Cherland for input regarding increasing the 15% proportion of investments. Treasurer Cherland recommended a three-month CD of around \$15,000, with agreement from R. Belerique.

President Everhart made a motion to make a one-time \$15,000 investment for a three-month CD.

Past President Cress moved, R. Belerique seconded.

Motion Second Carried - All Approved.

2. Proposed finance policy [revisions](#) (Everhart)

Changes in the linked policy are highlighted in yellow per President Everhart. These changes are proposed by the finance committee to clarify the policy. Changes include 1) specifying the fiscal year term as January-December; 2) clarify that deviation in the budget requiring executive committee approval applies to the current year's budget; 3) removal of language that caps annual expenditures to \$175,000 with the reasoning that CAIR's conferences are more expensive rendering the language unnecessary, as the expenditures would likely always be based on the prior three-year average; 4) a change to the second footnote to include the budget projections as a source of truth.

Discussion of the above changes included potentially adding language to exclude extraordinary years from the three-year averages (e.g. pandemic years), though President Everhart pointed out that the voting language in proposed change 3 (above) would likely take care of extraordinary circumstances. R. Belerique asked if the item in the policy would prohibit growth considering ideally revenues would also increase with expenditures if there is more interest in CAIR. A. Cress noted that the item intends to prevent unnecessary financial risk, and President Everhart added that the policy also aims to ensure Board accountability and oversight.

Past President Cress moved to approve the revisions.

VP Giddens seconded the motion.

10 approvals, one abstention.

Motion Second Carried.

3. Proposed budget projection [revisions](#) (Giddens)

VP Giddens reviewed the revised budget projections based on 2022 actuals and signed contracts.

She also proposed that in the future CAIR will continue with a North, South, South pattern for conference location to mitigate higher Northern California conference costs. President Everhart supported this idea to assist with budgetary planning and because now the Board has better information regarding Northern California conference prices. T. Akers asked if there are differences in registration patterns, and several members of the Board all noted that Southern California conferences are better attended, with President Everhart noting that Northern California conferences are both more expensive and create less revenue for CAIR. L. Cradoc Moore asked if there were geographic or demographic differences amongst attendees, and A. Cress noted that he has not looked at the data in that way. The Board noted that this change in conference location patterns should be announced to the CAIR community. D. Lee noted that PNAIR is interested in doing a joint conference further North of San Francisco as early as 2025. President Everhart recommended that this discussion be brought to the partnerships and grants committee, also noting that we likely could not have a conference outside of California.

Past President Cress asked about a proposed revision to the budget that would remove savings during Northern California years. He cautioned the Board against not saving during Northern California years, and recommended changing Cell N31 in the linked budget to \$5,000. President Everhart voiced support for this change.

Discussion also included concerns that the 350 registrant goal appears overly ambitious considering location, thinking that 300 might be a more aspirational but achievable goal. R. Belerique noted that if the room block is based on 350, we are still responsible for those rooms even if they are not filled. She also noted that without a concerted effort to increase new member engagement, expecting 50 new people in attendance seems unlikely. A. Cress agreed and suggested planning more conservatively. T. Akers noted that it would be helpful to set aside some funds for regional CAIR meetups and for partnerships and grants work with ACCJC and the RP Group on the mentoring budget line (currently this is zeroed out based on 2022 actuals). President Everhart noted that the request is reasonable and estimated that costs for outreach would only require about 3 more attendees at a rate of \$530; further, concerted outreach efforts may assist us in achieving a more ambitious attendance goal.

President Everhart noted that we are out of time here, and that committee business discussions later on the agenda may assist in making financial decisions. He noted that he wants to vote on the budget projections by the end of the day after discussion.

12:00-1:00pm - Lunch, menu options to be circulated earlier in the morning

1:00-1:45pm - Strategic Planning (Akers, Zane, Lee, Cress)

President Everhart gave the floor to T. Akers to discuss strategic planning.

1. Presentation of [timeline](#) and [draft](#)

T. Akers began by thanking President Everhart and the Strategic Planning committee before going over what the committee has been doing this Spring: meeting to go over CAIR Cares survey, drafting an initial plan, etc. T. Akers reminded the Board that this plan is for the next five years, and asked them to consider if these are the commitments they want to make for the next five years.

T. Akers then went over the timeline for the strategic planning process, linked above, culminating in sharing the final plan to the CAIR community at CAIR 2023.

T. Akers guided the Board through the draft of the strategic plan, noting that the Mission remains the same and then created the new plan (linked above).

2. Discussion

Discussion of the contents of the plan begins with the **Vision**, which was well received by the Board.

The **Values** were discussed next. They were well received by the committee. J. Seiverd noted that some of the values could be more explicitly connected to the Vision, more concrete, and explicit particularly in regards to its EDI aspirations. T. Akers noted that the EDI committee will review the plan through that lens particularly. President Everhart voiced support for these ideas. Past President Cress suggested using “through” language to make the values more concrete and tangible. R. Belerique asked for clarification on the Service goal and to what it pertains, T. Akers noted that it pertains to the institution to which they work. Discussion indicated that the Board would like to revise this value to orient service towards the field and CAIR community.

Strategies and Strategic Goals were then discussed. T. Akers reminded the Board that these are not very specific, because the tactics will make these more actionable.

Strategic Goal 1: Some discussion included ideas surrounding creating manageable expectations for a volunteer organization, increasing community and investment in CAIR and potentially increasing capacity, etc. T. Akers noted that a lot of this will also be discussed in implementation. President Everhart noted that to fully flesh out the goals would direct initiatives and priorities for the committees. Further discussion included prioritizing funds and time, including having a better and clearer volunteer structure. J. Seiverd noted that at a later time the strategic plan goals could be leveraged in the structure to the Board to assist in accountability and moving goals forward (e.g. Volunteer Coordinator). D. Lee suggested better recognizing volunteers on the website, during the conference, etc.

Strategic Goal 2: T. Akers noted that this goal will be taken back to the EDI committee for further review. Discussion focused on professional development for the CAIR community related to EDI. L. Cradoc Moore emphasized that it is imperative to create an equity culture in the CAIR community and center the experiences and needs of marginalized members of the CAIR community. She suggested leveraging equity work done by other relevant organizations to make this happen. President Everhart noted the value of this mindset for the Chair of CAIR’s PD committee.

Strategic Goal 3: T. Akers noted that the Board earlier passed a motion for increasing investments that meet this goal on the Strategic Plan. VP Giddens recommended improving structures for documenting Board decision-making and actions. D. Lee mentioned Procedure Guides as a tactic that would support that improvement. R. Cherland suggested that this be written as supporting organizational continuity.

Actions: T. Akers noted that these are not fully developed, as each committee should define the action items most relevant to their purpose. Ideally, the action items would be included prior to the plan’s launch to the field. T. Akers encouraged the Board to bring these to their committee meetings, due by the September meeting. The Board supported this idea. T. Akers also asked that the Board re-review the draft with their committees as well.

1:45-2:15pm - Partnerships and Grants (Akers, Belerique, Cherland)

President Everhart expressed excitement in the partnerships and grants this year and for new representation at RP Group this year. He also connected the work and potential work of this committee as a critical vehicle for realizing the Vision in CAIR’s strategic plan.

1. [Activities and goals update](#)

T. Akers noted that she will talk about partnerships and grants separately before going over the activities and goals update (linked above).

2. Discussion

In discussion about contra **partnerships**, D. Lee suggests adding exchange of social media engagement. T. Akers noted this down to bring forward to the committee. R. Belerique suggested including deadlines in the agreements to ensure explicit expectation. L. Cradoc Moore suggested inviting ACCJC to do a full session, and T. Akers noted that this is a good time for that as ACCJC just updated their standards.

T. Akers also noted that the Board and committee could review partnerships once the strategic plan is finalized to ensure alignment. D. Lee suggested creating a spreadsheet or calendar to allocate personnel and items for each event, and tracking traffic and merch giveaways moving forward.

In regards to **grants**, T. Akers noted the committee made a goal to apply for at least one grant for CAIR. She then asked the Board for what they seek grants. VP Giddens noted that funds to implement the strategic plan would be a goal. Past President Cress noted that the organization does not have capacity for additional projects, so grants should focus on areas that the Board is already working on and prioritizing. VP Giddens supported having grants to have scholarships or comped registration for attendees, an idea that was well received. J. Seiverd noted that independent consulting culture exists at organizations like RP, and could be worth looking into after the idea was brought up by Past President Cress.

T. Akers turned the floor over to R. Belerique to discuss a current grant initiative. Otis approached CAIR to look into the outcomes of graduates who received debt relief. She noted that if a grant were obtained to support this, the committee could pay CAIR community or graduate students to work on the project with CAIR. The timeline of the grant would have the presentation of results presented at CAIR 2024, and the grant could potentially help support CAIR 2024. The committee is still exploring this opportunity. The grant is through the Russell Sage Foundation. Otis is also providing some support with leads for grants. This aligns with the increasing funding strategy on the strategic plan.

President Everhart noted that the Board's decision today is really just whether the Board supports this committee in sending a letter of interest for this grant opportunity. The letter of interest is non binding, and will be revisited once an outcome is decided.

M. Le motioned to authorize the partnerships and grants to send a letter of intent for this grant.

L. Cradoc Moore seconded the motion.

10 approved, 1 opposed - Motion Second Carried.

2:15-2:30pm - Break

2:30pm-3:00pm - Awards & Scholarships (Le, Belerique, Everhart)

President Everhart turned the floor over to M. Le to discuss Awards and Scholarships.

1. [June 2023 Board Meeting Update](#)
 - a. Update on 2022 winners

M. Le discussed a request from AIR quoted in the linked document above.

- b. New/revised awards proposal

M. Le noted his past experience on the AIR awards committee and discussed the four awards AIR gives out as well as a proposed fifth award (listed in the linked document). He discussed how many ideas awarded as innovative by AIR became standard relatively quickly, and noted that Kenneth Nelson's dashboard is innovative now, but soon will be standard. He proposed that CAIR award innovation in real time and asked for feedback.

- c. Discussion

D. Lee asked if they would need to present it at CAIR to be considered. M. Le said no, there could be a nomination form. R. Belerique asked if CAIR would define innovation, M. Le states yes the committee would define innovation. President Everhart suggested that winners would be expected to present their winning innovation at CAIR where they would receive their award. He also suggested that this would be a good way to engage volunteers in CAIR's work, as we would need more individuals to review submissions. It would also incentivize innovative work. D. Lee supported this idea, and noted that it would also help highlight innovative work to benefit the field and stoke interest in the conference. L. Cradoc Moore also supported the idea and noted that there are also amazing people who devoted a lot of time and energy to the IR field and suggested that CAIR could give them their flowers now. President Everhart noted that down the line, the award could then be named after someone as an honor in the spirit of L. Cradoc Moore's comments.

The Board then discussed what the award would be, ideas include free registration, a session, and a plaque or physical award of some sort.

Further discussion suggested that the award could be announced at CAIR 2023.

M. Le will bring it back to the Board at a later meeting for further discussion.

3:00-3:15pm - Board Selection (Giddens, Cress, Cradoc Moore, Zane)

President Everhart gave the floor to VP Giddens to discuss board nominations.

1. Call for [nominations](#) is out and apps are due by July 16, 2023

Call for nominations is open and submissions are due by mid July.

2. Targeted outreach to [leads](#). More names?

VP Giddens asked the Board to add leads for future Board members to the spreadsheet. To assist with recruitment.

3:15-3:30pm - Break

3:30-4:00pm - [EDI](#) (Zane and Le, Cradoc Moore, Seiverd)

President Everhart turned the floor over to J. Zane and M. Le for the EDI committee.

1. Accessibility
 - a. Conference

M. Le noted that last year there were issues with presenters not using microphones, and the EDI committee recommends doing an accessibility statement and guidelines for presenters. President Everhart voiced support for this and also suggested that the EDI chairs could give the statement for visibility, but would be willing to deliver the statement if it would be more impactful. L. Cradoc Moore advocated for the importance of accessibility in conference spaces including visual and auditory accessibility and that issues with microphones being too loud for some are not loud for others. J. Zane noted that this is a way to show CAIR's commitment to disability communities within CAIR. Further discussion included creating standards and templates to assist presenters in creating accessible presentations. D. Lee also suggested that we have presenters submit their presentations prior to the conference. The conference proposal committee can alter the presenter agreement to reflect this.

- b. Guide/statement

M. Le noted that the EDI committee is interested in creating a best practices guide for conferences.

2. Conference sessions devoted to EDI

D. Lee noted that AIR had a great session on Black IR professionals. There was also an informal LGBTQ+ meetup that was highly attended. L. Cradoc Moore noted that the Black IR professionals SIG was an amazing experience in building community and aimed to increase Black professionals in the IR field.

J. Seiverd noted that the conference proposal committee could pivot their approach to SIGs this year and intentionally create panels for affinity groups at CAIR. President Everhart supported this idea.

Past President Cress expressed concern for capacity given the number of recommendations. J. Zane noted that many recommendations would need to be embedded in the strategic plan, and that we can prioritize the recommendations.

President Everhart noted there is room for growth related to connections between committees.

3. EDI Ed Series

R. Belerique asked if having necessary hard conversations was part of this series.

4:00-4:20pm: Media (Lee, Santos, Everhart)

1. AIR Recap

D. Lee enjoyed the courageous conversations regarding AI. She also echoed how awesome the Black IR Professionals group was. She also noted that some attendees did not know CAIR still existed, so she recommends there always be a CAIR SIG at AIR.

2. Calendar

- a. [Calendar link](#)

D. Lee encouraged the board to utilize the calendar (above) and calendar guide (below) to better organize important events, dates, and deadlines.

- b. [Calendar guide](#)

3. Marketing/Outreach

- a. [Zoom Backgrounds](#)

D. Lee noted the backgrounds above are linked for everyone's use.

- b. [Conference Acceptance Images](#)

J. Seiverd will send out the images with conference acceptance emails.

- c. Fanny packs & Swag

VP Giddens also suggested custom mouse ears as a marketing idea. D. Lee noted that swag is being utilized well and suggested luggage tags as another idea. VP Giddens asked if there could be a budget for marketing needs and D. Lee said yes she will work on that.

- d. Crocs and jibbitz

4. Gamification

D. Lee noted that there will be similar gamification in Whova at CAIR 2023.

5. Listserv

President Everhart asked the Board for discussion about the use of the CAIR listserv by nonprofit organizations advertising their workshops, services, etc. considering that for-profit organizations are expected to sponsor CAIR and follow guidelines. He asked if he should hold nonprofit organizations to the same standards as for-profit organizations. There is currently no clear policy about whether this is allowed on the listserv.

D. Lee suggested the Board look at what other listservs do and also noted that CAIR needs to put out more content on the listserv. VP Giddens suggested limiting the amount of times organizations can post.

The media committee will do some research and draft a policy for listserv usage.

4:20-5:30pm - Conference Business

President Everhart segued the meeting into conference business.

1. [Conference Proposals](#) (Seiverd, Akers, Le, Cress, Everhart)

J. Seiverd reports that we have currently received 0 proposals. In response to some of the Board's discussions and the recommendations of the EDI Committee, they have amended the presenter agreement to require that participants submit draft slides in advance of the conference. The presenter agreement has also been updated to clearly state that presentations must be ADA compliant.

Calibration rubric has also been adjusted to encourage intersegmental relevance. EDI is no longer a rubric category. It is a conference track and proposals are encouraged. For next year's committee, there may be a more substantial piece of the proposal.

- a. [Proposal Template](#) to be posted for easy use
- b. Professional Development session proposed June 22nd
- c. Marketing reminders on listserv

Action item for Media: a specific CFP announcement. D. Lee and Everhart will coordinate a schedule for posts with J. Seiverd.

- d. Professional Development in between acceptance and conference
- e. Volunteers

J. Seiverd would like to know which people have volunteered. D. Everhart will send an update to the Board for who has volunteered to serve on the committees who have requested volunteers, including Conference Proposals.

2. Professional Development (Cradoc Moore, Zane, Akers, Seiverd)

L. Cradoc Moore discussed the May meeting for the PD committee. The committee discussed IR 101 and is proposing IR 201 as well for intermediate professionals. She would like to include previous award winners in IR 101. She also asked the board if there are workshop ideas to include in IR 101. President Everhart suggested that the PD committee go through the La Jolla program for ideas, and also suggested that CAIR could potentially allot more time for IR 101 and 201 if workshop presenters are willing to do a longer slot. The PD committee will work with the conference proposal committee on this. T. Akers will work on IR 201 programming. D. Lee suggested that T. Akers do a strategic planning workshop for IR 201. T. Akers noted that she would like to have all segments represented. President Everhart noted that this fits well within the conference theme. Other ideas: managing an office of one, having panels, etc.

J. Zane debriefed the Board on the mentorship program. There are three pairs from the pilot and she is meeting with the mentors soon. So far, it is going well. A. Cress noted that now would be the time to begin recruiting for the next cohort of mentors and mentees. There is \$1,500 set aside to comp the current mentors. The program is currently one year.

L. Cradoc Moore gave the floor to T. Akers, who discussed the possibility of CAIR regional meetups. She is working with CAIR community members who are interested in doing 1 or 2 meetups at a host college in their region. Either the host college or CAIR could host lunch, or lunch could be an after party. This could serve as a pilot for expanding meetups. The meetups could be intersegmental. Next steps include planning to launch it in the spring and boost the upcoming meetups at CAIR 2023. T. Akers asked the Board if it is possible for CAIR to support a budget line for this initiative. Depending on funds, it could be a continental breakfast or a lunch. She also noted that CAIR would need to define regions. CAIR could leverage from existing regional maps (e.g. RP or CCCC). She suggested a starting budget of \$500. R. Cherland suggested doing a meetup in whatever area (South or North) that is not hosting the conference. President Everhart expressed support for the pilot, but is not sure if we can write the budget line right now for the pilot. R. Belerique suggested tying some content back to CAIR.

President Everhart asked committee chairs who have proposed budget items such as the one proposed here to him and/or the finance committee for consideration between this and next board meetings. A. Cress noted that requests under \$500 can be approved by the Executive Committee according to the finance policy. T. Akers also noted that this is still possible to do without funding, but the funding would be nice to support it. She also noted that we are acting on the strategic plan already.

T. Akers made a motion to support the Partnerships and Grants committee in supporting a pilot regional meetup in spring 2024.

R. Belerique seconded the motion.

Motion Second Carried - All.

J. Seiverd will be creating a CAIR book or journal club that will be piloted. President Everhart noted that there could be a connection between the innovation award and the journal club.

D. Lee noted that IR bootcamp was really popular at AIR, and that we could potentially offer a pre conference workshop for an additional fee. President Everhart noted that this is an idea worth exploring, but logistics would need defining. L. Cradoc Moore noted the committee will look into this as a possibility. Further discussion will include whether or not this idea will compete too much with IR 101 series.

3. Conference Assessment (Zane, Belerique, Seiverd, Le)

J. Zane noted that the committee has not yet met, but will convene soon.

4. Sponsor Update/[Tracking](#). More names? (Giddens)

VP Giddens went over the tracking sheet linked above. President Everhart noted that it is typical to get more sponsors in July due to the new fiscal year. D. Lee noted that sponsor enthusiasm at AIR was low, as their returns are low. The Board is encouraged to add potential sponsors to the list.

5. 2024 [Site](#) Selection Finalized (Giddens)

VP Giddens noted that the contract has been signed for the CAIR 2024 site.

6. Final discussion and vote on budget projections (Giddens, Everhart)

President Everhart asked the Board if they are ready to vote on the proposed budget. Several members noted that they need more refinement before a vote, and committees would like to have more input. VP Giddens asked if 325 is a reasonable goal for attendees. A. Cress and D. Lee noted that 300 seems more reasonable and R. Belerique stated the number needs to be supported with data. Attendee list of 300 or so would require CAIR to cut a meal. There is further discussion to have here and the finance committee will work on the projections. President Everhart asked the committee chairs to email budget requests to him and the finance committee.

5:30pm - Adjournment

T. Akers motioned to adjourn the meeting, A. Cress seconded.

Motion second carried- All.

The meeting was adjourned at 5:32pm.