

Minutes

Board of Directors Meeting
Monday, Sept 16, 2019 – 1:00 pm – 2:30 pm
Conference Call

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Meeting ID: 908 242 217
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In attendance:

Jessica Luedtke (President), Cinnamon Danube (Vice President), Ryan Cherland (Treasurer), Brianna Moore-Trieu (Past President), Erin DeSantis (Secretary), Vikash Lakhani, Monica Malhotra, Rosa Belerique, Leeshawn Moore, Deborah Lee, Kris Krishnan, Nga Phan

Meeting was called to order at 1:03 pm

1. Action Items

- Approval of June minutes (DeSantis)
 - [Jessica motion to approve](#)
 - [Cinnamon Seconds](#)
 - [Unanimous decision to approve minutes](#)
- Second discussion of Secretary as two-year position and proposed CAIR Bylaws Amendment (Luedtke)

Erin, as both first-term secretary and outgoing director has made the recommendation that the Secretary role be maintained for two or more years and has offered to serve a second term as Secretary. The purpose of this shift would be to increase continuity of ongoing secretarial duties, reduce time spent onboarding in the role, and thus increase capacity for organizational planning. At the June meeting, the board suggested the Secretary serve for two years, with an optional third year. A By Law proposal will be sent to the Board in advance of the meeting.

 - Approval of By Law Amendment
 - [Proposed amendment was provided to the Board by Jessica and discussed.](#)
 - [Motion to approve by Kris](#)
 - [Second of motion by Brianna](#)
 - [Unanimous approval by Board](#)

- Approval of Director Extension
 - Board discussed the extension of the Secretary term for Erin DeSantis to extend term an additional year.
 - Jessica Made motion to extend
 - Cinnamon Seconded
 - Approval was unanimous
- Selection of new Board members (Danube, Chair of Board Selections Committee)
 - Discussed Committee Materials and Process for selecting new board members. Recommendations for future voting process proposed to discuss at a future meeting and a committee to form around it.
 - Selection of Vice President
 - 3 candidates for VP. Committee Nominates Rosa Belerique as VP for the 2020.
 - Motion to approve Rosa for incoming VP for 2020 and President Elect for 2021 – Brianna
 - Second Vikash
 - In favor all – Kris, Cinnamon, Erin, Jessica
 - Opposed – Deborah and Nga
 - Motion passed by majority vote
 - Selection of Directors
 - Nominated 4 Directors
 - Motion to approve new directors – Vikash
 - Seconded Motion – Leshawn
 - Unanimous approval by the board.
- Social Media Volunteer Lead next year –train incoming board member (Luedtke)
 - Deborah volunteered to stay on as a volunteer lead to make sure we have continuity with the social media process and train the new lead.
 - Cinnamon will follow up in the new years
- CAIR Data Privacy Policy (Luedtke, Danube, Moore-Trieu, Cherland)
 - Working with legal counsel with regards to sponsor concern with Data Privacy Policy needed before committing.
 - Motion to approve CAIR Data Privacy Policy – Jessica
 - Second motion – Cinnamon
 - Unanimous approval by board

2. CAIR 2019 Committee/Tasks Quick Updates

- Local Arrangements (Phan)
 - Quick update on items chosen for local things to do, food, wine tasting, waking distance attractions. List was distributed to Board.
- Registration, Hotel, and Schedule (Luedtke)
 - Food and beverage is in to hotel
 - Will need to send Jessica info if you are sending things to hotel
 - day parking fee / no overnight fee

- Day parking is free, overnight is \$10 for guests.
- rooms / sessions
 - 8 sessions
- amended contracts for AV & Hotel – sessions space, AV, poster rental
 - Added on additional AV to move from 6-8 sessions and poster set up for poster session
- Sponsorships, Game, and Give-away (Danube)
 - Discussed sponsorship revenue and sponsor levels
 - Will do a sponsor Scavenger Hunt. Each Sponsor will each provide one question and attendees will meet with Sponsors and try to answer the Sponsor questions and get Sponsor signature
 - Discussed Scavenger Hunt swag.
- Conference Mobile App (Moore)
 - Committee met and things are set to have the app ready in the next month or so.
- Conference Program Construction (Krishnan)
 - Working on finalizing and adding all items into program
- Session Facilitators & Evaluations (Krishnan)
 - In process and working on this
 - Facilitators added responsibility of keeping clickers and laptops in conference rooms
- Conference PowerPoint, Social Media, & New CAIR Logo (Lee)
 - Two finalist for logos. Graphic designer is working on different color palettes. At CAIR, use poll in the app so CAIR community can vote on their favorite logo. Proposal to reveal the new logo on Friday of the conference.
 - Social media – pushing out info on early bird deadlines and additional content that is tangential to CAIR and IR community
- Secretary duties for conference (DeSantis)
 - Discussed adding Schedule poster and print copies of the schedule to secretary duties
- Other ordering/shipping (all)
 - Discussed those who need to ship items to conference
- Sam Agronow Scholarship Announcement (Belerique)
 - Had 6 applications and committee selected 1 candidate to receive the scholarship
 - Discussed disbursement possibilities of the scholarship to candidate
 - Discussed a certificate for candidate
- Conference Photography and Posting (Malhotra)
 - Discussed options for photography. Monica created a document with different options and costs.
 - Information will be used for consideration for next year.

3. Registration Desk Sign-up (Luedtke)

- Jessica will send out later once we have info on new Board Members

4. Non-Conference CAIR 2020 Committee Quick Updates (as time permits)
 - CAIR Historical Webpage (Phan, Malhotra)
 - Created visual information for CAIR History webpage.
5. Other Business
 - Deborah is bringing 2 iPads to CAIR for the CAIR table
6. Next Meeting: Tuesday, November 5 – 10am to 3pm

Meeting adjourned at 3:10pm