

M I N U T E S
CAIR Annual Membership Meeting
November 20, 2009
7:00 a.m. - 8:00 a.m.
Grand Ballroom
Doubletree Hotel
Sacramento, CA

I. Treasurer's Report

Treasurer Fran Horvath presented her report, a copy of which is attached.

II. New Bylaws

Secretary Mike Roona and Attorney Jill England facilitated a discussion with CAIR members about legal matters that the board of directors had been addressing since June, and the need to adopt new Bylaws. They answered questions from CAIR members about the proposed new Bylaws that the board of directors unanimously approved on October 7, 2009. Following this discussion, CAIR members (including directors and officers) voted by paper ballot. The ballots were counted on the spot, and among those voting the vote was unanimous to repeal CAIR's existing Constitution and Bylaws and replace them with the new Bylaws that had been approved by the board of directors on October 7, 2009.

III. Adjourn

The meeting was adjourned at 8:00 a.m.



Treasurer's Report

CAIR Annual Conference

November 18-20, 2009

Doubletree Sacramento, Sacramento, CA

Colleagues,

The increasingly difficult budgets faced by the campuses in all segments resulted in a strong decrease in attendance this year. In anticipation, the Board approved a special discount this year. An additional 20% discount was applied for those campuses registering two or more attendees at the same time within the early bird period. This year also saw the introduction of on-line registration including credit card payment. This new service was the result of the CAIR web site moving to administration by the Association for Institutional Research (AIR). As part of the web services, AIR provides on-line registration for regional association conferences. This new service was extremely successful and allowed members to register via web even if paying by check (checks could be sent separately). CAIR continued to maintain its own credit card authorization for this year but could elect to eliminate that extra cost in future years and move only to on-line credit card purchases. AIR charges a 5% fee for the credit card service at this time.

The most urgent item on the Board's agenda for 2009 was the application for true non-profit status as a 501(c)(3). The need to investigate all ramifications of this status and the conversion of CAIR by-laws into a form in line with other non-profits required engaging the services of a lawyer specializing in these areas. The Board authorized \$3000 for this purpose and to date has spent approximately 2/3 of that amount.

Detailed budget figures appear on the reverse side of this page. The Pasadena conference was the most successful conference to date with some 190 attendees. Because of the economy, there are fewer vendors than ever are in attendance at the conference. However, the selection of speakers from the local Sacramento area has offset this decrease in income with few to no expenses for travel and honoraria for speakers.

During 2009, CAIR continued to maintain three accounts: a checking account, an interest-bearing savings account, and a certificate of deposit. As of 20 October 2009, these accounts showed the following balances:

Checking:	\$12,433
Savings:	\$5,102
Certificate of deposit:	\$23,735

Respectfully submitted,

Fran Horvath
CAIR Treasurer

CAIR Budget (15 November 2009)

Item	2008 Actuals	2009 Budget	2009 Projected Actuals
Balance Carried Forward	\$ 49,666.30	\$49,276.07	\$49,276.07
<u>Income</u>			
2008 Conference [Pasadena]	43,680.00		
2009 Conference [Sacramento]		31,000.00	25,560.00
<i>Registration fees</i>		29,000.00	23,760.00
Two-day (100 @ \$220-300)		26,000.00	21,050
One-day (20 @ \$80-175)		2,550.00	2,260
Low income (3 @ \$150)		450.00	450
<i>Vendors (includes AIR reimburse.)</i>		2,000.00	1,800.00
Membership (conference registrants excluded)	280.00	300.00	200.00
Interest (includes estimated CD interest)	761.08	750.00	750.00
Total Income	\$44,721.08	\$32,050.00	\$26,510.00
<u>Expenses</u>			
2008 Conference [Pasadena]	42,567.45		
<i>Hotel charges (includes special event)</i>	38,302.29		
<i>Supplies (includes awards & gifts)</i>	646.34		
<i>Program packets (e.g., printing expenses)</i>	1,181.47		
<i>Invited speakers (expenses & honoraria)</i>	2,437.35		
2009 Conference [Sacramento]		25,750.00	18,913.00
<i>Hotel charges</i>		23,750.00	17,913.00
Breakfast/afternoon snacks		5,500.00	4,526.00
Lunches		5,750.00	4,897.00
Receptions (includes special event)		5,000.00	2,790.00
Audiovisual		3,500.00	2,000.00
Service charges, taxes, & refunds		4,000.00	3,700.00
<i>Supplies (includes awards & gifts)</i>		200.00	200.00
<i>Program packets (e.g., printing expenses)</i>		800.00	800.00
<i>Invited speakers (expenses & honoraria)</i>		1,000.00	0.00
Site selection	0.00	500.00	500.00
Operating Expenses	2,543.86	9,000.00	6,135.00
<i>Board meetings (2-3)</i>	2,043.86	2,800.00	2,335.00
<i>Newsletter</i>	0.00	0.00	0.00
<i>Web and CAIRNet</i>	0.00	2,000.00	0.00
<i>Bank charges (e.g., Visa fees)</i>		900.00	900.00
<i>Supplies (stationary, etc.)</i>		200.00	100.00
<i>Attorney fees associated w/ non-profit status</i>		3,000.00	2,700.00
<i>Miscellaneous (e.g., fees, bank charges)</i>	500.00	100.00	100.00
Total Expenses	\$45,111.31	\$35,250.00	25,548.00
Closing Balance	\$49,276.07	\$46,076.07	\$50,238.07