



## **CAIR Board of Directors Conference Call Meeting Minutes**

Monday May 9, 2011

Participants: Mike Tamada (President), Willard Hom (Immediate Past President), Chris Cullander (Vice President), Michael Roona (Treasurer), Mark Robinson (Secretary), Heather Brown (Director), Berkeley Miller (Director), Flora Yen (Director)

The meeting was called to order at 9:40 a.m.

1. Michael Roona presented the Treasurer's report. CAIR funds have been moved to Wells Fargo and the Bank of American account has been closed. Michael argued that the treasurer should develop an annual budget and have the authority to sign contracts. The treasurer cannot spend money unless approved by the Board, not does he/she have the authority to sign contracts. Michael suggested the board may need to grant such authority to the treasurer. A general discussion ensued about the budget and the Treasurer's authority.
2. There was a general discussion about the duties and responsibilities of various board members, including a debate about whether or not the Immediate Past President should become a formal position because of his/her institutional knowledge, experience with site selection for the annual meeting, etc. It was agreed that the President's duties should include site selection for the annual meeting, recruiting speakers and moderators, and working on the program.
3. Mark Robinson, current CAIR Secretary will step down due to retirement; Berkeley Miller will assume his responsibilities sometime in the August/September timeframe.
4. Michael Roona will step down as Treasurer at the end of August. It was suggested that Tongshan Chang, who works for UCOP, might be interested in assuming the position. He needed to be recruited soon so he can be trained by Michael.
5. There was a general discussion about the CAIR Conference. With the budget squeeze in higher education, there was concern about attendance, especially given the lack of travel support on the part of many institutions. There was general agreement to heavily promote the conference among the private/for profit schools, and to offer discounts for early registration (which proved to work well in the past). It was also suggested that we do our best to recruit vendors and sponsors.
6. There was a general discussion about the content and program for the conference, and the possibility of an IPEDS workshop following the conference.