

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

Thursday, August 28, 2011

Teleconference

Present: Chris Cullander (President), Willard Hom (Immediate Past President), Tongshan Chan (Treasurer), Mark Robinson (Secretary), Heather Brown (Director), Berkeley Miller (Director), Michael Roona (Director), Flora Yen (Director).

Absent: None

This special meeting of the board of directors was called by the President in accordance with Article V, Section 6(b) of CAIR's Bylaws. Notice of this special meeting was provided to each director via an email sent by the Secretary in accordance with Article V, Section 6(c) of CAIR's Bylaws.

The meeting was called to order at 10:15 a.m.

### **1. Treasurer's Report**

Michael Roona presented the Treasurer's report, which involved discussions on a number of topics:

- The fees of the attorney on retainer have increased from \$175 to \$200 an hour.
- CAIR covered expenses last year.
- CAIR has never had a budget; the organization needs an approved budget so the Treasurer has the authority to pay expenses. Michael is trying to develop such a budget that will include such items as site visits, the annual conference, travel for Board members, and miscellaneous expenses. Income and expenses need to be classified on a consistent basis.
- Tax preparation: Michael moved that to maintain continuity we hire the same tax preparer (Mark Halechek) to continue the process of obtaining tax exempt status. The motion was carried without opposition.
- It was recommended that CAIR open new bank accounts because the current bank (Bank of America) is constantly charging fees for various transactions. Michael proposed Wells Fargo for checking and saving with Indirect. The board approved these recommendations without opposition.
- To book conferences, CAIR needs a \$100,000 insurance policy to cover general liability. Following a general discussion, Gillian Butler volunteered to explore the issue further.
- As discussed last year, Michael recommends more detailed rules for reimbursing expenses.
- Michael initiated a general discussion of conference refunds. The registration form says fees are not refundable except for legitimate excuses. Need similar language on website. The board approved without opposition a motion that "reasonable" requests may be honored.
- The board expressed appreciation for all of Michel's work on the various budget, tax, bank and other issues.

### **2. Governance Matters**

The board approved without opposition four amendments dealing with (1) the term of office for board members, (2) the annual meeting, (3) the election of officers, and (4) term limits. The full text for each amendment can be found on the CAIR website at:

[http://www.cair.org/constitution/ByLaw/ByLaw\\_Amendments\\_2011-01-28.pdf](http://www.cair.org/constitution/ByLaw/ByLaw_Amendments_2011-01-28.pdf).

### **3. Job Descriptions of Officers**

There was a general discussion of job descriptions for CAIR officers. These descriptions were approved by the Executive Committee approved the job descriptions for the President, Vice President, Treasurer, and Secretary on April 6, and circulated via email the descriptions on April 18.

### **4. Board/Executive Committee Schedule**

The Executive Board will set the meeting schedule. The Executive Committee may meet one hour a month by phone, but all board members may join in. The full board meets quarterly.

### **5. CAIR Website**

There was a general discussion on how best to maintain the CAIR website; either CAIR or AIR can maintain the website. If AIR does the maintenance, CAIR pays hourly fees to AIR. Sutee has been maintaining the website, which takes about 30 hours a year. Michael recommended that we continue to pay Sutee \$30/hour to continue, and Sutee agreed. The board unanimously approved the motion. It was then moved that the Treasurer negotiate the web-maintenance contract; the motion was carried without opposition.

### **6. WASC SIG/Lumina**

There was a general discussion of the then upcoming WASC SIG being held in San Francisco. Some wondered why there were so few relations between WASC and IR. It was expressed that WASC thought few colleges had IR offices. It was suggested that CAIR provide a list of institutions with IR offices to WASC. It was also suggested that this list could be used to recruit CAIR members.

The Lumina Foundation seems to be interested in standardizing what requirements constitute bachelors and masters degrees. IR should be talking with WASC about this Lumina initiative.

### **7. California Education Research Association (CERA) and California Department of Education**

CERA wants to share conferences. There was general agreement that we search for ways to effectively collaborate with CERA. It should be noted that this collaboration was previously discussed at the June 2010 board meeting.

Michele Magyar, an educational consultant with the CDE, wants CAIR to focus on the high school-college links; she's concerned about the K-12 to college pipeline.

## **8. Officer Nominations**

Chris Cullander was nominated and unanimously selected to become VP, while Mark Pavelchak was similarly selected to become Secretary (however, Mark is retiring so his position will become vacant shortly).

## **9. 2010 Conference Matters**

- The recommendation for best presentation at the 2010 CAIR Conference was approved unanimously, as was a “Thank You” addressed to Terry Cannon. Mike Tamada agreed to write the letter.
- There was a discussion about the feasibility of online registration for the annual meeting.
- Willard presented a Gantt chart detailing all the tasks necessary for organizing the CAIR conference.
- A motion was unanimously carried that the winner of the Best Presentation award be given \$500 to attend the AIR conference, the money to be paid after the submission of receipts.
- There seemed to be a preference for board members as moderators, presumably because they are more familiar with the presentations.
- Site selection committee for 2012: Go south; members include Mike Tamada, Willard Hom, Chris Cullander, and Heather Brown

## **10. Adjournment**

By unanimous consent, the meeting was adjourned at 2:17 pm.