

## CAIR Board of Directors Meeting Minutes

Thursday, August 12, 2010

Conference Call

Present: Willard Hom (President), Mike Tamada (Vice President), Sutee Sujitparapitaya (Immediate Past President), Michael Roona (Secretary), Flora Yen (Director), Gillian Butler (Director), Mark Pavelchak (Director), Mark Robinson (Director)

Absent: None

This special meeting of the board of directors was called by the Treasurer and Secretary 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 on August 6, 2010.

The meeting was called to order at 3:15 p.m.

### **1. Tax Returns and Related Documents**

The board discussed the Form 990-EZ prepared for the IRS, the Form 199 prepared by the CA Franchise Tax Board, and the RRF-1 prepared for the CA Attorney General. The board also reviewed the engagement letter between CAIR and Jim Fritzsche, CPA, with whom the board contracted to prepare the aforementioned documents.

After careful consideration, the board decided to file an Application for Extension of Time to File an Exempt Organization Return (IRS Form 8868) and to work with Jim Fritzsche to correct and update the 990-EZ, 199, and RRF-1.

### **2. Resignation of Treasurer**

Treasurer Fran Horvath resigned on August 9, 2010.

The board elected Michael Roona to serve as treasurer through the end of Fran Horvath's term as treasurer, which is May 31, 2011. Michael Roona accepted the job of treasurer, but resigned as secretary effective August 13, 2010.

The board elected Mark Robinson to serve as secretary through the end of Michael Roona's term as secretary, which is May 31, 2012.

The board requested that Sutee update the conference registration website so that all conference registration forms and payments are sent to the new treasurer.

### **3. IPEDS Workshop Plans**

The board discussed the possibility of having a day-long IPEDS workshop on the day before the conference in San Diego and holding the segment/SIG meetings on Friday. Sutee will provide the board with more information about this option via email.

The meeting was adjourned at 4:07 p.m.