

CAIR Board of Directors Meeting Minutes

Friday, January 27, 2012

UCSF Office of Institutional Research

500 Parnassus Avenue

Millberry Union 200 West

San Francisco, CA 94143-0244

Present: Chris Cullander (President), Willard Hom (Immediate Past President), Tongshan Chang (Treasurer), Berkeley Miller (Secretary), Heather Brown (Director), Michael Roona (Director), Mark Robinson (Past Secretary), Flora Yen (Director), Mallory Newell (In-Coming Director), Alice Van Ommeren (In-Coming Director), Yingxia Cao (In-Coming Director), Bob Daly (In-Coming Director).

The meeting was called to order at 10:00 am.

1. New Director Orientation

Michael Roona led a review and discussion of the Director's Manual, which was extensively reviewed and updated over the preceding three years. These updates reflected the CAIR's incorporation as a tax-exempt 501c3 organization. The organization's by-laws can be amended, but the revised by-laws need to be submitted to the IRS. In addition, Michael recommended the by-laws be reviewed by an attorney about every five years to ensure that changes do not threaten our tax-exempt status. For example, CAIR can have "sponsors" who support the organization, but not "vendors." Chris suggested that the spreadsheet for assessing conference hotels should be incorporated into the Manual.

2. Financial Report

Tongshan Chang presented the Financial Report. He now has access to CAIR's bank accounts, but he's still learning how to use the software and QuickBooks. The fiscal year closes at the end of the calendar year. The current total balance in the checking and savings account is about \$70,000.

3. Tax Returns

CAIR must produce annual tax returns, which have been prepared by the same CPA for some years. His fees are less than the major accounting firms. There was a general consensus that we should continue with his services. Tongshan and Michael agreed to follow-up with him.

4. Liability Insurance

CAIR's officers and directors are covered by liability insurance. Tongshan renewed the insurance last year around the time of the conference. The rates were increased and due to the conference, Tongshan did not have time to shop around for better rates. He recommended that the secretary explore the options beginning sometime in the spring. In addition to officers and directors insurance, CAIR needs special event insurance for the annual conference that covers both the conference and the tennis contest.

5. CAIR Website

The CAIR website has been maintained by Sutee Sujitparapitaya's staff at San Jose State for \$750 per year. There was a general consensus that we continue Sutee's contract. Bob Daly agreed to work with Sutee and others to enhance the website. It was also mentioned that Sutee has a Cold Fusion program that might be used for conference submissions.

6. Past (Sonoma) Conference

- (a) There was general disappointment in the number of evaluations that were turned in; we need to organize the process better. Board Members need to encourage participation, and perhaps a prize drawing for those who turned in the forms. Maybe a free registration to the next conference?
- (b) Get moderators names in the program
- (c) Other ideas: Key notes for the various sections, including for the independents; free registration for Hawaiians/Pacific Islanders.
- (d) More good sponsors
- (e) Poster sessions
- (f) Get new attendees onto the CAIR listserv
- (g) IPEDS workshops, although people generally did not like Saturday format; Tuesday would be better
- (h) Pest Presentation Award: Malory, Heather, and Yingxia Cao

7. 2012 Conference (Double Tree Hotel by Hilton Anaheim/Orange County)

- (a) After three round of site visits, the Double Tree Hotel by Hilton Anaheim/Orange County was chosen because "they gave us what we wanted"
- (b) In addition to IPEDS workshops, perhaps others? Benchmarking? What would WASC suggest?
- (c) Invite WASC accreditors from other countries?
- (d) Mark suggested we target retirees to get better attendance. Retirees could mentor younger members, help train the independents, serve as moderators, on the best presentation committee, etc.

8. Elections

- (a) Mark Robinson was elected unanimously to be President for the 2112-2113 year.
- (b) Alice Van Ommeren was elected unanimously to be Vice President for the 2112-2113 year.
- (c) Tongshan Chang was elected unanimously to be Treasurer for the 2112-2113 year.
- (d) Berkeley Miller was elected unanimously to be Secretary for the 2112-2113 year.

9. Committees

- (a) Website/Listserve: Bob Daly, Mallory Newell
- (b) Best Presentation: Heather Brown, Mallory Newell, Chris Cullander
- (c) Nominating: Held over to future meeting
- (d) Insurance: Berkeley Miller, Tongshan Chang

(e) Sight Selection: President, Vice-President, Bob Daly