



**CAIR Board of Directors Annual Meeting Minutes  
Friday, January 25, 2013  
UC San Francisco**

Present: Chris Cullander (President), Alice van Ommeren (Vice President), Berkeley Miller (Secretary), Heather Brown (Director), Bryce Mason (Director), Tongshan Chang (Treasurer), Mallory Newell (Director), Jeanette Baez (Director),

Not Present: Bob Daly (Director)

The meeting was called to order at 10:08 a.m.

1. Mark's term ends as of today, Berkeley is stepping down as secretary as of today as well. Yingxia has resigned. Chris introduced the two new board members, Jeanette Baez and Bryce Mason.
2. The minutes from 11/9/12 minutes were approved.
3. Tongshan gave the treasurers report. Conference revenues were \$ 71,572.50 and expenses were \$57,830 for a balance of \$13,741. The balance is largely from the sponsors. The account with Wells Fargo has a balance of \$45,253 and the INGDIRECT account has \$25,344 for total revenue of \$70,597. Tongshan also provided a detailed report of conference revenues and expenses. He will send a formal report in April after the tax return is filed. The treasurer's report was accepted.
4. Alice presented the conference evaluation. 41% of attendees were from independents, 16% from CCC, 25% from CSU, 15% from UC and 3% from the Other category. There was some discussion regarding the independent sector meeting and the role of independent not-for-profit and for-profit institutions representation at the conference and segment meeting. Alice continued the discussion of the overall conference evaluation, 92 of 238 attendees completed an evaluation. Some of the themes were: internet was not available in the conference rooms; some individuals thought the sessions should be longer while others thought shorter; there were a few suggestions to develop a track for new IR folks; there were some complaints about the food in that there was not enough.
  - a. It was further discussed that we may need to clarify that the reception is appetizers, not intended for dinner. May need to make some adjustments to how much we spend on food unless we raise our conference registration. Alice suggested that maybe people can be assigned to one activity such as taking

pictures, monitoring the food coming out, etc to help distribute the labor at the conference.

- b. The poster sessions received a low rating on the evaluation along with the SIG Users groups.
  - c. The board role at the conference should be tightened up, such as assigning board members tasks and assignments that are shared evenly.
  - d. Recognize the board members at the conference.
  - e. It was discussed to have an electronic format of the conference at a glance as well as the full program and only print half the full programs and offer them both options at the registration desk.
5. Best presentation award – Mallory shared the newly revised and updated session evaluations, moderator evaluations and conference evaluations developed by the Best Presentation Committee. All forms are in the Dropbox in a new folder titled: Conference Evaluations. Mallory then discussed the process for choosing the Best Presentation. The committee developed a scoring rubric and a worksheet to enter in the session on moderator evaluations for each session. Both documents are saved in the Dropbox file titled: Best Presentation Committee. The group used the rubric to choose their top 3 choices. The committee had a teleconference and narrowed down the three to the top choice which was: John Stanley: Classification of Peer Groups from Cluster Analysis Using IPEDS Data. Alice will notify him of his selection.
  6. There was a discussion about the sponsor tables regarding how many sponsors we can have next year in the space in Napa. We discussed the idea of having a tiered sponsor system with gold, silver, bronze etc. and offer them their logo on the lanyards, programs, project their log at lunches, announce them at lunch, name lunches or breaks after them, etc.
  7. Chris proposed not accepting personal or institutional checks for conference registrations. The problem is they say they are going to pay by check but then we have to track them down because they do not send it. Then they do not pay until after the conference is over. It increases the work we have to do in tracking it down. The motion not to accept checks from conference participants for conference registration was moved and approved.
  8. Chris discussed that presenters whose presentations were accepted have to register for the conference by a certain date. We moved to include in the language of the proposals that a date to register is included in the language if their proposal is accepted, it was approved.
  9. Chris discussed that historically we have loaned out laptops to presenters if they do not bring their own. It was moved that if you present you need to bring your own laptop and CAIR does not provide any laptops at all. Language will need to be added to the call for proposals that laptops will not be provided. It was moved and approved.
  10. Jeanette presented a spreadsheet of event management systems that CAIR may use for event planning and management. Jeanette conducted a comparison of EventBrite, Constant Contact, Contribute, Regonline, Eventzilla, Eventbee, and Wufoo. We narrowed it down to Eventbright, Constant Contact and Regonline. Alice, Bob and Jeanette will further

investigate the top three choices. The board moved and approved to allow the committee to make the decision for the board.

11. Alice discussed raising the registration fee. The proposal is to increase the fee by \$25 in each category and eliminate the first time conference fee thus retaining full fee, students, retirees, and one day. The one day attendees will have two different colors to show which day they registered for. These two proposals were approved. Tongshan projected that this proposal will generate an additional \$6,000 with the same number of registrants for 2012. The additional proposal was to keep only one early bird category around August 14<sup>th</sup> through around September 14<sup>th</sup> will be 15% off, after that it is full cost. This proposal was approved. Tongshan projected that this proposal will increase our revenue by an additional \$6,000, and between the two proposals we will generate an additional \$12,000 to cover increasing food and beverage costs. This item will be discussed annually at the January Board meeting each to determine if registration process are consistent with rising costs associated with running the conference.
12. Chris discussed the option of including a sponsor category for non attending sponsors that allows a sponsor to pay a fee for such things as logo on program, flyer in folders, poster to display in sponsor area. We will explore opportunities in this area; this will include Alice, Bryce and Mallory.
13. Chris discussed a refund policy for sponsors; it was proposed to establish a non refundable sponsorship fee which was approved.
14. Chris discussed having posters displayed next year. It was proposed that posters not be included in this year's program and re-evaluate the following year.
15. Chris discussed the supplying of projectors for sessions. Berkeley agreed to create a list of loaners in north and south who have loaned projectors in the past so we can contact them in the future. It was proposed that we continue to borrow projectors for the 2013 conference and re-evaluate other options in the next year. We will also continue to borrow extension cords.
16. Chris discussed the Sam Agronow award. It was discussed that we would rename the service award as the Sam Agronow Service Award. A committee will be formed to investigate the criteria of the award. They will release the criteria when the call for proposals is released. Alice will lead this effort.
17. Chris discussed inconsistencies in the bylaws. It was proposed that a committee be established to look through the bylaws and amendments and articles of incorporation to ensure there are no contradictions. Chris, Alice, Jeanette volunteered for the committee.
18. Chris proposed that we add to the bylaws that directors must attend the business meeting in November, it was agreed upon. It was also proposed that board members do not have to run for a position in their first year.
19. Berkeley and Chris are proposing to step down and act as advisors and Berkeley and Claudia will still help with the conference registration. In their place bring on the two CSU representatives that were runners up from the nominating committee this year who will be the new members in their place. As well as introduce an amendment to the Board membership

that the president transitions into a non-voting advisory role for one year. It was also proposed that new members will be eligible for election to a board position after one year of service. The proposals were approved.

20. Alice proposed establishing advisory committees that include a conference program committee to set up the program, identify keynotes, and make sure all segments are represented. This committee would still be chaired by the president. An external communications committee chaired by the vice president who is the liaison to the web designer, this committee would promote the conference, manage the listserv and provide updates to the website. The finance committee would be chaired by the treasurer and be responsible for registration and such. The local arrangements committee is people who live in the area and help with conference needs in the area. Officers would chair the committees with the exception of the local arrangements committee which will be a member who lives in the area. The proposed officers will bring forth suggested responsibilities for the advisory groups. This proposal was approved.
21. Chris discussed CAIR'S relationship with WASC. (Chris discussed CAIR SIG at ARC. There is no CAIR SIG at ARC. There are no CAIR recommendations for the retention and graduation committee. These were approved.
22. Long Beach map or attendees at AIR from CAIR is being developed by Bob Daly. CAIR logo will be on AIR posters for any individual that lives within the CAIR region as a way to publicize CAIR to the AIR population. Chris will send out to listserv and the contest language.
23. Chris discussed resignation of Berkeley as Secretary and Mallory will fill the position, it was approved. Bryce was nominated as the vice president and was approved. Alice will be president of CAIR starting at the end of this meeting and Chris will act in an advisory capacity at the end of the meeting.
24. Chris discussed an IPEDS workshop at CAIR and offer module 1 and module 2. Marketing should be out to the independents and for profits and diversity officers/organizations. The board approved having an IPEDS workshop at CAIR 2013.
25. CAIR 2014 locations: Palm Springs, LA, San Diego are all in the mix.
26. The group thanked Berkeley and Mark for their service.

The meeting adjourned at 4:10 p.m.