



**CAIR Board of Directors Annual Meeting Minutes
Friday May 10, 2013
Napa Valley Marriott Hotel and Spa**

Present: Alice Van Ommeren (President), Bryce Mason (Vice President), Chris Cullander (Past-President & Advisor to the Board), Mallory Newell (Secretary), Tongshan Chang (Treasurer), Heather Brown (Director), Waddell Herron (Director), Jeanette Baez (Director), Jacqueline Honda (Director), Bob Daly (Director)

Not Present: Berkeley Miller (Advisor to the Board)

The meeting was called to order at 10:00 a.m.

1. Introduction of new Board members, Jacqueline Honda (CSU Humboldt) and Waddell Herron (CSU Chancellor's Office)
2. Review and Approval of January, February and March Board meeting minutes – minutes were approved with minor changes submitted from Chris. The minutes will be posted on the website.
3. Personal Services Contract with Sutee Sujitparapitaya for managing CAIR website and listserv was approved for 2012-13, contract expires January 31, 2014.
4. Treasurer's Report– Tongshan reported that the balance of the Wells Fargo account was \$53,188.39 and the INGDIRECT account is \$25,369.23 for a balance of \$78,557.62. He provided a balance sheet for review. We have about \$8,500 dollars more this year than last year at the same time. The tax return was mailed out yesterday, May 9th 2013. The fee for tax preparations was \$880 this year. Alice requested that a detailed expense report for each year be sent to her and Bryce annually. Bob raised the issue of hiring an auditor every few years to review our finances. Chris raised an idea of CAIR organizing an auditing service for IR offices as required by WASC, he asked that it be placed on the agenda of a later meeting.
5. Finance Committee Update – Alice reported on the newly created finance committee which includes Jacqueline, Jeanette and Alice to assist the Treasurer. They may create a handbook and perform an operational audit. Tongshan proposed that the committee discuss procedures and software that are currently be used by the Treasurer with the committee in June at an online meeting. They may also need to meet for one day to create a working document to use moving forward. Tongshan discussed the reimbursement process and the updates to the policy on reimbursing directors for travel, the update is to the mileage which is now the state rate of 55.5 cents per mile. The policy needs to be

added to the Director's Manual. Reimbursement for tolls will be added to the manual as well.

6. CAIR at AIR 2013
 - a. CAIR Meeting on Tuesday (May 21) night 5-6 p.m. – Alice
 - b. CAIR Dinner afterwards
 - c. Maps and Logos - Bob shared that he developed maps for AIR that will be shared with all attendees. Bryce will get the maps added to the CAIR website.
 - d. Sunday night reception CAIR and RP Group 5-7 p.m. at the Westin - Alice reported that it is a joint meet and greet between RP and CAIR. Alice is asking for \$200 from CAIR which will be matched by RP for the reception. Randy Swing has been invited to attend. Bob will explore inviting Tim White. Bryce will explore getting each Board Member a magnetic name tag with their name and the CAIR logo.
7. Site Selection Committee for CAIR 2014 – Alice, Bob, Chris, Jeanette, Bryce and Waddell are on the committee. They are looking for a site for 2014 for Southern California. Alice is working off of a list of 10 hotels. Alice is exploring ways to use the committee to help with the workload of finding the next meeting location. The option of hiring a meeting planner was brought up with specific duties such as finding a hotel site that meets our criteria. Alice will organize a conference call and assign members responsibilities.
8. Nominating Committee – Three terms are expiring in January 2014. Alice and Mallory will follow-up as the Nominating Committee.
9. Best Presentation Committee – Mallory proposed amending the guidelines for the CAIR Best Presentation Award approved 2009 by removing items 3c. and 4c. The committee will include Heather, Bob, Bryce and Mallory this year.
10. Bylaws Committee – Alice, Jeanette and Chris are on the committee. No other updates.
11. External Communications Committee and website update (Bob/Bryce) – Bryce shared that the website does not clearly show that the main responsibility of the Board is an annual conference. Bob will propose a new structure of the home page to highlight the conference front and center. We should talk at the November meeting about adding a content management system for our website so that other people can update the website without having to go through all the channels and wait time we currently have now.
 - a. Listserve Update – Bryce/Alice – The listserv that AIR was hosting for the regional groups went down and they are not fixing it. Though they provided us with a list of our emails. Bryce explored free services available and did not find many options. We now use a listserv supported by the California Community Colleges Chancellor's Office and managed by Butte College. The RP Group also uses these services. It is up and running as is and as long as we want to keep it with them we can continue to get it for free, but the domain name is from the community colleges. We will discuss this item again in November.

- b. CAIR on Facebook – Alice/Bryce - Alice created a Facebook page for CAIR where Bryce and Alice are administrators for the account. Only they can post to the page, others cannot post on our page. We can add a Facebook logo to our webpage. We are also considering setting up a Twitter page for the conference but is it worth the time we would have to commit to it?
- CAIR Manual Update - Bob shared that the manual is made in iBooks, the group agreed to keep it in that format moving forward. He will continue to work through the updates to the manual. The manual is only accessible to Board members. It was discussed that the Secretary should be responsible for maintaining the electronic Director’s Manual, with assistance from other Board members as needed. This responsibility should be added to the Director’s Manual.
 - a) Dropbox – Bob currently is the administrator for the Dropbox account. The group discussed setting up a CAIR email address so that CAIR can be the owner of the Dropbox. The password can be shared and everyone can update it. For now we are going to stay with Bob’s Dropbox. Dropbox for nonprofits includes a Dropbox that can be shared with 8 people for \$795 per year.

12. CAIR Conference 2013 -

- a. Conference Program Committee – Alice, Bryce, Chris and Bob are on the committee. The theme is Increasing Accountability and Transparency in Higher Education. They are working on the program.
- b. Update on Theme, Keynotes, Panels, Workshops – Alice reported that the keynotes are locked in. Heather is working on the moderators for the Independent segment, Alice and Mallory will work on the CCC segment, Waddell and Jacqueline will work on CSU and Steven Velasco is organizing UC. The group discussed ideas for workshops. Panels are set as well. We are still looking for someone to speak at the lunch raffle on the last day. Bryce will work on an educational workshop like STATA last year. The group decided that there needs to only be one reception rather than two as in previous practice. One-day registrants do not get any drink tickets.
- c. Eventbrite for Conference Registration – Jeanette reported that the test run is working well. We practiced it today with the check in. We will have to check them in at the registration desk. If they did not register there is an app that charges their credit card at the registration desk.
- d. IPEDS Workshop and Reviewers – Chris discussed the IPEDS workshops that there may not be a grant available for free travel this year. The board decided that Chris can move forward with speaking with IPEDS to sponsor a workshop this year at the conference.
- e. Session Proposals in June – Alice reported that this year we will be using SurveyMonkey to accept proposals. Review of proposals will be in June. Mallory will send the overall survey to Jeanette to add to Eventbrite.
- f. Sponsors – Bryce reported that all sponsor related documents are in the Dropbox folder. We have 3 bronze members so far, 3 silver sponsors, 1 gold sponsor. Send

Bryce any leads to sponsors that you may have from your connections at your office.

- g. Review the Gantt Chart – Alice reviewed the assigned roles to each individual and recommended that people be aware of any items that may be assigned to them.

13. Promoting the Conference - Alice/Bryce

- a. Brainstorm on ideas – the Board, when you go to meetings, etc. talk about it with others. The Board decided that CAIR will not pay for or arrange for individuals not attending the segment meetings to call in to the segment meetings.
- b. Free registration to University of Guam and CETYS University (Mexico) - Chris discussed that for the last two years Hawaii has been given one free registration to encourage them to come to the conference. He suggested that CAIR provide one free registration to PAC-AIR again for this year. The Board decided that we can extend two free registrations to the two groups for this year.
- c. Local Arrangement Chair – Alice/Mallory – Chris suggested having a pre-fix menu so people can eat at the hotel restaurant for a set price. Alice will look into this.
- d. CAIR as a regional affiliate or state affiliate – Chris discussed whether AIR considers us a regional or state affiliate. The group discussed what it would mean to be a regional affiliate. Who do we really serve?
- e. Changing CAIR's name – Chris discussed changing the name from CAIR to a name that is more inclusive of other regions that attend.
- f. Alice raised the issue of transportation to the conference from the airports. People can fly into Oakland or San Francisco and take the hotel shuttle or rent a car. Or they could fly into the Santa Rosa airport and rent a car. Alice will look into a shuttle company that will give us a CAIR discount.

The meeting adjourned at 3:45 p.m.