



**CAIR Board of Directors Meeting Minutes
Monday, January 27, 2014
Loyola Marymount University**

Present: Bryce Mason (President), Jeanette Baez (Vice President), Tongshan Chang (Treasurer), Mallory Newell (Secretary), Alice van Ommeren (Past President), Waddell Herron (Director), Bob Daly (Director), Ryan Cherland (Director), Kristina Kragg (Director)

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

1. Review/Accept November Minutes (Newell) The Board approved the minutes from the November 22, 2013 meeting. Alice suggested that we think about a different day or time to meet at the conference, as it is early and less than an hour as scheduled in the past.
2. Finances
 - a. CAIR 2013 Revenues and Expenses (Mason) The metrics from the registration of the conference were discussed.
 - b. Treasurer's Report (Chang) – The Wells Fargo and the INGDIRECT accounts current total to \$93,851, up from \$70,597 from last year. Daly suggested that the treasurer take a look at other options for higher interest accounts. The finance committee will submit a recommendation at the May meeting. Chang walked the board through the balance sheet and the custom summary report. It was suggested that board discuss how to itemize the custom summary report at the May meeting so we can see where all of our expenses go. The board decided to bring the item to a teleconference to be held February 28 from 2-3 p.m. to accept a revised treasurers report in preparation for the annual tax submission.
3. Legal (Mason)
 - a. Statement of Information – the agent of service was updated to our attorney, Jill England.
 - b. Service of Process Agent - The treasurer should update this every three years. This item should be included in the Treasurers Manual to update the S12 form to change our entity address.

- c. Daly suggested that we ensure that all minutes are posted to the website and to possibly pay for an outside audit. It was discussed that an audit would be appropriate after the change of each new treasurer. It was decided that the executive team should commission an audit. Members will forward potential auditors to Mason by mid-February; he will begin to contact them for an estimate. We would like the audit to include finance, legal and practices for the past 3 years. Mason will bring estimates to the May board meeting.

4. Board Changes

- a. New and Upcoming Additions (Mason) – Muriel Lopez-Wagner will be taking office in June.
- b. New and Upcoming Departures (Newell) – Chang will be leaving in June vacating the treasurer position.
- c. Need New Treasurer in May / Shadow Chang - We are looking for a board member to fill the position. Ryan Cherland volunteered to fill the position and overlap with Chang’s position. The board will revisit the position at the February teleconference.

4. CAIR 2013 (Newell)

- a. Conference evaluation results – Members discussed the results of the overall evaluation. TED talk formats were suggested, as well as presentation guidelines to send out to presenters. The comments suggested: a destination close to an airport to reduce travel costs; have the moderators each have a flash drive and collect the presentation at the time of the presentation so we have it to upload to the website without having to follow-up with the presenter.
- b. Evaluations Feedback – need to print at least 40 session evaluations; need to print the moderator evaluation on a different color; can put in the proposal submission process that they can receive their feedback from the session if they request it.
- c. Best Presentation Award – The best presentation was awarded to Bob Daly. He will receive \$500 towards attending and presenting at the AIR conference.

5. Technology

- a. AIR Divestment of Hosting (Mason) -
- b. CCC Next List Service (Mason) – The CCC system currently allows us to host our listserv for free on an ongoing basis. The board discussed the pros and cons of using this service, it was decided that we stay with what we have now and if a new web service includes a listserv then we could move it over at this time.
- c. Website redesign w/ Content management system (Daly) – the Board discussed a forum or bulletin board; AIR has a LinkedIn account; we should be able to use an email service such as cair@cair.org; track “members” similar to OCAIR.org;

- d. Sutee's Contract (Mason) – Mason and Daly will look into various content management systems and bring back some estimates to the May board meeting. We will ask Sutee to continue his contract for an additional year.
 - e. Document Management (a.k.a. Bob's Dropbox) (Mason) – we need to create a Cairofficers@gmail.com and open a new Dropbox folder with the address and send everyone the password. Baez will take this on and move everything over.
 - f. Cloud Finance (Chang) – The board discussed the opportunity for all Board members to have access to records. Chang will bring a few options to the May board meeting for discussion.
 - g. Conference Registration (Baez) – EventBrite worked very well. Check in and on-site registration worked well. Suggested that we provide on-site training the day before so that people working the registration desk know how to work the system. We did not use the email system to email registrants; we can run surveys through them on Survey Monkey; we can also run off name badges; people can create their conference schedule; restaurant maps can be generated. We will continue to use EventBrite next year.
 - h. Sponsorship payment process (Mason) – we will move to having sponsors pay through EventBrite as well. Daly raised the issue of security, he would like mason to talk to Sutee about website security to ensure that we have the protections we need.
6. CAIR 2014 Roles & Responsibilities (Mason)
- a. Programming (President)
 - b. Sponsorships (Vice President)
 - c. Conference / Session Evaluations (Secretary)
 - d. Physical Program Document (At-Large) Kristina (Bob)
 - e. Site Selection (At-Large) Waddell (Alice, Bob, Jeanette)
 - f. Event and Hotel Registration Management (At-Large) Bob
 - g. Conference Marketing (At-Large) Alice (Waddell)
 - h. "Role How-Tos" expectation (sponsorship example) (Mason)
7. CAIR 2014 Administration (Mason)
- a. Helpers (Mason) – mason has a list of individuals who are interested in helping with activities, contact him if you had ideas for them to work on.
 - b. Review of conference prospectus (Baez) – adding a platinum or diamond level so software companies can perform a workshop.

- c. Projectors at the conference (Ommeren) – discuss next year
 - d. IPEDS Workshop (Ommeren) – Kragg will run another IPEDS session as a special feature.
 - e. Workshop Stipends (Mason) - working on locking down 4 workshops on statistical procedures, he would like to be able to offer them a stipend for attending – the board agreed to pay for travel, food and hotel plus a \$1,000 stipend for each presenter.
 - f. Conference registration categories (Mason) the board agreed on having: Early Full, Full, Student, Retiree, One-Day registrations. We decided not to raise prices this year. We will aim for opening registration before the end of the fiscal year, announce in March or April.
 - g. BEOs and AV Planning (Mason) Friday lunch order only needs to be 60% of the previous day's lunch (40% off).
8. CAIR 2015
- a. Brainstorm locations for 2015 conference (Mason) Discuss roles at the conference at the May meeting. We need a banner for the registration desk or some directional posters, Daly will look into getting a banner for the table.
 - b. San Mateo Marriott; Yosemite (Tanaya Lodge); Sacramento; San Jose, Emeryville, Berkeley, Santa Clara, Palo Alto, Davis
 - c. Timeline for Site Selection – the committee is starting early, it is recommended that the committee makes its recommendations on where they will be visiting at the May meeting.
9. Internal Communications
- a. Board members' manual update (Daly) – 2013 version is available and the 2014 version is drafted
 - b. Treasurer How-to Manual (Chang) – Cherland and Chang will collaborate on it.
 - c. Addition of Role How-tos (Mason) – purpose is to record the steps needed to accomplish the major task. These might be integrated into the CAIR manual. Mason provided a sample he created last year on all the steps he took to secure sponsors.
10. Committee Updates
- a. New Committee Assignments
 - b. Nomination Committee & Advisors to the Board (Ommeren / Newell)

- c. Bylaws Committee (Ommeren / Baez) – VanOmmeren will submit an amendment to the Bylaws in regard to when new members take office. It will be voted on in May.
 - d. External Communications - Alice
11. CAIR IR Review (Mason) – WASC requires offices to undergo some type of internal review, it was discussed whether there are any best practices in this area and how we might think about doing something like this. Mason is looking for ideas on this.
12. Items to be discussed at the May meeting:
13. Mentoring IR Professionals
- a. CAIR Scholarships for Humboldt Certificate Program (Ommeren)
 - b. Student Scholarships to CAIR / Other ideas (Daly)
14. Set May Meeting for CAIR Board in San Diego – May 22, 2014

The meeting adjourned at 4:00 p.m.