



**CAIR Board of Directors Meeting Minutes
Friday, February 28, 2014
Teleconference**

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 2:00 p.m.

1. Mason discussed student scholarships to Humboldt State University, \$1,000 per year to support the program. Extensive discussion on the issues. Mason will draft some language and revisit through email with the Board.
2. Treasurers Report – Chang discussed the updated treasurer’s report. The large issue with the discrepancy between a ~\$10000 stated balance increase in 2013 (on the accrual basis) and the ~\$20000 increase that was expected (due to conference profits) was a timing issue between incoming and outgoing balances. Two payments for 2012 conference registrations were deposited in early 2013 but entered into the accounting system effective 2012. A final report will be made at the May meeting for taxes. The board will need to revisit the way it tracks and monitors accounts, as well as a cloud solution to include a detailed chart of accounts. Mason encouraged Cherland to include a new chart of accounts as part of his assumption of treasurer duties. The tax return is on a different time period than the treasurer’s report so we should not expect them to match perfectly.
3. Tax Filing – Chang proposed that we continue to use our current tax accountant. The Board voted to use the same provider.
4. Reimbursement rate for travel – federal government increased the mileage rate to \$0.56 per mile. The board approved the increase.
5. Vice President Baez’s institution will not be able to cover the costs of her attendance at AIR. This is an essential conference for the VP to attend to meet with potential sponsors for the CAIR conference. Baez will submit a proposal with the costs associated with attendance for approval for CAIR to fund her trip.

6. Mason announced the keynote for the awards lunch to be the lead scientist that helped create IBM Watson. **Keep this confidential until details can be confirmed.**
7. Baez announced that we already have our first sponsor for the 2014 conference (ETS).
8. The next meeting will be on May 22 at the Omni hotel in San Diego.

The meeting adjourned at 2:45 p.m.