

CAIR Executive Committee Meeting Minutes

Thursday, January 15, 2009

San Jose State University

Participants: Sutee Sujitparapitaya (President), Sam Agronow (Immediate Past President), Cel Johnson (Outgoing Immediate Past President), Williard Hom (Vice President), David Radwin (UC Representative), Mark Pavelchak (Independent Segment Representative), Tina Leimer (CSU Representative), Frances Wu-Barone (CCC Representative), Barbara McNeice-Stallard (Outgoing CCC Representative), Fran Horvath (Treasurer), Julian Fernald (Outgoing Secretary), Michael Roona (Secretary)

The meeting was called to order at 9:27 a.m.

I. Approval of Minutes

Minutes of the June 13, July 14, and November 14, 2008 meetings were approved.

Julian moved that minutes be approved electronically after each meeting in the future rather than waiting until the next meeting for approval so they can be promptly uploaded to the website. After being duly seconded, the motion was approved unanimously.

II. Treasurer's Report

Fran reported that CAIR broke even on the November 2008 conference in Pasadena even though expenditures exceeded budgeted amounts by approximately \$7000 because attendance was higher than expected and this higher attendance is what caused the cost overruns. Fran also suggested deleting the "newsletter" line from the budget. The treasurer's report (attached) was approved unanimously, after a motion was duly made and seconded.

III. Best Presentation Award

An ad hoc committee was created to formalize criteria for making best paper/best presentation award decisions in the future (and for redesigning the forms used to evaluate presentations at the CAIR conference, if necessary). David, Frances, Sutee, and Cel agreed to serve on the committee. This ad hoc committee will report back to the Executive Committee at the June meeting after considering questions of eligibility (keynote speakers? vendors?), format (presentation? paper?), substance (empirical research? theory? praxis?), the needs of AIR, logistics of determining whether a winner wants to present at the AIR Forum and other factors so the conference planning committee can make the criteria available to CAIR members when the solicitation for 2009 CAIR conference presentation proposals is made public.

With regard to making an award for the best paper/presentation at the 2008 CAIR conference, Fran will share presentation ratings with the Executive Committee during the week of January 19 and Sam will coordinate follow-up award decision activities.

III. Free AIR Workshops for CAIR Members

Sutee will design an online proposal submission form and send an email to CAIR members soliciting proposals about participating in AIR's pre-forum workshops after the workshops that

will be offered in 2009 are published on the AIR website. Proposals will include a brief explanation of which fee-waiver-eligible pre-forum workshop the CAIR member wishes to attend, the reason(s) why the member wishes to attend that workshop, and how the information culled from the workshop will be used. CAIR members whose proposals are approved will still have to pay the AIR Forum registration fee and all travel costs, but that additional cost of participating in the pre-forum workshop will be waived.

IV. CAIR Website Maintenance

Mike will draft language to amend the constitution to create the office of CAIR webmaster. The webmaster's volunteer duties must be clearly articulated so payment for services that will inevitably go beyond the scope of volunteer duties (e.g., website redesign or other substantive structural changes) can be justified. Mike will present this (and other draft constitutional amendments based on his review of CAIR's incorporation and tax-exempt certification documents) to the Executive Committee at the June meeting.

V. Site for 2010 CAIR Conference

Sam presented the results of his research into five possible Southern California locations (in addition to Pasadena) for the 2010 conference. After considering prices, facilities, and locations, Sam was asked to try to further negotiate with the Westin South Coast Plaza in Costa Mesa and the DoubleTree Hotel in Mission Valley, San Diego and to consider locations in Long Beach and Santa Monica. Key factors in further negotiations include the minimum payment for food and beverages, the complimentary room ratio, the specific meeting rooms that will be made available for CAIR, and the cost of internet access for CAIR members. Willard, Sam, Fran, and Sutee will conduct site visits to the finalists in February.

VI. 2009 Conference in Sacramento

The theme for the 2009 conference will be "Movers, Shakers, and Idea Makers: Building Connections".

Possible keynote speakers were discussed. Willard will follow up and report back to the executive committee.

Sutee has contacted the Sacramento State IR staff about serving on a local arrangements committee to gather and share info about a bus to Old Sacramento, attendance at a Kings game, a trip to Apple Hill, Best of Sacramento events, and other fun things to do during the conference.

How much to charge for registration for the 2009 conference, whether to offer a discount for early bird registration, and other matters related to the 2009 conference were tabled until the executive committee's February conference call.

The meeting was adjourned at 3:05 p.m.