

# **CAIR Executive Committee Meeting Minutes**

**Monday, February 13, 2006**  
**Conference Call**

**Participants:** Craig Hayward, President; Brandt Kehoe, Past President; Cel Johnson, Vice President; Bettina Huber, Treasurer; Julian Fernald, Secretary; Sam Agronow, UC Rep; Terrence Willett, CCC Rep; Janel Hastings, Independents Rep; Suttee Sujitparapitaya, CSU Rep

The meeting was called to order at 9:00 a.m.

## **I. Minutes**

Minutes from the January 2006 meeting were approved with corrections.

## **II. CAIR 2006 – Pasadena 11/1-11/3**

A decision was made to broaden the theme “strategic planning and the role of IR” to more general planning for the changes facing the university and the IR profession. The role of IR was understood to be implicit. There was unanimous approval of the working title, “Anticipating Change: Colleges and Universities Look Ahead.”

The board approved as potential keynote speakers: Eugene Tobin, Program Officer for the Liberal Arts Colleges program of the Mellon Foundation and former President of Hamilton College to discuss the changing economic demographics of the nation and its impact on higher education; Fred Lillibridge, President of AIR on anticipating change in the IR profession as the boomers retire; and Jack Schuster, Professor of Education and Public Policy at Claremont Graduate University to discuss faculty issues in higher education and his work on the Dept. of Education’s survey of faculty. Cel will contact Lillibridge, and Janel will contact Tobin and Schuster. The board was also in favor of contacting someone from Cal-PADS (either Paula Machina or Carl Chef) to be a keynote speaker and developing a panel around the Cal-PADS project with someone from the central offices of each of the segments. Sam will coordinate this.

Cel and Bettina are preparing a “save the date” notice for the conference which will include date, location, speakers and room rate to be distributed in March. The notice will be combined with the membership drive mailing.

Patrick Perry has agreed to host “How would you like to be a millionaire?” as entertainment for one of the receptions. Janel is going to look into finding a college singing group or the men’s singing group of Pomona. It was noted that the contract with the hotel requires 2 reception events at the hotel so there will be no other special events.

With minor revisions, the proposed timeline and suggested distribution of conference responsibilities discussed at the January meeting was approved. (See January’s minutes for details.)

## **III. Website Changes and Updates**

The distinction was emphasized between the three functions of the website upgrade project: updating the look and feel as well as the content of the site itself, collecting membership dues and conference payments and registrations on-line, and maintaining the listserv.

Suttee reported that the website committee has found a developer, Chao Vang, to update the current website. Suttee will solicit a proposal from him. There was a discussion of where the site should be hosted. No agreement was reached about where it should be hosted. At this point the board is comfortable with the idea of AIR hosting the CAIR site pending unforeseen problematic details. The sub-committee will continue to research the AIR server for specific details.

Bettina strongly recommended that the AIR server not be used to accept credit card payments, both because AIR charges an additional 1.5% transaction fee on top of the 3.5% charged by the credit cards, and AIR makes funds available only once a month. During the months proceeding the conference funds need to be available more regularly in order to make required payments. The board agreed not to use AIR for this function at this time, and to continue to investigate ways of collecting credit card payments on-line. For the 2006 conference payments will be processed as in previous years.

As discussed at the January meeting, the listserve will continue to be maintained separately.

**IV. CAIR 2007 Monterey**

The 2007 conference in Monterey will be a transitional year, with Past President Fran Horvath and the new Vice-President working as co-chairs.

**V. Membership Drive**

Bettina will distribute the membership lists to the segment reps within a week or two for cleanup/enhancement for the membership drive.

**VI. Next Meeting**

TBD