

# CAIR Executive Committee Meeting Minutes

Friday, June 13, 2008

Pasadena

**Participants:** Sam Agronow, President; Cel Johnson, Past President; Fran Horvath, Treasurer; Bettina Huber, Treasurer; Julian Fernald, Secretary; Barbara McNeice-Stallard (CCC Representative), Ed Sullivan (CSU Representative), Paula Harmer (Independent Segment Representative), David Radwin (UC Representative)

The meeting was called to order at 10:30 a.m.

## I. Minutes

Minutes from the January 14, 2008 meeting in Oakland and the February 1, 2008 conference call were approved with minor corrections.

## II. Treasurer's Report

Fran distributed the Treasurer's report and historical graph of conference participation by segment. Overall the Monterey conference attracted 156 registrants and netted \$15,000. The committee decided to post the treasurer's report on the web.

## III. CAIR website Redesign and Migration

- A) The CAIR website redesign is near completion. Examples were distributed.
- B) Options for using AIR or another internet provider to host the CAIR website were discussed. Disadvantages to AIR hosting included having to change the programming language of the new design from PHP to ASP, and the having to change the listserve from cair@cairnet. Advantages were that the new server would allow on-line registration and the ability to upload proposals. David agreed to gather more information about the cost for providing forms and credit card services through an alternative provider by June 30th.
- C) The committee will decide on a provider via conference call next month
- D) David agree to be the contact person if we decide on AIR.

## IV. CAIR 2008 - Pasadena, 11/12-11/14

### A. Speakers

Teri Canon, Executive Associate Director of WASC will replace Ralph Wolff.

### B. Vendor Issues

Direct all interested vendors to Fran. Fran will send out vendor invites.

### C. Call for Proposals

Sam will put out the call with due date of August 18. Segment reps will review proposals.

### D. Call for volunteers

Sam will put out a call for volunteers in August. It will be added to the task calendar.

### E. Best Paper

Presenters will be asked if they wish to be considered for best paper/presentation. Presentations must be submitted to considered. There will be an announcement in the program and at the conference. Entries will be reviewed prior to the January meeting.

### F. Conference History

Conference history will be posted on the website. David and Cel will work on design.

### G. Additional Promotion

Will the National Student Clearinghouse advertise our conference on their website?

**V. Amendments to the Constitution**

Cel will draft proposed amendments to the constitution clarifying the roles and terms of officers of CAIR. The membership will be notified by the Secretary at least 30 days prior to the conference for a vote at the annual business meeting on Friday November 14.

**VI. AIR/CAIR Issues**

The committee discussed sponsoring a CAIR member to participate in an AIR workshop in order to share information with CAIR members. The committee agreed that it would pay the AIR conference fee for the successful applicant in exchange for presentation of the information at the following CAIR conference. Paula will draft an application.

**VII. 2009 Board Elections**

Open positions for 2009 are Vice President, which by tradition should rotate to CCC, Secretary, and segment reps from UC, CCC, CSU, and the Independent Universities and Colleges. Cel will send out the call for nominations this week.

**VIII. CAIR and CERA Concurrent Conferences**

The committee again discussed the prospects for a concurrent CAIR/CERA conference. Sam will gauge interest for 2010 but the committee recognizes that there may be as yet unidentified issues to consider.

The meeting was adjourned at 3:15 p.m.