

**CAIR Executive Committee Meeting Minutes**  
**2006 Annual Business Meeting**  
**Friday, Nov. 3, 2006**

**Participants:**

Executive Committee in Attendance: Craig Hayward (President), Cel Johnson (Vice President), Bettina Huber (Treasurer), Terrance Willett (CCC Representative), Janel Hastings (Independent Segment Representative), Sam Agronow (UC Representative - substituting for Julian Fernald as Secretary). Approximately 27 members were in attendance in addition to the Executive Committee.

The meeting was called to order at 7:47 a.m.

**I. Minutes**

Minutes from the November 2005 annual business meeting were approved with corrections of the spelling of some names.

**II. Treasurer's Report**

Treasurer's report was distributed in CAIR registration packets. Bettina reported we had a good year. 23 people registered on site, brought in an extra \$5,000 dollars of revenue. CAIR is in good shape. The Workshop we are piloting this afternoon is a big success. Our overall registration is 168, the largest since 2001, when 173 registered.

The vendors suggest we create a web link for vendor setup/take down instructions. Consider links to vendor web pages. Can use "archive" page to say these were the vendors present and/or supporting 2006 CAIR.

There was a discussion about whether to keep the conference at the Pasadena Hilton in 2008. The Pasadena Hilton works because it is small. The only complaints were about dinner, specifically the "sea bass", and the disruption caused by serving lunch during the plenary sessions. Suggestions to remedy the latter problem included leaving more time for lunch so that most of the serving could be finished before the beginning of the keynote address, and offering a buffet lunch instead of a plated lunch to reduce the amount of serving required.

\$38,000 is our projected end balance. No data available about Segment attendance at this time, but will be available at next Executive Committee Meeting. Notes that the Independent Segment has seen an increase in attendance this year.

**III. New Business**

- Ed Sullivan, incoming CSU Segment representative, was introduced. Sam Agronow reports that incoming CAIR Vice President Bill Armstrong is in the hotel, but ill.
- Monday January 22, is tentative date for next Executive Committee Meeting, from 10 AM – 2 PM, most likely at the UC Office of the President in Oakland.

- Fran Horvath Program Chair for Monterey 2007 Conference was warmly acknowledged.
- Membership attending is polled: They like the idea of staying at the Pasadena Hilton when CAIR returns to Southern California in 2008.
- Those interested in participating in the Best Presentation award should submit materials to Craig or Cel by e-mail. A stipend of \$500 is provided to defray cost of going to AIR in Kansas City.

#### **IV. Adjournment**

The meeting was adjourned at 8:06 AM.