

CAIR Board of Directors Meeting Minutes

Tuesday, July 6, 2010

Conference Call

Present: Willard Hom (President), Mike Tamada (Vice President), Fran Horvath (Treasurer), Michael Roona (Secretary), Mark Pavelchak (Director), Gillian Butler (Director), Sutee Sujitparapitaya (Immediate Past President), Flora Yen (Director)

Absent: Mark Robinson (Director)

This special meeting of the board of directors was called by the President in accordance with Article V, Section 6(b) of CAIR's Bylaws. Notice of this special meeting was provided to each director via an email sent on June 23, 2010 by the President.

The meeting was called to order at 11:03 a.m.

1. Treasurer's Report

Our accountant Jim Fritzsche is returning today, so Fran will follow up with him about our tax return questions within a day or two. Fran also will have conference registration pricing information to us within a few days so we can establish a pricing structure and get it up on the web soon to encourage early registrations.

2. Website Issues

Sutee estimated that he has spent approximately 30 hours per year on routine website updates and that our website is currently ADA compliant. He clarified that AIR will continue to provide free web hosting services for CAIR and we do not need to sign a new contract to continue receiving these services, but that any new features we may want, such as online proposal submission and/or review functionality, may cost additional money. He also clarified that the online presentation submission used last year was developed using a Cold Fusion application. Because this application was not available on the AIR web server, a separate server was needed. Note that the system with the same functionality can be developed by something other than Cold Fusion to work with the AIR server. So next year we will have three options for proposal submission and review: (1) a manual process using survey software like the one we are using this year, (2) Sutee's Cold Fusion system, (3) AIR's system. The latter two will probably cost us money.

Dana Keith is not the main technical person at AIR anymore. Gail Fishman is no longer there either.

Given outstanding questions about CAIR's finances and Sutee's willingness to maintain the CAIR website through the end of his term on the board, decisions about how to maintain the website into the future have been put on hold.

3. Conference Update

Three speakers have indicated they will participate in our conference this year. We are still following up with others who have not yet confirmed. The hotel has indicated it will provide shuttle service for conference attendees. Sutee will follow up with Nicole on this.

The meeting was adjourned at 12:07 p.m.