

Board of Directors Meeting  
Sept 21, 2018  
Conference Call

In Attendance:

Brianna Moore-Trieu (President), Jessica Luedtke (Vice President), Juan Ramirez (Past President), Kelly Wahl (Secretary), Monica Malhotra, Kris Krishnan, Erin DeSantis, Deborah Lee, Cinnamon Danube, Nga Phan,  
Leeshawn Moore (Absent: Ryan Cherland)

11:07 – Meeting called to order. Leeshawn and Nga took minutes at the last meeting, and the board can review them, along with these minutes, at the board meeting in November.

1. Non-Conference Committee Updates

a. Board Selection Process (Luedtke)

- i. Jessica led process for selecting two board positions, plus Vice President and Secretary.
- ii. Eight submissions this year.
- iii. Juan, Jessica, and Erin scored the applications and met to discuss who would be advanced to interviews. Five were interviewed. It was an excellent group of applicants and interviewed candidates. As a year with only two slots, it was a difficult decision. Three stood out of the five, and two were selected: Vikash Lakhani from CSU Bakersfield; Rosa Belarique from New York Film Academy.
- iv. Jessica moved that Vikash and Rosa be selected for the board, and it was seconded. Ten ayes, with one abstention.
- v. They are welcome to attend the board meeting on the Tuesday before the conference in November. If they're available and can participate, they can work some time on the registration desk during the conference.
- vi. Vice President: One applicant. Cinnamon. She's very strong.
- vii. Juan moved that Cinnamon would become the new vice president of CAIR, and it was seconded. Passed unanimously.
- viii. Secretary position: A board member volunteered to fill this position next year – Erin DeSantis. Kelly moved, and it was seconded. Passed unanimously.

b. Sam Agronow Scholarship - Update (Danube)

- i. The deadline for applying was extended to October 1. This was just announced. It was suggested that the RP Group listserv could be used for the announcement, too. Perhaps next time we can extend the deadline from the start. We're looking for students; however, could the scholarship be awarded to new IR researchers who are interested in advancing their skills? We discussed this broadening of the recipient criteria, but currently, we must award the scholarship to students, who are in a degree or certificate program. In January, we

can discuss this change to the guidelines. Applicants to programs might be included as well among those we consider in the future.

- c. Presenter Resources/Resources Webpage (Malhotra)
  - i. Update: Monica has a mockup of what a new and improved resources page might look like, as well as a new and improved CAIR website, which she shared. It's in WordPress. Content has been moved into this; we would substitute our CAIR pictures. Juan explained how our current hosting arrangement requires us to work with our host's development staff, or the board can move away from the current agreement to having full control but no maintenance. Perhaps a pros & cons and cost analysis could be revisited in November. Juan will put that together. Monica will reach out to everyone with the site link, and we can provide her with feedback prior to the next meeting.
- 2. CAIR 2018 Committee/Tasks Updates
  - a. Conference Mobile App (Moore)
    - a. Leeshawn had to leave the call – Kris talked about the app with her and the program. Kris has a draft of the program on the google drive. It's in the early stages. Keynote speakers – do we have a theme for them? Brianna now has the titles and abstracts of the speakers, so she'll provide them. Segment meetings leaders are in the program at a glance. Kris has the attractions list from Deborah, and he can add them – he'll be syncing with Leeshawn and the app. He has the president welcome letter, too. The program PDF can go out within two weeks. He's got an advisory group, and he'll send to them first. He will be sure they cross-check program at a glance with the listed presentations. We want to post something on the website soon – attendees look at it right away, and they tell us if we didn't catch anything that needs to change. Maybe put this up on the web by Oct 10? Seems possible. Dates – Tuesday programming ahead of the conference isn't offered by CAIR. On the 13<sup>th</sup>, though, we have the early bird reception. Deborah has gamification text to share for the program. The links to the evaluations in the app are being done now.
  - b. 101 Series (Moore)
  - c. Facilitators and Evaluations (Krishnan) He has the list of facilitators, of whom there are 50 (from Cinnamon). On the program, we have 85 concurrent sessions and 3 panel sessions. We need 88 facilitators. Kris is working with his advisory board, and he should have something to share next week. Deborah can send out another post – she's sent out two thus far – we're striving for 100% coverage. Kris would like to see the facilitators at the early bird, so he'll have directions for them about facilitating available to provide to them at that event. Engage with people signed up now, so that they can choose from the at a glance which session they want to facilitate, and sessions not facilitated can be listed for assignment during recruiting of facilitators. When they accept board positions, new board members can serve as facilitators, too. The number signed up this far is really high.
  - d. Conference Program (Krishnan)
  - e. Gamification of CAIR for attendee engagement (Lee) – If you post a picture, comment 2 points apiece); comment on another's, 1 point. Is there a prize or

incentive? In the app. Could we offer money off a future CAIR? An Amazon gift card for just the top winner? Sounds good. We'll see what participation is like. Board members are excluded from the prize, but we should all play to engage more people. We would start the ball rolling. What if it's a tie? We'll award them both the same prize, if that's what we've advertised. People might have conference questions while it's going on, so having us play is a good thing, regardless, so that we are available to respond.

### 3. Registration Desk Sign-up (Moore-Trieu)

- a. Every year, we have a registration desk that is peopled by members of the board at all times. All will be expected to serve as the registration desk, and a schedule will be put together soon. We can make adjustments if there's a time conflict for you. It's not just grunt work – it's good to be in touch with the attendees.
- b. Swag – options – Brianna hasn't finalized choices yet, but her initial ideas were that all attendees on check-in would get a plastic picnic blanket. Second option would be card holders to put on the back of your phone. Jessica wanted to be sure we didn't overlap with the sponsors' stuff. Water bottles are what we had last time. Jessica was thinking about travel mugs.

Next meeting at CAIR. Brianna thanks the group for all their work – adjourned at 12:33 pm.