

CAIR Board of Directors Meeting
June 7th, 2018
Delta Hotels Anaheim Garden Grove
9:30 am to 4:00 pm

In Attendance:

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

President Moore-Trieu called the meeting to order at 9:38 a.m.

1. Review/Accept January Minutes (Wahl, in absentia)

Minutes stand approved as read.

2. Financials

a. Revenues and expenses report (Cherland/Hoadwonic)

- Ryan passed out a copy of the financial report.
- If unprocessed checks were cashed, we would have ~100K in the account.
- Currently, have 92K in the account.
- Have a couple of sponsorships through Eventbrite.
- Tax returns were submitted.
- We have added a few things to add to the cost vs. before. For example, AV. In the past, people were bringing projectors from their university. We did not have AV cost. Eventbrite, too. Additional board members and their travel costs.
- We want to be frugal, and be cautious regarding how we spend and where.
- We are in a stable financial place now, but we need to think about cutting costs in future.

3. CAIR at 2017 Conferences (Moore-Trieu)

a. WSCUC ARC (Lee, Wahl, Malhotra, Krishnan, Moore, Phan)

- CAIR will have a table at ARC and WSCUC will have a table at CAIR conference with the current agreement.
- Debbie is a great job with the table and booth at ARC. Lots of academics/assessment people come to the table. They ask for help to seek IR people.
- Will be up to the president at CAIR and WSCUC to continue this agreement in the future.
- Sessions went well. Half of the attendees have not been to CAIR.
- We have an opportunity to reach out to ARC audience.

- Small group meeting roundtables were very good.
- 6 themes from ARC CAIR SIG sessions: IR foundation, presenting data for end users, visualization. For more information, look at the last notes from SIG meeting.

b. AIR (Danube)

- Cinnamon and Leeshawn represented CAIR at AIR.
- Cinnamon did an awesome job.
- Did intro, talk about issues, slides, and activities at the end.
- 3 themes –
 - data governance, data access, clean data
 - data visualization – how to link to IR team. Context to branding.
 - Managing IR workload.
- Good CA IR representation.

c. Optimizing use of these sessions

- Sign-in sheets for these sessions to get contacts.
- Continue with the networking space.
- Other groups hosted formal dinner group.

4. Awards and Scholarships

a. Best Presentation Award Winner/AIR Travel Grant (Moore-Trieu/Ramirez)

- Michael Le – Best Presentation
- Jaime Rodriguez – Best First-Time Presenter
- The board proposes that three times winning best presentation should lead to an emeritus-type status (retirement from the competition). The board will think of a different name for this new status.
 - Motion to approve? Krishnan moves to approve. It was seconded and passed unanimously.

b. Sam Agronow Scholarship - New Proposal/Website(Danube)

i. Amount increase

- Cinnamon did interviews for those that knew Sam with a list of questions.
- Summarized and was sent to the group.
- Application will be set-up in Qualtrics with logic to filter out those that do not meet the requirements.
- In conversation with people, the suggestion is to increase the amount.
- Cinnamon moved to approve \$2,000; seconded and passed unanimously.

c. In Memoriam: Clifford Adelman

- Discussion tabled

5. CAIR 2018 Committee/Tasks Updates
 - a. Conference Proposals (Malhotra)
 - Call for proposals is up.
 - Mentor/mentee session?
 - 4 proposals. Deadline is July 30
 - Add poster for call for proposals at ARC conference idea.
 - b. Local Arrangements (DeSantis)
 - We will start looking to put together a good list.
 - Need to contact a few people to get ideas.
 - c. EventBrite Registration (Danube)
 - 24 registrations.
 - We are going to have an IPEDS workshop before the conference begins.
 - August to send to the board updates on registration status.
 - People that are working on the apps, they need the list of attendees.
 - d. Sponsorships (Luedtke)
 - Our platinum sponsor: STATA
 - Evisions – Debbie talked to them.
 - New sponsors
 - e. Conference Mobile App (Moore)
 - Link to the evaluation is still linked to Paula’s Qualtrics. Need to update the link.
 - Will look to turn off the rating feature in the mobile app.
 - We are ahead of getting things ready compared to previous year.
 - f. Session Facilitators and Evaluations (Krishnan)
 - Get volunteers for facilitators.
 - Working with Leeshawn on Qualtrics.
 - g. Gamification of CAIR Engagement (Lee)
 - Debbie went to Evisions conference. They use Eventify app, like us, and added the points for engagement. You can see the activities and high-score leading people.
 - The scoring system is built-in with the apps.
 - Can we come up with a plan? Debbie will put info on the shared drive on how things work.
 - h. CAIR Historical Exhibit (Phan)
 - Committees time to think through.
 - Tracking sheets are updated.
 - Ideas on the rolling slides in the main conference room.
 - Chronological progression through the conference location, year, theme.
 - Reach out to past presidents, get their photo and where they are now.
 - Some historical flyers can be added to the slides.
 - Have to make a poster at the registration desk (idea).
 - i. Conference Program Construction (Krishnan)

- Looking great.
- j. CAIR-aoke (Moore)
- Getting quotes.
 - Contacting a couple of local people.
 - Juan will MC.
- k. Keynote speakers (Moore-Trieu)
- 2 booked keynote speakers.
 - Dr. Talithia Williams – recommended by Leeshawn. Associate Dean for Research and Experiential Learning and Associate Prof. at Harvey Mudd College.
 - Jamieenne Studley, WSCUC president.
 - Friday – working title – difficult dialogues, quick wins, and ... – panel
 - If you know of anyone to be on the panel. – Ed Sullivan. Send suggested people to Brianna.
- l. Planning of rooms/facilities (Moore-Trieu)
- 2 ballrooms
1. Number of sessions
 2. Accommodations for the four session types
 - A. Concurrent session
 - B. Workshop
 - C. Roundtable
 - D. Panel/Symposium
 - Leeshawn presented on the IR 101, sessions, which were organized by Paula in the past. Panel sessions are being organized with Kristina, Juan, Kelly, Paula, Daniel Martinez, Jessica
 - 45 min sessions
 - Is there a way to color code the sessions category on the app?
 - E. Poster Session
 3. Other hotel/meeting space updates
- j. International Expansion (Moore-Trieu)
- Brianna to send a blurb to send to board members for them to reach out to the international people.
- k. Overall conference evaluations (Phan)
- Vote to remove neutral as a response on the evaluation prompts. Align the job title/position options to registration. Cinnamon to send list of the job positions listed on the registration form.

6. Food tasting/lunch - 12 to 1pm

7. Site Selection

- a. 2019 update (Luedtke)
 - At Embassy Suites in Monterey.
- a. Hotel and Site Selection for 2020? (Moore-Trieu)

- We need a hotel and site selection committee.
 - Start in planning in Nov/Dec. Go out in January.
 - Want 4-5 people - Erin, Jessica, Monica, Kris, and Cinnamon (considering). VP at the end of the year will need to go on the trip.
8. Non-Conference Committee Updates
- a. Board Nominations (Ramirez)
 - Part of the nomination process is for the incoming VP.
 - Put out a call as early as next week. On July 31st have call.
 - Application due summer.
 - Use an FAQ.
 - Talked about testimonials...
 - Put out a meeting call for people during the process to ask questions...
 - Will be selecting 2 replacements. Juan and Kelly are going off the board.
 - Need to nominate a VP. 3 year commitment.
 - Secretary position is open – 1 year commitment.
 - Encourage people to apply. If you know people, reach out to them to apply.
 - b. Facebook/Social Media Updates (Lee)
 - See Debbie's presentation in folder.
 - c. Board Selection Process (Luedtke)
 - If you are interested in Secretary, talk to Jessica.
 - Kelly offers to talk to the next secretary on the position's responsibilities and the setup structure.
 - d. Dashboards Update (DeSantis)
 - Dashboard is coming from one file, Excel.
 - Everything is updated except for a couple things.
 - Data still needs to be clean...it's very manual.
 - Align the registration choices with overall survey choices – title.
 - Need to update campuses and institution names.
 - Hoping to have the rest updated and posted on the website.
 - e. CAIR Website (Ramirez/Malhotra)
 - Notes to combine with resources website below.
 - Have looked at other organizations' websites to compare. We are neither the best nor the worst.
 - Probably can be more modern and update part of the function.
 - Consider About section.
 - Navigation needs clean up.
 - Example...no space for dashboard. Would be good to have a link on top.
 - Possible to revamp the website, but it will take lots of work.
 - Can look into recommendations on what we can do.
 - f. Resources Webpage (Malhotra)
 - Michael...meeting next week.
 - g. CAIR Summer Picks/Reading List (Moore-Trieu)

- An idea is to send out our recommendations for summer reading/book/TED talk. Hope for people to strike up a conversation with one another during the conference. Point of conversation.
- Each member to send Brianna a recommendation(s) on a book, video, article, summer reading list, etc.
- h. CAIR Journal/Series (Moore-Trieu)
 - Generate series/publications of written work that reflect the theme of the conference this year. Printed version.
 - A curated version of the conference.
 - Will see how much interest there is this year.
 - May want to ask the presenters that we are thinking of a series publication, would they be interested.
 - Not as formal as journal. More series...short articles. No more than 5 pages. A collection of short articles.
 - Submission deadline after the conference.
 - Good committee for past presidents to lead and engage past presidents.

9. Administrative Management (Wahl)

- a. Listserv
- b. Account Management (email, folders, LinkedIn, FB)
 - Kelly was absent - no report provided

10. Other Business?

11. Next meeting:

- a. Tuesday, November 13, Delta Hotels Anaheim Garden Grove, 10am to 3pm (approximate times) (Moore-Trieu)
 - A conference call in September TBD.
 - Meeting adjourned at 4:05 pm