

# CAIR Executive Committee Meeting Minutes

Monday, January 22, 2007

Oakland

**Participants:** Cel Johnson, President; Craig Hayward, Past President; Fran Horvath, 2007 Conference Co-chair; Bettina Huber, Treasurer; Julian Fernald, Secretary; Janel Hastings, Independent Colleges and Universities Rep; Sam Agronow, UC Rep; Barbara McNeice-Stallard, CCC Rep; Ed Sullivan, CSU Rep; Sutee Sujitparapitaya, Past CSU Rep

## I. Introductions

## II. Treasurer's Report

CAIR's 2006 closing balance was \$37,536, a net gain of \$7,290.53 over the 2005 closing balance. The higher than projected gains were the result of increased 2006 conference registration and vendor payments, and income from the IR Fundamentals Workshop, which more than offset the higher than budgeted food expenses. It was noted that registration was the highest it had been since 2002, the last time the conference was in Pasadena. The Treasurer's report is available [here](#).

Membership dues for 2008 will remain the same. Increasing membership dues will be reconsidered when benefits such as member only web resources and reduced fee workshops are implemented. Institutional memberships were also discussed as a possibility in the future.

## III. Conferences

### *2006 (Pasadena): Lessons Learned*

- Marketing received the lowest evaluations of any aspect of the conference on the evaluation, although it was improved from last year.
- Ratings of the CAIR website also improved.
- Frustrations with high internet access fees were expressed. Suggestions were made to negotiate group access as part of the hotel contract in the future.
- Lunch service during speaker presentations was distracting. Decision was made to go with buffet lunch in 2007.
- Use of facilitators resulted in higher response rate on session evaluations.

### *2007 (Monterey, November 14-16): Looking Ahead*

Several possible themes were discussed, including the impact of changing technologies on IR, accountability and assessment. The timeliness of the Spellings Commission report, and in recognition of the fact that discussions of accountability in higher education seem to be cyclical, the theme "What comes around goes around: Accountability and assessment" was decided on as the theme for this year's conference.

A number of potential speakers and sources for speakers such were identified. Further discussion following more research was planned for the February conference call.

The possibility of inviting NSSE and or the National Student Clearinghouse to offer workshops was discussed. It was suggested that NSSE should be invited as a vendor rather than a workshop presenter. The possibility of expanding the Fundamentals workshop and offering it in June in San Jose was also discussed.

The board decided to move up the call for papers and the paper submission deadline.

### *2008 (Pasadena) and 2009 (Sacramento?): Looking Further Ahead*

Based on good turnout in the 2002 and 2006, Pasadena will be the site of the 2008 conference. Craig will begin negotiations with the hotel. Sacramento was suggested for 2009.

#### **IV. Officers' Responsibilities**

The new shared responsibilities for the annual conference between the President and the Vice President, which were proposed last year and are being piloted this year, will be reviewed and codified at the 2007 business meeting in Monterey.

Julian (Secretary) and Cel (President) will review the constitution for anomalies. During her Immediate Past Presidency in 2007, Cel will work with the Secretary to simplify the format for the constitution.

#### **V. CAIR Website**

Discussion of the website was deferred until the February conference call.

#### **VI. Other Business**

*Program Committee (to work on 2007 local arrangements): Fran, Julian, Craig*

*Nominating Committee (for 2008 Board members): Craig, Ed, Julian*

#### **2006 Best Presentation**

Craig will distribute Best Presentation submissions and evaluation guidelines to the board electronically next week for a vote. Votes are to be submitted to Julian for selection of the 2006 Best Presentation