



## **CAIR Board of Directors Conference Call Meeting Minutes**

Thursday, September 13, 2011

Participants: Chris Cullander (President), Van Novack (Vice President, Willard Hom (Immediate Past President), Tongshan Chang (Treasurer), Berkeley Miller (Secretary), Heather Brown (Director), Mark Robinson (Director), Michael Roona (Director), Flora Yen (Director).

The teleconference meeting was called to order at 2:00 p.m.

1. Van summarized the CAIR conference registration to date (57 registrants; 56 rooms booked).
2. Tongshan reported on the need for Directors and Officers Liability Insurance. A bill for such insurance was expected by the end of September. Last year's premium was about \$900. Tongshan expected a similar fee, but indicated he would search for other carriers if the fee increases substantially. Tongshan also reported that he was searching websites to identify companies that provide the necessary insurance required by hotels to book conferences.
3. Chris reported that arrangements had been made to for a one-day IPEDS workshop to be sponsored by AIR and CAIR
4. Chris reported on proposed speakers. Chris also reported on the number of presentations/sessions, sponsors, meal planning, etc.
5. There was a general discussion on marketing for the conference. Willard sent reminders to the CCCs and Chris to the UCs. There needs to be more marketing to CSUs and independents. WASC doesn't maintain a list of IR offices for all California colleges. Perhaps such a list needs to be developed. It's especially hard to track down and contact independents.
6. Next year's meeting will be at the Doubletree in Torrance. The room cost will be \$110/night with free internet access.
7. There was a brief discussion of the WASC regional forums.
8. There was a discussion of the need to recruit new board members as Willard, Michael, Mark, and Flora will be leaving.