

CAIR Board of Directors Meeting Minutes

Friday, June 11, 2010

Doubletree Hotel, Santa Barbara Room
7450 Hazard Center Drive, San Diego, CA

Present: Willard Hom (President), Mike Tamada (Vice President), Fran Horvath (Treasurer), Michael Roona (Secretary), Mark Pavelchak (Director), Gillian Butler (Director), Mark Robinson (Director), Flora Yen - via telephone (Director), Cel Johnson (Guest for item #8 below)

Absent: Sutee Sujitparapitaya (Immediate Past President)

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 4, 2010 by the Secretary in accordance with Article V, Section 6(c) of CAIR's Bylaws.

The meeting was called to order at 9:30 a.m.

1. Treasurer's Report

The board reviewed the documents our accountant Jim Fritzsche produced, which must be signed and submitted by August 16. The board had some questions, which Fran will discuss with Jim. Fran also will inform the board when our CD comes due.

2. 2011 Conference Site Selection

The contract and related paperwork for the 2011 conference hotel has been submitted. The 2011 conference will be held at the Sonoma Wine Country Doubletree Hotel in Rohnert Park.

3. 2010 Conference Registration Fee Schedule

The registration fee may increase this year, but we will again offer a discount for early bird registration. The early bird registration deadline is October 16, which is the deadline for reserving rooms at the conference hotel. We also will offer a volume discount of 10% to all registrants who register together. Fran will run various conference registration fee/budget scenarios to help determine whether to increase the registration fee, and if so, by how much. We will continue to offer a day rate for people who only come one day, an emeritus rate for retirees, and a student rate.

4. 2010 Conference Registration Process

Fran will cancel our Visa card processing account provided by B of A. In the future, anyone wanting to pay the conference registration fee with a credit card will have to do so via the CAIR website as part of the online registration process. People who register online will have the option to pay with a credit card or mail Fran a check. People who use the paper registration form will have to mail Fran a check, because Fran will not have the ability to process credit cards once the Visa account is cancelled.

5. 2010 Conference Keynote Speakers

We will only have four keynote speakers this year. Keynoters will present on Wednesday afternoon/evening, Thursday and Friday morning following breakfast, and Friday at lunch. There will be no keynoter at lunch on Thursday, which will be an opportunity to network and socialize with colleagues out by the tennis court. Willard and Mike Tamada are lining up keynote speakers.

6. Collaboration with the California Educational Research Association (CERA)

CERA has expressed an interest in sharing the cost of transportation for its keynoter if CAIR would also like Dr. Laura Goe as a keynoter. Willard will investigate this option. In addition, Willard will write a column about CAIR for the CERA newsletter. These are first steps toward possibly doing a joint conference with CERA in 2012 or beyond.

7. 2010 Conference SIG/Segment Meetings

Presently three of the rooms are configured on Wednesday morning to accommodate 26 people and one is configured to accommodate 50. Willard will contact the Research and Planning Group to see if they wish to meet in conjunction with CAIR. If so, the community college room will have to be reconfigured, or they will have to use Grand Ballroom IV. Mike Roona will check with Nancy Ochsner to determine whether to have a UC segment meeting separate from the IR directors meeting. The CSU folks will meet in Catalina II, which accommodates 50 in a hollow square, and the independent sector will meet in one of the Ballrooms as currently configured.

8. 2010 Conference Local Arrangements Coordination

Cel Johnson is coordinating local arrangements. She will write a blurb about things to do in San Diego, good places to eat, etc for the CAIR website. She also will check with MTS/Convention Bureau about getting a stack of trolley day passes for an escorted excursion to Old Town for dinner after the evening reception one night. We discussed other possible excursions, including the Gaslamp District and Balboa Park. Anyone with suggestions should email them to Cel.

9. 2010 Conference Publicity

Our message campaign will involve biweekly updates about conference planning as developments are confirmed. Messages could focus on keynoters, invited speakers, session facilitation, local activities/entertainment, possible panel topics, proposal submission and review, registration details, the best presentation award, etc. Messages should not be redundant, but we want to get people actively thinking about submitting a good proposal and sharing their work with colleagues in San Diego. Communications should make it clear that all presenters and facilitators are expected to register for the conference.

10. Website Coordinator Job Description and Selection of Website Coordinator

The board reviewed the job description Sutee drafted. Mike Roona will contact Sutee about possibly loosening up the skill and knowledge requirements. The board decided that the website coordinator should not be a member of the board and that plenty of people could keep the website updated for \$16/hr. Mark Pavelchek will talk with his web developer about taking this

job on after Mike Roona coordinates the timing of the transition with Sutee. In the meanwhile, each board member should review the website and identify needed changes for either Sutee or the new person to implement.

11. 2010 Conference Proposal Promotion, Submission, and Selection

We will try to prime the pump this year by offering suggestions for presentation topics, with the hope that more folks will submit exciting proposals. Willard will begin by offering suggestions for panels to encourage folks interested in a topic to work together on a proposal. Two possible suggestions relate to ethics and the intersegmental task force on transfers. Another possibility would be a panel about accreditation. The pump also will be primed by one to three invited speakers (not counting the keynoters) who will do a presentation that might encourage other folks to do a related presentation, or put together a panel. Gillian will contact on potential invited speaker working on a project that will be of interest to all higher education segments.

Willard will use his survey monkey account to manage proposal submissions electronically. The deadline for submission of proposals will be early August, so a listing of all speakers, topics, and session facilitators can be made available in early September (even if the actual program showing dates and times is not yet available). The proposal submission form must ask whether internet access is required for the presentation. We will try to schedule all the sessions that require internet access in the same room to keep costs down. Internet access will cost \$150 per room per day, plus \$25 for each computer after the first one needing internet access.

12. Best Presentation Award Committee

We will try to involve emeriti/retirees in the best presentation selection process. As people with vast experience in institutional/student research, they are exceptionally well qualified to sit in judgment of current research efforts and because they no longer have employees or supervisors, there are no conflict of interest issues. Willard will attempt to recruit some emeriti to serve on this committee.

13. Nominating Committee

We need to fill three seats on the board this year. One office that will have to be filled is the office of treasurer, so the committee should make sure one person on the board has the temperament, skills, and knowledge needed to manage CAIR's books and financial arrangements, whether that person is a current director or a nominee. Flora will chair the nominating committee. Willard will contact folks not currently on the board of directors about possibly serving on the nominating committee.

14. Policy on Reimbursement of Travel Expenses Incurred by Board Members

Fran distributed a draft policy on reimbursement. The issue of using mileage to reimburse for use of personal vehicle was discussed. It was proposed that directors who submit mileage for reimbursement will be reimbursed at half the IRS approved mileage rate. Directors who don't submit mileage can deduct personal use of their car as a charitable contribution on their income taxes. Other feedback about the proposed policy should be sent to Fran.

The meeting was adjourned at 3:05 p.m.