

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

Tuesday, December 15, 2009

Conference Call (11:00 a.m. to 12:00 p.m.)

Participants: Sutee Sujitparapitaya (President), Sam Agronow (Immediate Past President), Willard Hom (Vice President), Fran Horvath (Treasurer), Michael Roona (Secretary), Mark Pavelchak (Director)

Guests: Gillian Butler, Mark Robinson, Mike Tamada, Flora Yen

The meeting was called to order at 11:10 a.m.

### **January Board Meeting**

The board will meet in Sacramento on January 22 in the California Community College's Chancellor's Office from 9 a.m. to 4 p.m.

### **Best Presentation Award**

A task force consisting of Sutee Sujitparapitaya, Mark Robinson, Mike Tamada, and Flora Yen will review the CAIR 2009 session evaluation forms and present nominations for best presentation award winner to the board at the January 22 meeting. Mike Roona will check with CAIR's attorney about providing the winner with a \$500 travel stipend to the AIR Forum.

### **CAIR 2011 Site Selection**

Tabled until January 22 meeting.

### **Application for Tax Exempt Status**

The application is complete. The attorney will submit it to the IRS.

### **Nominating Committee**

Sutee Sujitparapitaya will chair the nominating committee. Our bylaws specify that this standing committee should have at least two people who are not on the board of directors. It is our hope that we will have representatives from all four higher education segments on this committee. Since Sutee works for a CSU, that means we are seeking suggestions from the UC, CCC, and Independent segments. Please send your suggestions to Sutee ([Sutee.Sujitparapitaya@sjsu.edu](mailto:Sutee.Sujitparapitaya@sjsu.edu)), who will consolidate them and share the master list of nominees with the board so a final decision about who to invite can be made by our next meeting on January 22.

### **Choosing a CPA**

Mike Roona will ask CAIR's attorney for CPA recommendations.

### **Domain Registration**

The board decided to renew our registration for [www.CAIR.org](http://www.CAIR.org) for a five year period. Treasurer Fran Horvath will take care of this.

The meeting was adjourned at 11:59 a.m.