CAIR Board of Directors Meeting Minutes
Monday, July 16, 2012
Teleconference

Present: In Attendance: Mark Robinson (President), Alice van Ommeren (Vice President),
                  Tongshan Chang (Treasurer), Berkeley Miller (Secretary), Chris Cullander
                  (Immediate Past President), Heather Brown (Director), Robert Daly (Director),
                  Mallory Newell (Director)

Absent: Yingxia Cao

The meeting was called to order at 3:00 pm.

> 1. The need for another conference call in August was discussed. Mark Robinson will
> issue a Doodle to check on Board members' availability.
>
> 2. Minutes from previous meetings (Mark). The Board approved with needed corrections
> to be made. Finalized minutes will be posted on the CAIR Web page. Send all
> corrections to Mark by Wednesday, July 18, 2012. The Board also decided to redact
> Board discussions about plenary speakers for the conference before the minutes are
> posted on the Web. President Robinson agreed to be responsible for redaction.
>
> 3. Updates regarding the 2012 conference planning
> > **a. IPEDS workshop:** The IPEDS Workshops will be part of the conference, to
> > be held on Tuesday. IPEDS requires that CAIR advertise these workshops and
> > the Board agreed that, at the minimum, this should be done via CAIRWeb and
> > CAIRNet. Other advertising options will be explored. Someone needs to be
> > responsible.
> > **b. Segment meetings** – when, how long, who is lead person for each segment?
> > All segment meetings will be held from 8:00am to 12:00pm. Segmental
> > representatives will be contacted to ensure that each meeting is finished by
> > noontime.
> > **c. Plenaries** – speakers in place and in process (Mark, Alice, Chris, Bob)

Wednesday, November 7th: Carlos Cortes, Professor Emeritus of History at University of California, Riverside, has agreed to be the keynote speaker. This will be the third appearance for Professor Cortes at a CAIR conference.

Thursday Morning Plenary (Dual tracks): The WASC representative (Jill Ferguson) and the AACJC representative (Barbara Beno (?) will be conducting parallel keynote addresses.

Thursday: Randy Swing, Executive Director of AIR as agreed to give the keynote address at the Thursday luncheon.

Friday: California K-20 warehouse speakers: Patrick Perry, Phil Garcia, also someone from Disney to speak on the use of data analytics.

d. Workshops: There was a general discussion of workshops (how many, when, topics and possible presenters). They provide an opportunity for attendees to take something home. Perhaps six workshops: Ideas included Stata, Sam Agronow on new undergrad and grad templates, FERPA, HEOA, and Financial Aid. We need to make a list and see where they might be plugged into the schedule. Maybe sponsors are interested in presenting; they have been asking about the possibilities.

e. Poster session: There was a general discussion of the poster session during the reception. They should go up early so they can be viewed, perhaps an hour before the reception. We need to make sure the posters don't interfere with the vendors. Authors need to stand by their Posters.

f. SIGS/Interest Groups – Should we offer them again? Perhaps they can be scheduled to run parallel to the workshops.

g. Sponsors for 2012: Alice reported good interest. Some vendors have made verbal commitments, while Tongshan reported he has received three checks. We need to get a PayPal account.

h. **Conference Financial Issues:** Chris noted that the state rate is lower than the conference rate. Registrations at the state rate will be counted toward our minimum number of rooms.

i. Conference wrap-up, clean-up, etc. When the conference is over, Board members, if at all possible, need to stay around to clean-up. It took perhaps two hours to clean up last year. Board members need to communicate their arrival (hopefully early) and departure times.

j. Registration will be complementary for PacAIR rep; we need to make a formal offer. What would be the role for the rep?

k. Discussed donating $500 to AIR Scholarship fund.

l. Willard is organizing the Tennis Tournament.

4. Planning for CAIR 2013 – Mark (C), Alice, Chris, and others are planning the 2013 conference. Sites under consideration: Holiday Inn Sacramento & DT Rohnert Park,

others? Dates: Nov. 6-8 or Nov. 13-15? (Thanksgiving is Nov. 28th). Later date may have lower rates.

5. Nominating committee report – Alice (C), Mallory. There was a discussion of possible candidates for VP (Independent segment).

6. There was a discussion about the possibility of hiring a hiring a conference planner 7. Next steps in 2012 conference planning

      [Call for proposals out and announced (Mark)]
      Preliminary program posted on website (Mark, Alice)
      Marketing of conference (Mark)
      Design of presentation and conference evaluation forms (Alice)
      Review & selection of presentations (Mark)
      Publicize Best Presentation Award (Berkeley)
      Set up Best Presentation Committee (Mark, Alice)
      Begin to process conference registrations (Tongshan)
      Begin reconciliation of registrations with hotel reservations (Alice)
      Recruitment session moderators (Mark)
      Obtain payments from sponsors (Tongshan)
      Draft printed conference program (Mark)