



**CAIR Board of Directors Meeting Minutes**  
**Thursday, September 20, 2012**  
**Teleconference**

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

The meeting was called to order at 10:00 am.

1. The minutes from the August teleconference were briefly discussed and approved.
2. Updates regarding the 2012 conference planning.
  - a. Registrations: Conference registrations are up from last year, probably due to the location in more populous Southern California. At the same time last year we had about 70 registrations; this year about 150.  
Presentations: The number of presentation proposals exceeds the traditional number of presentation slots. In the past, CAIR has offered four concurrent presentation sessions. To accommodate more presentations, President Cullander designed two program schedules, one with the four sessions and another with five sessions (without increasing conference fees). The board discussed the relative merits of each schedule and voted to go ahead with five concurrent sessions.
  - b. IPEDS workshops: CAIR again will be providing IPEDS workshops on the Tuesday (November 6<sup>th</sup>) before the start of the conference (a description of the workshops can be found on the CAIR website). Demand for the workshops has been high; there are more registration requests than seats available.
  - d. Keynotes and Presentations: The nine keynote speakers and their topics have been finalized (again, see the CAIR website). The speaker from Disney has been changed. Charles Kennedy will speak on how to get your point across.
  - d. Other activities: There will be five posters and four panel discussions.
  - e. Workshops (partial list): The workshops are still being finalized: a partial list includes (1) WASC undergraduate templates, (2) Accessing U.S. Census data and

American Community Survey data, (3) Introduction to the Stata (a less expensive statistical analysis package), and (4) Assessing transcript-based placement.

f. Sponsors: So far we have commitments from four sponsors. Alice expects we might end up with five.

g. Hotel room Reservations are very close to our contract number.

h. A draft Schedule at a Glance is now up on the meeting website.

i. Berkeley reported no difficulty thus far in recruiting session moderators, and in obtaining the loan of projectors for the conference.

### 3. Site Selection for 2013 Conference

a. The site selection committee includes Chris Cullander, Alice van Ommeren, Bob Daly, and Mallory Newell

b. They will be visiting four hotels in the following week, all of which have equivalent room rates (about \$84/night).

c. The board authorized the selection committee to finalize the site **without** additional board approval.

d. It was also agreed that the VP should sign the hotel contracts because he or she, as president, will be in charge of the conference.

### 4. Recruiting new Board Members

a. Seven individuals submitting resumes and statements to serve on the CAIR board.

b. The search committee will send confidential packages for its top four candidates.

c. The board can discuss the candidates at its October meeting

### 5. Role of CAIR at the 2012 AIR Meeting in Long Beach

a. Bob Daly will be meeting with AIR representatives on September 24th to discuss CAIR's possible role at the AIR conference; the idea is to spotlight CAIR to IR professionals across the county

b. A few suggestions on CAIR's role were discussed by the board

i. CAIR might sponsor a raffle among the AIR attendees, with the winner receiving a full CAIR registration at its next meeting so long as the winner makes a presentation or poster with the CAIR logo on it

ii. CAIR might create a local map/guide to sites and restaurants that are not in the usual Chamber-of-Commerce guides

iii. CAIR will make recommendations for keynote speakers from California who can speak on lessons from California that apply to all of higher education

c. As recommended, Bob will be contacting Priya Chaplot of the RP Group to discuss coordinating CAIR's role and the RP Group's desired role and activities for AIR 2013

6. WASC Academic Resource Conference 2013
  - a. WASC would like CAIR to participate in the conference
  - b. Sam Agronow is the convener; we should ask him to move CAIR's participation forward
  - c. Regarding CAIR related content, it was suggested that we check with Michael Roona