



**CAIR Board of Directors Meeting Minutes  
Wednesday, November 13, 2013  
Teleconference**

**Present:** Alice van Ommeren (President), Tongshan Chang (Treasurer), Mallory Newell (Secretary), Jeanette Baez (Director), Waddell Herron (Director), Bob Daly (Director), Heather Brown (Director)

**Not Present:** Jaqueline Honda (Director), Berkeley Miller (Advisor), Chris Cullander (Immediate Past President and Advisor), Bryce Mason (Vice President)

The meeting was scheduled to review the recommendations made by the Nominating Committee and called to order at 2:00 p.m.

1. We received 6 applications for the two openings in January and the one opening in June, the committee chose 3 candidates and 1 alternate. Two of the potential candidates, Kristina Cragg (Independent) and Ryan Cherland (UC) will begin their term in January 2014 and Muriel Lopez-Wagner will begin in June 2014. The nominees were evaluated on the following criteria:
  - a. Overall IR experience in higher education
  - b. Conference presentation experience
  - c. Conference planning experience
  - d. Other board experience
  - e. Overall involvement with CAIR in the past
  - f. Segment representation

There was a board motion to approve the candidates and allow Alice (CAIR President) to approach them confirming their interest and move to vote them in formally at the November board meeting. The motion was approved.

2. With the additional time left, the Board addressed a few other conference items which include:
  - a. Photographer at meeting to use for web content, etc., everyone agreed to take pictures, Mallory will use Bryce's camera as well, Heather will bring a camera as well.

- b. Still need 1 projector - Alice providing 2, Bryce providing 1, Mallory providing 1, Heather 1, Tongshan 1, Jeanette 1
  - c. Need numerous extension cords and power strips - everyone has agreed to bring what they can.
  - d. Arrival and departure times to the conference, please arrive on Tuesday by 1pm and stay until after the closing luncheon to help clean up and pack up on Friday.
  - e. Still need sign-ups for moderators and registration table
  - f. Volunteers for best presentation committee - Bob, Heather, Mallory on the committee for the 2013 best presentation.
  - g. Best presentation certificate, Waddell will be making and bringing it.
  - h. Restaurant lists/maps - Heather will take this on.
1. The next CAIR Board meeting is scheduled for Friday, November 22 from 7-8 a.m. at our conference site, the Napa Valley Marriot Hotel and Spa.

The meeting adjourned at 2:30 p.m.