



**CAIR Board of Directors Meeting Minutes  
Friday, November 22, 2013**

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

**Not Present:** Berkeley Miller (Advisor), Chris Cullander (Immediate Past President and Advisor)

The meeting was called to order at 7:00 a.m.

1. Alice (President) asked members to review minutes from the May 10<sup>th</sup> and November 13<sup>th</sup> minutes, which were approved by the Board.
2. Update on Conference Program – Alice
3. Update on Attendance, Sponsors and Revenue – Bryce (Vice President)
4. Treasurer’s Report and Finance Committee Update - Tongshan, Jacqueline, Jeanette and Alice - the finance committee will develop a list of the Treasurers duties and will create a calendar of duties to help with the transition to the new treasurer; Alice suggested that we look into an external auditor and suggested the finance committee explore this before the end of Tonghan’s term; within the Dropbox there are the insurance contacts and treasurers reports and tax returns; Bryce suggested we explore putting the finance documents on a cloud accounting system so everyone has access to the documents which will also increase transparency to the whole board.
5. CAIR at AIR 2014 - Alice - provided an update on CAIR at AIR; CAIR provided maps for restaurants which were well accepted; there was a large board meeting; John Stanley presented the CAIR Best Presentation which was well attended; a few board members are planning to attend AIR in 2014 in Orlando, Florida; there will be a CAIR meeting scheduled.
  4. Site Selection Committee – Bryce, Waddell, and Bob - they visited 5 hotels in 2 days; the San Diego Omni will be the site for 2014; Alice suggested the site selection process should start early to explore hotels for Northern California; all documents for site selection are in the Dropbox.

5. Nominating Committee - Mallory and Alice - an announcement was sent to the CAIR listserv and a reminder asking for nominations; the Board received 6 nominations and the nominating committee selected 3 nominations, two to begin in January and 1 in June.

6. New CAIR Board Members – Ryan Cherland and Kristina Kragg spoke to the board regarding their background; the Board voted-in the two members to take office in January and voted in Muriel Lopez-Wagner to take office in June.

7. Executive Committee – Alice – the Board made a motion to continue Tongshan as Treasurer through May 31, 2014; the motion was approved; The Board made a motion to continue Mallory as Secretary through December 31, 2014, the motion was approved; the Board approved Bryce as President starting January 1, 2014; the Board moved Jeanette as Vice President starting in January 1, 2014; the advisors to the Board will not be seeking an additional term as advisor, which opens up opportunities for new advisors.

8. Best Presentation Committee - Mallory, Bob, Heather and Alice

9. Bylaws Committee - Alice, Jeanette and Chris – the committee will meet to review any changes to the bylaws and report to the Board on their status.

10. External Communications Committee - Bob and Bryce – new photos were added to the Facebook page as well as updates for the conference; the Listserve remains the best source to share information at this time but the Board should explore a permanent online location for updates and announcements; the web contract with Sutee will end in January and we will need to explore opportunities for a new contract as well as move our website off of the AIR server; Heather raised an interest shared at the conference to be able to post and archive questions; Bob suggested that the Listserve host be explored as it is currently hosted by Butte.

11. CAIR Manual – Bob – the manual is up to date; we should explore the Dropbox capacity and who is the keyholder for Dropbox or other cloud service.

12. Student Scholarships or Free Conference Registration – Bob – discussed establishing a scholarship for new IR staff or graduate students to cover the cost of registration or some other scholarship awarded once or twice per year; the item will be discussed further; Jackie would like to be an advisor to this process.

13. 2014 CAIR - 2014 President – Bryce reported that he would like to change the committee structure that handles the conference planning to a single point person for a set of major responsibilities with each Board member having a specific responsibility; over the next couple of weeks Bryce would like volunteers on which activities individuals would like to take on, he will be sending an email out to solicit volunteers.

14. The Board members were asked to email Alice a list of their thoughts about the conference to improve it for next year; the items will be discussed at the January board meeting.

The meeting adjourned at 8:00 a.m.