



**CAIR Board of Directors Meeting Minutes
Thursday, December 4, 2014
Teleconference**

Present: Bryce Mason (President), Jeanette Baez (Vice President), Ryan Cherland (Treasurer), Mallory Newell (Secretary), Alice van Ommeren (Past President), Bob Daly (Director), Waddell Herron (Director), Kristina Cragg (Director), Muriel Lopez-Wagner (Director)

The meeting was called to order at 9:00 a.m.

1. Conference (Cherland)
 - a. Review preliminary profits and expenses for conference. Final report will be shared in January. Current profits are \$30,000.
2. Web Contract (Mason)
 - a. The web contract will expire in February. The Board will vote on renewing the contract in January. Mason will contact Sutee to provide the Board with a report on possible content management systems to review at the January meeting.
3. Nominations for Board of Service 2014-15 (Mason)
 - a. Jeanette Baez was approved to take the role of president on January 1. Kristina Powers was approved to serve as Vice President and Muriel Lopez-Wagner will serve as Secretary. Alice van Ommeren will step down as of January 1 and serve as an advisor to the Board. Mallory Newell will step off of the Board on January 1. Mason reminded the Board that an electronic vote occurred on 10/23/14 where all Board members approved of the nominating committees' slate to have the following individuals join the Board on January 1, 2015: Juan Ramirez and Cathy Hasson.
4. Technology - AV
 - a. The Board discussed and agreed that the additional charge for AV services at the conference was well worth it and it should continue in the future.
5. CAIR 2014 Conference

- a. The Board discussed the overall conference. The workshops were well attended and attendees provided positive feedback so far. There was discussion about how to retain attendees for the closing lunch. It was discussed to share the best presentation award and thank the sponsors at the Thursday breakfast rather than the closing lunch. At the January Board meeting members will review the conference evaluation and session evaluations from Scantron.
6. CAIR 2016 (Mason)
 - a. Mason discussed having the conference at the Omni in Palm Springs. Others suggested that we approach other hotel chains to see what their rates may be for multi-year contracts. Daly agreed to look into other hotel chains and report back.
 7. May Board Meeting (Mason)
 - a. The Board approved the May minutes with edits, the minutes will be posted to the web.
 8. January Board Meeting (Baez)
 - a. The January meeting will be held at Claremont College. Baez will email the list of roles and responsibilities for discussion at the meeting.

The meeting adjourned at 10:00 a.m.