

CAIR Board of Directors Meeting Minutes

Friday, January 22, 2010

California Community Colleges Chancellor's Office, Third Floor Conference Room
1102 Q Street, Sacramento, CA 95811

Participants: Sutee Sujitparapitaya (President), Sam Agronow (Immediate Past President), Willard Hom (Vice President), Fran Horvath – via telephone (Treasurer), Michael Roona (Secretary), Mark Pavelchak (Director), Gillian Butler (Incoming Director), Mark Robinson (Incoming Director), Mike Tamada (Incoming Director), Flora Yen (Incoming Director), David Radwin (Former Director)

The meeting was called to order at 9:15 a.m.

Planning for 2010 Conference

The theme for the 2010 conference will be “What Counts?”. Willard will begin recruiting 4 or 5 keynote speakers and possibly organizing one workshop based on input from the board. He also will organize a board meeting in May (preferably) or June at the Doubletree Hotel San Diego Mission Valley to tour the November conference facilities and hold the hotel to the terms of our contract.

Planning for 2011 Conference

Sutee will begin scoping out possible locations in northern California for our 2011 conference based on a spreadsheet he has that shows how many rooms of what size are needed, input from the board, and interest expressed by the California Educational Research Association in having a joint conference in northern California in November of 2011.

Treasurer's Report

Fran discussed the attached spreadsheet showing budgeted and actual revenues and expenses for recent years and her draft budget for 2010, explaining the assumptions she made in drafting the budget. The board decided to eliminate the “Newsletter” line from the budget but to add a line for “Insurance”, since insurance accounts for \$900 of the \$966 that is currently classified as “Miscellaneous” and this will be a recurring annual expense henceforth.

Reimbursement of Expenses Incurred by Board Members

Fran will draft a policy regarding reimbursement of expenses incurred by board members and present it to the board for consideration at our next meeting.

Terms of Officers

Upon a motion duly made and seconded, the board decided to hold elections for officers based on our new Bylaws in January of each year when new directors join the board and that those new officers would assume office on June 1 of each year. Because CAIR is transitioning from our old governance system to our new system for electing directors and officers, those officers who were elected in November of 2009 under the old system will hold their offices through May of 2011. The first election of officers by the board (new system) rather than by the members (old

system) will occur in January of 2011. Between the elections in January and the taking of office on June 1, elected officers will be trained by current officers on how to carry out the duties of the office they will assume.

Best Presentation Workgroup

Upon a motion duly made and seconded, the board decided to create a best presentation workgroup each June to be chaired by the person who just stepped down as President. This workgroup will publicize the best presentation award and the selection criteria for identifying a winner (or winners) before, during, and immediately after the following November's annual conference. In addition, this workgroup will gather and review evidence about the quality of presentations and summarize that evidence for the board to facilitate decision-making by the board about the granting of one or more best presentation awards.

Best Presentation at 2009 Conference

Upon a motion duly made and seconded, and based upon an explanation of the methods and reasoning used by the 2009 best presentation workgroup, the board awarded the 2009 best presentation to Alice Van Ommeren of the California Community Colleges Chancellor's Office for her presentation "Expanding Transfer Pathways: The Influence of For-Profit Institutions". To avoid even the appearance of a conflict of interest, Willard Hom abstained from this vote. The members of the 2009 best presentation workgroup were Sutee Sujitparapitaya (chair), Mark Robinson, Mike Tamada, and Flora Yen.

Formation of Standing Nominating Committee

Sutee will recruit members of the standing nominating committee based upon suggestions provided by the board. Our goal is to have one representative from each of the four higher education segments in California represented on the committee that will suggest potential new board members. At least two of these nominating committee members must be people who are not currently on the board. Minutes of the committee will be sent to the Secretary for record-keeping.

Creating an Office of "Webmaster"

Sutee will provide at our next meeting a draft description of the duties of CAIR webmaster so the board can consider amending the Bylaws to create such an office.

The meeting was adjourned at 2:35 p.m.

CAIR Budget (2006-10 Period)

| Item | 2006 Actuals | 2007 Budget | 2007 Actuals | 2008 Budget | 2008 Actuals | 2009 Budget | 2009 Actuals | 2010 Budget |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|---------------------|--------------------|
| Balance Carried Forward | \$31,435.22 | \$35,936.33 | \$35,936.33 | \$49,666.30 | \$ 49,666.30 | \$49,276.07 | \$ 49,276.07 | \$39,978.71 |
| <u>Income</u> | | | | | | | | |
| 2006 Conference [Pasadena] | 44,575.00 | | 175.00 | | | | | |
| 2007 Conference [Monterey] | | 37,600.00 | 45,714.95 | | | | | |
| 2008 Conference [Pasadena] | | | | 43,750.00 | 43,680.00 | | | |
| 2009 Conference [Sacramento] | | | | | | 31,000.00 | 22,936.20 | 20,000.00 |
| Registration fees | | | | | | 29,000.00 | 22,336.20 | |
| Vendors (includes AIR reimburse.) | | | | | | 2,000.00 | 600.00 | |
| Membership (conference registrants excluded) | 1,955.00 | 1,500.00 | 1,880.00 | 1,500.00 | 280.00 | 300.00 | 120.00 | 0.00 |
| Interest (includes estimated CD interest) | 825.32 | 750.00 | 837 | 750.00 | 761.08 | 750.00 | 510.00 | 500.00 |
| Total Income | \$47,355.32 | \$39,850.00 | \$48,606.95 | \$46,000.00 | \$44,721.08 | \$32,050.00 | \$23,566.20 | \$20,500.00 |
| <u>Expenses</u> | | | | | | | | |
| 2006 Conference [Pasadena] | 38,668.58 | | 808.18 | | | | | |
| 2007 Conference [Monterey] | | 33,150.00 | 30,476.69 | | | | | |
| 2008 Conference [Pasadena] | | | | 36,450.00 | 42,567.45 | | | |
| 2009 Conference [Sacramento] | | | | | | 19,906.87 | 20,053.71 | 17,500.00 |
| Hotel charges (include AV) | | | | | | 18,706.87 | 18,318.16 | 15,000.00 |
| Supplies (includes awards & gifts) | | | | | | 300.00 | 1,036.03 | 1,000.00 |
| Program packets (e.g., printing expenses) | | | | | | 900.00 | 434.52 | 500.00 |
| Invited speakers (expenses & honoraria) | | | | | | 0.00 | 0.00 | 1,000.00 |
| Site selection | 0.00 | 500.00 | 165.80 | 500.00 | 0.00 | 500.00 | 498.52 | 500.00 |
| Operating Expenses | 4,185.63 | 6,500.00 | 3,426.31 | 6,750.00 | 2,543.86 | 6,750.00 | 12,311.33 | 7,300.00 |
| Board meetings (2-3) | 2,750.98 | 2,800.00 | 2,332.03 | 2,500.00 | 2,043.86 | 2,500.00 | 2,656.58 | 2,500.00 |
| Newsletter | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| Web and CAIRNet | 268.30 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 | 1,000.00 |
| Bank charges (e.g., Visa fees) | 912.40 | 900.00 | 971.06 | 1,000.00 | | 1,000.00 | | 1,000.00 |
| Supplies (stationary, etc.) | 193.95 | 200.00 | 123.22 | 150.00 | | 150.00 | 188.75 | 200.00 |
| Best Paper | | | | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| Attorney Retainer (for 501c(3) work) | | | | | | | 6,000.00 | |
| CPA for Tax Submission | | | | | | | | 2,000.00 |
| Miscellaneous (e.g., fees, bank charges) | 60.00 | 100.00 | 0.00 | 100.00 | | 100.00 | 966.00 | 100.00 |
| Total Expenses | \$42,854.21 | \$40,150.00 | \$34,876.98 | \$43,700.00 | \$45,111.31 | \$27,156.87 | \$32,863.56 | \$25,300.00 |
| Closing Balance | \$35,936.33 | \$35,636.33 | \$49,666.30 | \$51,966.30 | \$49,276.07 | \$54,169.20 | \$39,978.71 | \$35,178.71 |