

# CAIR Executive Committee Meeting Minutes

Thursday, June 29, 2006

Pasadena

**Participants:** Craig Hayward, President; Brandt Kehoe, Past President; Cel Johnson, Vice President; Bettina Huber, Treasurer; Julian Fernald, Secretary; Sutee Sujitparapitaya, CSU Rep; Sam Agronow, UC Rep; Janel Hastings, Independents Rep

The meeting was called to order at 8:30 am

## I. Tour of Facilities & Review of Accommodation Requirements

The board met with the convention services manager to review the contract and finalize accommodation requirements for the 2006 conference. Room rates are \$129.00 + tax, CAIR is responsible for a minimum of 120 room nights and will receive 1 comp room for every 50, parking rates are \$ 7.00 valet and \$8.00 self, fitness center and meeting rooms are complimentary. CAIR will rent screens and overhead projectors but will arrange for LED projectors to be brought by CAIR members. The board also decided to purchase wireless internet access for attendees at \$400/day for 3 days. CAIR will be provided with a list of access codes to mete out to attendees. Two wired connections in the meeting rooms are included in the cost.

## II. Minutes

Minutes from the April 2006 meeting were approved.

## III. CAIR 2006 – Pasadena 11/1-11/3

- A) Confirmed speakers: Clifford Adelman, Senior Research Analyst at the U.S. Department of Education; Paula Mishima, researcher at the California Department of Education, CalPADS developer; Dan Walters, columnist for the *Sacramento Bee*.
- B) “Save the Date” notices were mailed out by Cel Johnson (5/23 to CAIRnet), Sutee Sujitparapitaya (4/19/06 to CSU IR listserv), Sam Agronow (4/18/06 to CAIRUC@cair.org) and Craig Hayward (6/27/06 to the RP Group listserv). Segment reps will send a reminder asking for presentation proposals in July with an August 18 proposal deadline.
- C) Entertainment: In lieu of “Who Wants to be a Millionaire?” the board will try to coordinate a “talent show” with performances from members interspersed with trivia questions. The board will informally network to solicit willing talent.
- D) Registration costs will be the same as last year’s except that 1 day registrations will be reduced to \$165.00 and \$175.00 for early and regular respectively.
- E) Conference Timeline and Suggested Responsibilities: Based on this year’s experiences the timeline was modified slightly. Craig will distribute the updated document which will be available for next year’s committee.
- F) Segment meetings: Ideas for reinvigorating the segment meetings and organizing off-site segmental lunch were discussed. The segment reps will continue to work on creating engaging agendas. The CSU segment has traditionally been a “must attend” meeting. One idea for creating additional interest in the CCC segment meeting was to send out an agenda with hot topic discussion items well in advance to provide an opportunity for a structured and interactive dialogue about important issues facing members.
- G) Workshops: Cel will again conduct an IPEDS Peer Analysis workshop. Cel will also contact the National Student Clearinghouse about conducting a workshop. Other workshops are still to be determined.

## IV. Membership Lists

Sam and Sutee updated the membership/potential membership list for the UC and the CSU. Craig and Terrence are working on updating the CCC list. Bettina sent membership solicitations, along with Cel’s “Save the Date” notice, to all lapsed members

**V. CAIR 2007, Monterey**

The contract for Monterey has been finalized. Past President Fran Horvath will co-chair with next year's new Vice President.

**VI. 2007 Board Elections**

Open positions for 2007 are Vice President, which by tradition should rotate to UC, and CCC, independents and CSU reps. At the invitation of the Board, Bettina will remain Treasurer for another year.

**VII. Website Changes and Update**

- A) The CAIR 2006 conference website is live.
- B) The board approved the scope of work for the CAIR website redesign provided by Chao Wang.

**VIII. CAIR 2008**

Mid-October and early December were discussed as alternative times. A location in the south has not yet been selected, though San Diego seems like a good possibility.

The meeting was adjourned at 3:00 p.m.