



**CAIR Board of Directors Meeting Minutes
Tuesday, November 3, 2015
Holiday Inn Golden Gateway San Francisco**

Attendance:

Jeanette Baez (President) <input checked="" type="checkbox"/>	Muriel Lopez-Wagner (Secretary) <input checked="" type="checkbox"/>	Waddell Herron (Director) <input checked="" type="checkbox"/>
Kristina Powers (Vice President) <input checked="" type="checkbox"/>	Bryce Mason (Past President) <input checked="" type="checkbox"/>	Juan Ramirez (Director) <input checked="" type="checkbox"/>
Ryan Cherland (Treasurer) <input checked="" type="checkbox"/>	Bob Daly (Director) <input checked="" type="checkbox"/>	Cathy Hasson (Director) <input checked="" type="checkbox"/>

The meeting was called to order at 1:35 p.m.

1. The Board reviewed and approved minutes from June 18, 2015 pending minor revisions.
2. Treasurer's Report (Cherland)
 - a. Finances: CAIR's finances are about even compared to the same time last year. It was suggested that we stop collecting income from Eventbrite until after July. It would help separate out the coming year's conference revenue and expenses from the previous year's conference revenue and expenses. Also, we reimbursed Sutee for some charges pertaining to the web.
3. CAIR 2015
 - a. Registrations (Mason): As of today, we have 306 people who registered. There was confusion during registration on the category Student/Retiree rate. CAIR needs to specify that the student rate applies to those who are not employed on a full-time basis. We also need to examine our cancellation policy on registration since there are costs associated with the conference after a particular date. Note that this is at the board's discretion. Bob and Ryan could draft a policy and discuss this in January's meeting.
 - b. Sponsorships (Powers): There are 12 sponsors so far and we have achieved just under \$30,000. This year, we offered exclusive platinum with Stata taking the prime space at the conference with 2 tables and a wall space. Jeanette's guide has been very helpful in the process. Civitas is a new gold sponsor. In terms of sponsorship for next year, it was recommended we follow the same process. It was also suggested that we can offer add-on items to sponsors such as having their logo appear in the program-at-a-glance or on other advertisements like lanyards.
 - c. Call for Proposals (Baez): CAIR received 53 completed proposals and 42 were accepted. This was a higher acceptance compared to last year. The Proposal Committee established a rubric and three individuals evaluated the proposals independently. It seemed helpful in the event that applicants wanted feedback. It was suggested to share the rubric with applicants. It was also suggested that evaluators check their reliability ratings and come to some agreement.

- d. Programming (Baez): Registration through Eventbrite went well. It was suggested that we match volunteer moderators with topics they are actually interested in. Perhaps moderators can sign up for topics during the registration process through a Sharepoint system. This year, we have assigned moderators to each table during table talks. Table talk will be 9am on Thursday. This year, we do not have workshops during segment meetings. For next year, CAIR can ask additional questions in the evaluations about potential topics for the next conference and activities to volunteer. For the next year, CAIR can convert fully to electronic evaluation forms.
 - e. Mobile App (Daly): The social aspect of the app is new this year and seems to work well. The app will allow you to send private messages to friends. Bob wants to push for tablet applicability next year. On the app, each presentation has an evaluation link attached. CAIR will need to discuss in the next board meeting and consult with our attorney on a privacy statement for using app photos. CAIR can indicate that the app is limited to only those who register or add a password.
4. CAIR website
- a. Website redesign and migration (Baez): CAIR has been unhappy with the website redesign and the company that manages it. It takes weeks to see changes and program-at-a-glance has not been posted. It was recommended that we end the contract with the company after the conference but keep them to host the website. It was proposed to have two projects on the website: 1) Juan and his staff help with Wordpress and eventually train the CAIR board and 2) Bob be the main contact person from the board during this website enhancement with whichever company is chosen for the redesign.
 - b. Renewing Sutee's contract (Baez): Sutee typically assists in managing the listserv. It was suggested to pass on the tasks of managing the listserv to the secretary. Kristina will ask Sutee about the role he wants to play with the website.
5. Administration
- a. Agronow Scholarship (Daly): On Thursday during the luncheon, the Agronow Scholarship will be awarded. Kristina will make the announcement. It was suggested to stick to the dates next year. We need to announce this scholarship to other graduate programs, CSU, UC, and other independents instead of just the CAIR listserv. We might consider increasing the amount of the scholarship.
 - b. Board Nominations (Baez): Board voted unanimously for Juan Ramirez for Vice-President. Board voted unanimously for Kristina Powers as President. The position of Secretary will be voted in during the January 2016 meeting.
6. CAIR 2016 (Powers): We will be at the Biltmore Hotel in Los Angeles for November 16-18, 2016. The theme will be "institutional research behind the scenes". The next board meeting will be on January 22, 2016 in San Diego. The meeting after January will be in Biltmore Hotel in Los Angeles. Kristina will have more volunteer opportunities available and involve other CAIR members outside of the board. Also, CAIR might consider hiring a staff person 10-20 hours to do some of work. We have the resources to pay someone to take minutes, stuff envelopes, make the app, ordering stuff, and sending emails out. We can discuss more of this in January's meeting. Ryan will prepare a budget for that staff person. We might also consider having an intern do this work.

7. CAIR 2017 Site Selection (Baez): We need to identify a broker to do the site selection and turn over that process in 2017. It does not cost us anything to have a broker work with us. We can hand over the task of the final site visits to the broker but the broker needs to represent our interest because they know what to negotiate for. It was suggested to start the search in January. Juan will select the broker and contact them. RFPs can go out in December and site tour can begin in January. The committee will be Juan, Kristina, Waddell, and a new board member. Brianna was suggested. CAIR has questions for the brokers. Can we change our mind with a broker? What is our contractual obligations with them? What is their percentage cut? Do they pay for their own travel? How are they involved in the negotiation process? What can a broker offer that other brokers could not? Finally, we need to develop summaries about this year's conference to help next year's planning.
8. Other Business: Annual past president' dinner will meet at the lobby at 6pm on Thursday and Jeanette will make reservations for dinner next year.

Meeting adjourned 4:14pm.