

Meeting Minutes

Board of Directors Meeting
October 13, 2016
Telephone Meeting
10:00 am to 11:00 am

In Attendance: Juan Ramirez (Vice President), Ryan Cherland (Treasurer), Kelly Wahl (Secretary), Bob Daly (Director), Waddell Herron (Director) Paula Krist (Director), Ron Lopez (Director), Brianna Moore-Trieu (Director)
Absent: Kristina Powers (President)

The meeting was called to order at 10:03 a.m. by Juan.

Review of the Minutes:

The Board unanimously approved the minutes for the September 1, 2016, meeting.

Approval of the Board Candidates:

A subcommittee of the Board has considered applications for new Board members to commence their terms in 2017. Juan, Kristina, Kelly, Paula, and Ronald served on that subcommittee. Juan reported on the group's work.

In light of 1) the Board's decision to grow in size to eleven members, 2) the Treasurer's role becoming ex-officio, and 3) two current Board members rotating off, the Board has five openings to fill during this application cycle. The Board had seven applicants for these five openings.

Subcommittee agreed that all applications were all very strong and worthy of being on the Board and recommended five for the Board's approval, with the other two candidates serving as alternates if any applicants to whom the Board extends an invitation are now unable to serve.

The Board considered the recommendations made by the nomination committee for new Board members. From among those who applied, the Board voted unanimously to select Erin DiSantis (the Chancellor's Office of the CSU system), Kris Krishna (CSU Bakersfield), Jessica Luedtke (SDCCD), Leeshawn Moore (University of LaVerne), and Deborah Lee (Concordia University) as new Board members, with two alternates.

The Board tabled to its next meeting further discussion regarding additional participation opportunities for Board applicants who are not selected either during this cycle or in the future, including the type and length of service. A proposal will be developed to explore such an arrangement, which would involve changing the by-laws, and considering travel to

Board meetings as well as potential authority of individuals in these roles to participate in Board decisions. Juan, Kelly, Kristina, Paula, and Ronald will consider this a bit more, as the subcommittee, prior to the November meeting.

Bob moved to approve the five recommended nominees and alternates; Waddell seconded.

Paula moved to accept the alternates in a ranked order, and Brianna seconded. If any of the approved candidates choose not to serve, the alternative list would be pursued to fill the Board positions.

Juan will call the approved candidates personally – then notify the full Board – and pursue the alternative list as needed.

Conference Planning Details:

Local Arrangements Committee: Waddell is in the process of finalizing a list of recommendations for list of restaurants and other possible attractions, focusing on the immediate downtown area adjacent to the Biltmore. The document is in Excel and is now being finalized by the group by the early part of next week. Next Waddell will follow up with Bob and Brianna to have the information be part of the conference app.

Facilitators for Sessions: Ronald has called for facilitators to the CAIR listserv, and Waddell is asking his committee to volunteer for that role. Board members serve as facilitators as needed, too – filling in where needed as the conference approaches. Juan volunteered facilitators from the staff at his institution, too.

Evaluations: Bob mentioned that the conference didn't undertake facilitator evaluations of the sessions separate from the attendee evaluations last year, which gave us less information for the best paper decision. Bob proposed going back to that practice. Ronald said could create one generic survey to all facilitators and send it to them. Juan asked if it would go into the app. If Ronald included in their instructions the actual link to the survey in an email to facilitators, that would work. Our preference would be for facilitators to complete the survey as close to the end of the session as possible (not after the conference). Juan's concerned was that there would need to be individual links created by Ronald for the facilitator evaluation to occur. Bob is going to look at what was done in the past. Facilitators used to give counts of attendees, too, to allow for calculation of the session evaluation response rate, per session. Juan suggested that there is a way to track respondents in Qualtrics. Bob said that he will reach out to Juan and Kristina to determine how best to implement what we need. It may be this year that facilitators just submit counts of attendees, and we will add this count submission to the facilitator instructions.

Site Selection for 2018: Brianna reported that Waddell, Kristina, Juan, and she looked ahead at the potential sites for the 2018 conference. Areas considered were not too far from an airport and in southern California: San Diego and Orange County/Anaheim. The Omni's rates have gone up for rooms in San Diego too much for us to go back there, and San Diego is booked for a lot of conferences during our dates of interest. More exploration of options will occur. Brianna hopes to provide a status report in November/December.

Conference Sponsorship Drawing: Juan received an email today regarding the sponsors' raffle. The Board kept an option in our sponsorship language for sponsors to provide a prize of some sort for the raffle at the conference's end, although raffles now require registration with the state, and thus require too much effort for inclusion in the conference. Bob suggested the "opportunity" prize idea – his legal advisors suggested the language to him as an option to avoid lottery registration. Bob will confirm that we can use the language change and still allow the sponsors to provide drawing prizes. It could be that the vendor draws the winner instead of the conference leadership – by way of a business card draw, for example. That would transfer the responsibility for the prize give-away to the sponsors instead of the conference, and the sponsors then could use the "opportunity" drawing language. This issue will be explored further before the conference and the next Board meeting.

Conference App: The app will be released soon – Board members should please make comments to Paula or Bob after they have reviewed it. Logos of sponsors will appear on the app (courtesy of Bob), and descriptive text is coming from Paula (including contact information of the sponsors, promotional text, etc.). Contracts are being signed, so more logos will come in.

There were no further comments or concerns.

The Board adjourned at 11:03 a.m.

Subsequent to this Board meeting, in a separate vote via email, Brianna was unanimously elected vice president.