

## OK-AIR Board Meeting Minutes -- February 26, 2021

Attendees: Jennifer Ivie, Diane Fitzsimmons, Tiffany Bryant, Patrick Kubier, Susannah Livingood, Kirstin Krug, Justin Porterfield, Julie Sawyer.

Approval of minutes: Justin Porterfield made a motion to accept the Sept. 24, 2020, minutes, and Tiffany Bryant seconded the motion. The minutes were unanimously approved.

Treasurer's report: Susannah Livingood said there has been little activity in the accounts and had no changes to report. The balance is \$11,835.77.

Patrick Kubier demonstrated changes to the OK-AIR website, including the access by members and non-members. The group discussed using GoDaddy for hosting service as well as using emails rather than using a listserv for communication. Currently the site is hosted by the Oklahoma State Regent for Higher Education, GoDaddy provides the domain name, and a listserv is used rather than emails. Hosting by the regents has limitations.

An email service could have the capability to mail out announcements to the members. Members could choose what emails to receive, and limitations could be made on who could send out a group email. A forum could also be established for discussions rather than using emails.

The group also discussed whether to have an OK-AIR email address or to have separate emails for particular positions, e.g., the treasurer.

Jennifer Ivie said she wants to keep the ".org" domain name and to not make decisions that will make communication more complicated for members.

Patrick said the updated website will have the capability to host a virtual conference.

The board discussed again the format for the fall conference. A majority of participants in a member survey said they preferred a virtual conference. The preference may be related to participants' concern about time commitment for an in-person conference, as well as concerns about the pandemic.

Jennifer reminded the board that we require a registration fee to participate in a conference because the State of Oklahoma will not reimburse membership fees. The conference registration fee includes a membership.

The annual conference includes a membership meeting and voting. A virtual conference would make it difficult to vote, although that could be accommodated.

Tiffany read the portion of the by-laws that requires voting to be in attendance. This raises the question if “in attendance” includes participating via Zoom or similar service.

The board also discussed issues related to voting if participation can be only virtually. The group discussed synchronous and asynchronous voting. Diane raised a possible concern that asynchronous voting would allow people to vote who are not participating either in person or virtually in the annual board meeting. However, several other board members said asynchronous voting is common in other professional groups, allows a broader group of members to be active in the group, and has not caused problems previously.

Also discussed were other possible benefits of membership, including access to resources on the website. However, defining such resources must still be decided.

Patrick will research the website hosting, emails, and domain names and report at the next meeting.

Tiffany will research and present a proposal for levels of membership. Tentatively, that would be a member, who would pay for the conference and have voting privileges (as well as other benefits such as unlimited website access), and a non-member participant, who would have access to some areas of the web site.

Susannah presented a policy draft related to conference registration.

START of DRAFT DOCUMENT

### Registration Policies

#### - In-Person

- OKAIR must commit to paying for a set headcount for catering. The deadline for final headcounts will be used as the registration deadline for each conference.

§ You may register after that date, but you are not guaranteed food.

§ If you cannot attend, you must cancel your registration by that date. If you fail to do so, you must still pay the registration fee.

\* Do we want to have a version of registration that’s just “membership” like if someone doesn’t want food/lunch?

#### - Virtual

- Registration must be completed no later than the day before the conference; no same-day registrations.

- No refunds for non-attendance. If you do not cancel your registration in writing (email) by the day before the conference, you will still owe the registration fee.

Conference registration fees include membership in OKAIR. If a conference registration is transferred to a different attendee, the membership transfers also.

\* How do we feel about this? Do we need to say specifically (this is pulled from OU's pre-payment rules, so maybe irrelevant?)?

Payments are due to OKAIR no later than 90 days after the event concludes. Until past-due payments are received, the following conditions apply:

- Individuals in non-paid status will have their membership privileges suspended.
- Individuals and/or associated institutions failing to pay their fees will not be allowed to register for any future OKAIR events until the past-due amount has been paid and may in future be required to pay at time of registration.

#### Data Privacy Policy

- OKAIR will not sell or share members' contact information, with one exception. Conference sponsors may receive a list of attendees (with email address) if the perk is part of their sponsorship level.

#### Conduct Policy

[I propose we wait and see what SAIR comes up with, as it's based heavily on AIR and EDUCAUSE, so is in line with field and also someone else has done the wordsmithing for us.]

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The policy was drafted after issues with registration fees not being paid after the last conference.

A privacy policy was also added with an exception for sponsors at the level for which access to participants' emails is a benefit.

Tiffany presented a draft of an email to send to members that OK-AIR will not have a spring conference. The board approved her emailing the notice.

The next meeting will be 12:30-2 p.m. April 1.

The agenda will include discussion of by-laws (including a possible special vote on amending the by-laws), conference refund policy, website updates (including pricing), and fall conference planning (including membership feedback, possible locations, and virtual options).

Tiffany Bryant made a motion to adjourn, and Justin Porterfield seconded the motion. The motion passed unanimously.