

OK-AIR Board Meeting Minutes -- April 1, 2021

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

Julie Sawyer moved accepting the Feb. 26, 2021, minutes with no changes, and Tiffany Bryant seconded the motion. The motion was approved unanimously.

Jennifer made a motion to create a professional development coordinator with board member Kirstin Krug serving in that position. Julie Sawyer seconded the motion. The motion was approved unanimously.

Tiffany presented her research and proposal for membership options. The full documents are at the end of the minutes. Her proposal includes:

BEGINNING OF PROPOSAL: Red items are deleted; Yellow items are added, changed, or comments made during discussion.

OK-AIR Proposed Membership Changes

Current Membership

Membership types:

- Active (has attended a conference within the membership year)
- Inactive (has attended past conference but did not attend conference within the membership year)

Membership cost: membership included with conference fee (\$50 normally, \$25 for presenters)

Membership year: annual conference to annual conference

Voting: active members (those who attend a conference within the membership year) and happens at the current conference

Benefits:

- Access to listserv

Proposed

Membership types:

- ~~\$30~~\$25 Professional Member (without conference)
- \$65 Institution (like MIDAIR, discounted for 3 memberships) THIS WAS DELETED

- \$15\$10 Student Member (non-voting) (without conference)
- Emeritus Member (fees waived, non-voting, still needs to pay for conference)

Membership cost: continue to include with conference fee AND allow memberships to be paid for separately from conference registration.

Conference fee: \$50 for individual OR \$30 \$25 for presenter, membership included. THIS WILL BE AMENDED TO CLARIFY THAT CONFERENCE FEES INCLUDE MEMBERSHIP; HOWEVER, A LOWER MEMBERSHIP FEE WILL BE AVAILABLE THAT WILL NOT INCLUDE BEING ABLE TO ATTEND THE CONFERENCE.

Membership TERM year: either 12 months from joining OR set period (e.g. September 1 – August 31) BOARD DIFFERED ON HAVING A SPECIFIED TIME PERIOD FOR THE MEMBERSHIP YEAR/TERM. BUT TYING MEMBERSHIP FEES TO CONFERENCE REGISTRATION FEES MIGHT MAKE IT COMPLICATED TO SPECIFY A TIME PERIOD BECAUSE THE CONFERENCE DATES CAN VARY. JUSTIN POINTED OUT THE PROFESSIONAL DEVELOPMENT MATERIAL MIGHT BE ARCHIVED, WHICH WOULD ALLOW MEMBERS WHO JOINED LATER IN THE YEAR TO HAVE ACCESS SO THAT THEY CAN RECEIVE BENEFITS FROM THE TIME PERIOD FROM THE MEMBERSHIP YEAR PRIOR TO THE DATE OF ACTUAL JOINING.

JENNIFER MOVED TO TABLE THE DECISION AS TO THE LENGTH OF MEMBERSHIP AND ASKED A SUB-COMMITTEE OF SUSANNAH, TIFFANY, AND PATRICK TO REFINES THE PROPOSAL AND BRING TO THE NEXT MEETING. TIFFANY SECONDED. THE MOTION WAS APPROVED UNANIMOUSLY.

KIRSTIN RAISED THE CONCERN THAT MEMBERSHIP AND CONFERENCE FEES ARE STILL TOO LOW, ESPECIALLY WHEN VALUE IS BEING ADDED TO THE MEMBERSHIP. OTHERS ARE CONCERNED THAT INCREASING MEMBERSHIP FEES MIGHT BE DIFFICULT WITH HIGHER EDUCATION BUDGET CONSTRAINTS. ALSO DISCUSSED WAS WHETHER A FEW, SMALL INCREMENTAL INCREASES WOULD BE CONSIDERED MORE ONEROUS THAN ONE LARGE INCREASE.

PATRICK SAID WE NEED TO MAKE SURE WE OFFER SPECIAL CONTENT AT CONFERENCES IN ORDER TO MAKE THE CONFERENCE PRICE VALUABLE. THE BOARD ALSO NOTED THAT THE CONFERENCE FEES USUALLY PAY FOR THE FOOD. HOWEVER, THE CONFERENCE WOULD BE VIRTUAL SO PARTICIPANTS MIGHT BE DISAPPOINTED WITH A HIGHER FEE FOR ONLY VIRTUAL SESSIONS.

Voting: professional and institutional members. Meeting attendance no longer required. Like MIDAIR? "Voting shall take place at either the Annual Meeting, or through a postal mail ballot, via electronic mail, or the internet." BOARD MEMBER CONSENSUS WAS TO CHANGE THIS TO ATTENDANCE AT THE ANNUAL MEETING OR THROUGH SOME TYPE OF ONLINE VOTING FORM.

Benefits:

- Member area of website with networking forum
- ABILITY TO POST APPROVED JOB ANNOUNCEMENTS Access to post to job boards
- Professional development opportunities
- PRIOR YEAR Virtual conferences and conference materials
- Membership directory
- Voting and holding positions on the board (only professional and institutional members)

END OF PROPOSAL

Patrick gave a report on the web site project. He recommended going to GoDaddy. He has added a forum page to the web site. The forum already includes sections for General Information and Job Postings. The forum could replace a list-serv email. He also gave an overview of many of the features that are now available on the web site, including the "Paid Member" role that allows access to all special features.

Related to the web site, Jennifer suggested a logo contest for the conference because our current logo is small and cannot be increased in size.

Hosting a virtual conference is possible on the new web site, but other options are available as well.

Justin Porterfield made a motion to move the web site to GoDaddy, and Julie Sawyer seconded the motion. The motion was approved unanimously.

Jennifer will send out a poll to schedule the next meeting.

Justin Porterfield moved to adjourn the meeting, and Patrick Kubier seconded the motion. The motion was approved unanimously.

BEGINNING OF MEMBERSHIP DOCUMENTS RELATED TO DISCUSSION OF MEMBERSHIP LEVELS:

Membership Comparisons

AIR

Membership Types:

- \$170 Professional (can vote/hold office)

- \$50 Graduate Student
- Honorary (fees waived)

Full 12 months, regardless of join date

Application to join

Benefits:

- Leadership/ volunteering opportunities
- Presentations and papers
- Awards
- Member directory
- Scholarships
- Webinars
- Newsletter
- Journal/course discounts

More info: <https://www.airweb.org/about-air/who-we-are/governance/constitution-and-bylaws>

SAIR

Membership Types:

- \$25 Regular (voting)
- \$10 Student
- Emeritus (fees waived)

Term is from first day of scheduled annual conference to day prior of the next

Application to join

Not sure of benefits

More info: <http://sair.org/wp-content/uploads/2018/02/ByLaws-2017.pdf>

MIDAIR

Membership Types:

- \$10 Individuals (voting)
- \$25 Institutions (up to 3 members) (voting)
- \$5 Students
- Honorary (fees waived)

Fees included in conference registration fee if attending conference

Membership year is from November 1st to October 31st

Voting members can vote on election of board members and changes to the constitution

“Voting shall take place at either the Annual Meeting, or through a postal mail ballot, via electronic mail, or the internet”

More info: <https://sites.google.com/view/midair/about-us/governance>

TAIR (Texas)

Membership Types:

- \$25 Conference attendee (included in registrations fees of \$275-\$375)
- \$50 Members who don't attend conference
- Professional (can vote/hold office)
- Graduate Student (can vote)
- Emeritus (fees waived)

Benefits:

- Listserv
- Conference
- Workshops and professional development

“Voting may take place at any time throughout the year by means of electronic ballot administered via the TAIR website or listserv or during the annual conference by means of a ballot approved by the TAIR Executive Committee. An absentee ballot shall be available on the TAIR website for members unable to vote in person during the annual conference. It shall be the responsibility of the Executive Committee to ensure the integrity of whatever voting processes are used.”

“The annual TAIR conference marks the beginning of the membership year”

More info: http://texas-air.org/assets/pdf/TAIR_Constitution_and_Bylaws_2016.pdf

AIRUM (Upper Midwest)

Membership Types:

- \$50 Conference
- \$25 Membership

Benefits:

- Members only section of website
- Prior year conference materials
- Event notifications

Membership year runs December 1 - November 30

“Membership in AIRUM is open to individuals dedicated to the purposes of the organization. A person's affiliation with or interest in institutional research will be self-determined. Voting members in AIRUM will consist of all individuals with active membership status.”

More info:

https://www.airum.org/index.php?option=com_content&view=article&id=31:about-airum&catid=20:site-content&Itemid=126

CAIR (California)

No members

More info: <https://cair.org/legal-documents/>

NEAIR (North East)

Membership Types:

- \$85 Professional (vote)
- \$30 Student (vote)
- Emeritus (fees waived)
- Corporate sponsor (fees waived)
- Non-member (can submit to job board, submit conference proposals, attend professional development webinars and workshops)

Benefits:

- Listserv
- Resource database
- Webinars and workshops
- Awards (students not eligible)
- Grants (emeriti not eligible)
- Present at conference
- Vote (emerita not eligible)

“Membership runs from September 1 through August 31st. Join June 1st and get three FREE months of membership.”

“The membership year shall be from Annual Conference to Annual Conference.”

More info: <https://www.neair.org/constitution.php>

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- Virtual conferences and conference materials
- Membership directory
- Voting and holding positions on the board (only professional and institutional members)

Default Report

OK-AIR Membership Survey

February 26, 2021 8:20 AM MST

Q1 - Are you a current or past member of OK-AIR? (If you attended the conference in March 2020, you are a current member)

Current member

Past member

Neither

Not sure

0 2 4 6 8 10 12 14 16 18 20 22 24

Field Minimum Maximum Mean

Std

Deviation

Variance Count

1

Are you a current or past member of OK-AIR? (If you attended the conference in

March 2020, you are a current member)

1 4 1 1 1 28

Showing rows 1 - 5 of 5

Field

Choice

Count

1 Current member 79% 22

2 Past member 14% 4

3 Neither 4% 1

4 Not sure 4% 1

28

Q2 - Choose the status below that best fits you:

I consider myself an active OK-AIR member, e.g. attended an OK-AIR conference in the past two years, participate in listserv, etc.

I am a member but have not been very active in OK-AIR.

I'm new to OK-AIR.

0 2 4 6 8 10 12 14

Field Minimum Maximum Mean Std Deviation Variance Count

1 Choose the status below that best fits you: 1 3 2 1 1 22

Showing rows 1 - 4 of 4

Field

Choice

Count

1 I consider myself an active OK-AIR member, e.g. attended an OK-AIR conference in the past two years, participate in listserv, etc. 59% 13

2 I am a member but have not been very active in OK-AIR. 27% 6

3 I'm new to OK-AIR. 14% 3

22

(If Current Member is selected in Q1)

Q19 - Choose the status below that best fits you:

I used to be active in OK-AIR, but have not really participated in a while.

I was never very active in OK-AIR, even when I was a member.

0 0.2 0.4 0.6 0.8 1 1.2 1.4 1.6 1.8 2 2.2

Field Minimum Maximum Mean Std Deviation Variance Count

1 Choose the status below that best fits you: 1 2 2 1 0 4

Showing rows 1 - 3 of 3

Field

Choice

Count

1 I used to be active in OK-AIR, but have not really participated in a while. 50% 2

2 I was never very active in OK-AIR, even when I was a member. 50% 2

4

(If Past Member is selected in Q1)

Q16 - What, if anything, has limited your ability to participate in OK-AIR?

What, if anything, has limited your ability to participate in OK-AIR?

Just attended conferences.

Getting time away from work during IPEDS Reporting time in the fall. I typically will attend a Spring conference I've just been bogged down at my new institution so my involvement with OK-AIR has lapsed.

Time. What is the best use of my time is always the factor.

Other commitments.

My schedule did not allow me to attend the conference in March. It was the same day as our Board of Trustee meetings.

Our HLC visit was the week following the OKAIR Spring conference so I had to stay here to make sure everything was ready.

Funding

Time, dates of meetings

(If Neither or Not Sure is selected in Q1)

Q3 - Do you find it valuable to be a member of OK-AIR? Why or why not?

Do you find it valuable to be a member of OK-AIR? Why or why not?

I enjoy the list serve information and the conference, which was the first that I attended.

Good for networking and getting new and updated ideas.

Sometimes. Other than the conference, I'm not sure how to be involved.

Yes, the conferences were very informative.

Yes, it's an opportunity to connect with other IR professionals and stay up-to-date in the field.

Yes! I get all kinds of great information from the conference session and even more from the networking done at the conference and through the listserv.

Yes. I enjoy meeting people in my my profession.

Not really. I went to the 2018 conference and it seemed cliché-ish. There was some valuable information, but most of the conference was oriented to the public research institutions and I work at a private non-profit.

Belonging to your state organization is important for an IR professional. I appreciate the chance to exchange ideas and information with peers facing similar state-level reporting requirements.

Yes; I find it valuable to learn how other institutions are doing their jobs, and learning new techniques and skills.

The listserv is very valuable in exchanging ideas. The conferences have also been valuable to get ideas and learn new techniques for data analysis.

Yes, I like to keep up with local trends and issues, and I enjoy knowing my colleagues.

Yes, I really appreciate interacting with the IR folks and hearing input from them.

Yes. The OKAIR listserv is a good way to share information and ask questions. The meetings are usually filled with helpful tips and ideas.

Yes. Having connections to others in the field, is extremely valuable.

Yes, good to network with other IR professionals and hear from the OSRHE

Yes. Primarily for the opportunity to connect with others addressing similar challenges.

Yes, sometimes

(If Current Member or Past Member is selected in Q1)

Q4 - Do you think OK-AIR should have a membership option for those who cannot attend the annual conference?

Yes

No

0 2 4 6 8 10 12 14 16 18 20 22 24 26

Field Minimum Maximum Mean

Std

Deviation

Variance Count

1

Do you think OK-AIR should have a membership option for those who cannot attend the annual conference?

1 2 1 0 0 28

Showing rows 1 - 3 of 3

Field

Choice

Count

1 Yes 89% 25

2 No 11% 3

28

Q17 - You answered "No" to the previous question. Why do you think OK-AIR membership should be restricted to those who can attend the annual conference?

You answered "No" to the previous question. Why do you think OK-AIR members...

I guess it would depend on the purpose and benefits.

Q5 - We are considering options for additional membership benefits. Which of the following would encourage you to sign up for an OK-AIR membership, even if you could not attend a conference?

Access to download

conference

presentation

materials

Training and professional development opportunities (in addition to the annual conference)
Forum to communicate with other OK-AIR members
Networking opportunities (in addition to the annual conference)
Access to a member directory
Ability to post open positions on an OK-AIR job board
Leadership opportunities on the OK-AIR board
Awards and honors
Discounts on relevant scholarly journals

0 2 4 6 8 10 12 14 16 18 20 22 24

Field

Choice

Count

3 Access to download conference presentation materials 19% 23

4 Training and professional development opportunities (in addition to the annual conference) 18% 22

1 Forum to communicate with other OK-AIR members 17% 21

5 Networking opportunities (in addition to the annual conference) 13% 16

2 Access to a member directory 12% 15

Showing rows 1 - 10 of 10

Field

Choice

Count

8 Ability to post open positions on an OK-AIR job board 9% 11

9 Leadership opportunities on the OK-AIR board 5% 6

6 Awards and honors 4% 5

7 Discounts on relevant scholarly journals 4% 5

124

Q9 - Are there any membership benefits not listed above that would encourage you to maintain or obtain a membership in OK-AIR?

Are there any membership benefits not listed above that would encourage you...

No

No

I really like the training and professional development opportunities. Some training is at a set cost and if there are several that want the training, we could split the cost.

Q6 - What type of format would you prefer for the annual conferences?

Option for both

Virtual conference

In-person conference

Neither

0 2 4 6 8 10 12 14 16 18

Field Minimum Maximum Mean Std Deviation Variance Count

1 What type of format would you prefer for the annual conferences? 1 4 3 1 1 28

Showing rows 1 - 5 of 5

Field

Choice

Count

3 Option for both 64% 18

2 Virtual conference 14% 4

1 In-person conference 11% 3

4 Neither 11% 3

28

Q7 - Do you prefer the option for virtual conferences to continue beyond the pandemic?

Yes

No

0 2 4 6 8 10 12 14 16 18

Field Minimum Maximum Mean

Std

Deviation

Variance Count

1

Do you prefer the option for virtual conferences to continue beyond the pandemic?

1 2 1 0 0 22

Showing rows 1 - 3 of 3

Field

Choice

Count

1 Yes 82% 18

2 No 18% 4

22

(If Virtual Conference or Option for Both is selected in Q6)

Q8 - Please explain your answer to the previous question.

End of Report

Please explain your answer to the previous question.

Agenda:

- * Minutes approval
- * By-laws
 - * Special zoom meeting in the spring to vote on by-law changes
- * Membership
 - *professional development coordinator
- * Refund policy
- * Website updates
 - * Pricing
- * Fall conference
 - * Membership feedback
 - * Possible locations
 - * Virtual options