

## Board meeting minutes 6-7-21

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

The following corrections were made to the minutes for April 26, 2021, meeting:

CORRECTION 1: The sentence "*The exact wording will be looked up before the next meeting.*" was added after "The memberships will specifically state that any membership paid for by the institution will be transferable. The AIR wording was suggested for usage, and the consensus was to incorporate that wording."

CORRECTION 2: The following sentence was amended to read (amendments in italics) "The board also agreed to add a *registration* category of a non-member attending the conference. *The attendance fee would likely be the same or slightly higher than the membership fee, which includes the ability to attend the conference.*"

Bryant moved to approve minutes as amended. Livingood seconded the motion. The motion was unanimously approved.

Livingood presented a conference registration policy draft.

OKAIR

DRAFT Policies

6/7/21

### Registration Policies

1. Policies and deadlines must be clearly communicated on all registration materials.
2. Payment is due at registration.
3. Substitutions are permitted when requested in writing.
4. No refunds for non-attendance; cancellation or substitution must be submitted in writing by the appropriate deadline.
5. Those presenting at the conference may receive a reduced registration fee for up to two presenters in each time slot.

### Data Privacy Policy

OKAIR will not sell or share members' contact information with third parties without providing prior notice to the membership.

### Code of Conduct

Attendees must behave responsibly at all events. Threatening physical or verbal actions; disorderly or disruptive conduct; and harassment, sexual or otherwise, will not be tolerated. Such behavior may result in removal from the meeting, denial of access to meeting facilities, and other penalties.

The discussion noted that:

- “Payment is due at registration” includes presenting a purchase order at registration.
- Registration materials will detail the ways to pay and the process for using a purchase order.
- Those who register the day of the event will not necessarily receive meals or snacks.

Ivie suggested writing up the registration form so that the board can decide if the above draft policy should be amended.

Line 4 was changed to:

“Cancellation or substitution must be submitted in writing by the appropriate deadline in order to receive a refund.”

Line 5 was suggested to move to the registration form draft.

Code of conduct had “/or” added to the last line.

Ivie suggested clarifying the Data Privacy Policy to say that membership information is shared with the sponsors of the conference.

Kubier shared the CORRECTION *data privacy policy* on the OK-AIR web site to use as a possible template.

<https://ok-air.org/privacy-policy/>

Livingood will draft the registration form, accept other suggestions for the bylaws draft, and present both at the next meeting.

Krug presented a professional development report. This would include professional development opportunities for webinars, workshops, and other formats.

Krug said these are among the considerations for professional development opportunities:

- How many workshops, webinars, etc., to offer in a year?
- Would these be considered a benefit of membership, or be offered in another way?
- Has OK-AIR sponsored such opportunities before? (Sawyer said in prior years OK-AIR would occasionally offer half-day workshops.) In light of that, perhaps opportunities will be offered a couple of times a year based on a semester calendar.
- What should be the range of offerings? Should they be strictly institutional research (IR) or include a wide variety of workplace issues?
- Should the board poll members as to their needs and interests? If so, should the poll be conducted annually?
- Perhaps a link should be created on the OK-AIR web site to view professional development opportunities on other web sites, such as on AIR.

- Other links on the OK-AIR web site could be for useful IR info, such as CIP codes, key deadlines, etc.
- What kind of platform can be used to present the webinar?

Bryant offered to help with the member poll on professional development.

Ivie said a previous poll indicated a desire for a broad area of professional development opportunities including personal development.

Sawyer expressed concern about ensuring links do not link to obsolete material.

Ivie suggested members share the information they find useful.

Krug pointed out that adding this information could bring more interest in OK-AIR and traffic to the OK-AIR web site.

Livingood said these opportunities would also be helpful to professionals who are in the more remote areas of Oklahoma.

Bryant said the board may need to set up a committee to go over the by-laws. Livingood and Krug volunteered to serve on the committee. Ivie appointed Bryant, Livingood, and Krug to the committee, with Bryant chairing the committee. The committee will report at the next meeting.

Ivie said she hopes the bylaws will address that potential participants may work in areas other than institutional research. Sawyer also reminded that bylaw changes cannot interfere with the group's non-profit status.

Bryant will send out her first draft of the bylaw updates to the board.

The board discussed plans for the fall conference. The fall conference is tentatively scheduled for Oct. 29. Ivie suggested sending out the call for proposals with an end-of-July deadline for submitting proposals.

Bryant suggested re-polling members as to whether to have the fall conference virtually or in-person. The board agreed there will not be a hybrid option, and Ivie said the board must decide relatively quickly whether the conference will be virtual.

Kubier said he could send out the survey soon. The following poll questions were suggested:

- If the conference is held in person in the Oklahoma City area, would you be likely to attend?
- If no, then why not?

Also, the board agreed that those polled will be given a week to respond.

Krug asked if the logo on the web site could be replaced to appear more clearly. However, the this cannot be done because the logo file cannot be enlarged. Ivie suggested that the board should consider holding a logo contest.

The following action items were outlined:

- Send out the conference poll.
- Start working on creating a link for learning and resources
- Krug will add possible links “new to IR,” IPEDS, OSRHE, etc.
- Krug will work with Bryant and Kubier on a poll of membership regarding professional development and report back at the next meeting.
- Livingood will continue working on conference registration materials.
- Bryant, Livingood, and Krug will work on possible bylaws amendments.
- Kubier and Krug will work on starting a web page on professional development
- Kubier will send out a second poll on whether to hold the fall conference in person or virtually.
- Kubier will work on call for proposals

The next meeting will be 2-3:30 p.m. July 8.

Sawyer made a motion to adjourn. Kubier seconded the motion. The motion was unanimously approved.