

OK-Air Board meeting minutes 8-24-21

Attendees: Jenn Ivie, Diane Fitzsimmons, Julie Sawyer, Patrick Kubier, Tiffany Bryant, Susannah Livingood.

Julie moved to approve the minutes as written for August 10, 2021, meeting. Patrick seconded the motion. The motion was unanimously approved.

The board discussed whether to hold the fall conference in person or virtually. Susannah said classes have just begun at the University of Oklahoma, so the level of COVID-19 infections at the university may not be able to be measured accurately at this point.

Some board members said they are reluctant to attend because of their concern about being exposed to COVID-19 at the conference and then spreading it to family members.

Susannah moved to hold the conference virtually, and Patrick seconded the motion. The motion was approved unanimously.

Patrick, Tiffany, and Kirstin will organize the fall conference via Microsoft Teams business communication platform. Patrick said he will create a helper document to assist attendees in accessing Teams.

Patrick said he will run some tests to ensure the platform will work well and easily for the participants.

Jenn will re-send the call for proposals and will also announce the fall conference will move to a virtual meeting. Two proposals have been submitted as of August 24. The August 31 deadline for submitting proposals will likely be extended.

The logo contest was discussed, and entries will be emailed to OK-AIR.

The board discussed recruiting sponsors for the conference. Diane distributed previous sponsorship forms and information sheets. Scantron has been the main sponsor in the past. Other vendors contacted in the past about possible sponsorship include SAS and Equifax.

The board discussed whether to raise the fees for the conference. The current fee is \$50 for a regular attendee, \$25 for presenters, and \$25 for graduate students. The fee includes membership. However, the consensus was to maintain fees at the current price until an in-person conference is planned and members become more aware of recent organizational improvements. The board also agreed that the opening session of the conference should focus on the upgrades the board has been making to the website, bylaws, and programs. After members become more aware of these improvements, the board will consider increasing the conference/membership fees.

Susannah moved to maintain the current conference fee structure. Julie seconded the motion. The motion was approved unanimously.

Action items before the next meeting:

- Jenn will send out an email announcing the conference will be virtual.
- Jenn will send out an email announcement about the logo contest and how to make submissions.
- Susannah will update sponsor forms and distribute.
- A PayPal account will be set up for Patrick to use in preparing for the virtual conference.

Patrick made a motion to adjourn. Tiffany seconded the motion. The motion was approved unanimously.

Susannah presented her research on questions the board had about reserving the University of Oklahoma CCE Forum for the fall conference. The questions and answers are:

- Is the parking lot reserved for the Forum customers, or will the conference attendees be competing against OU students and employees for the spaces in the parking lot?
- Is the audiovisual cost \$150 per room, or \$150 total?
- The board is still considering moving to a virtual meeting. Therefore:
 - How soon must the rental fee be paid?
 - Is there a deposit?
 - If the reservation is canceled, the deposit forfeited?
 - If the reservation is canceled, is there an additional fee for cancellation?

Responses to these questions:

- Parking is reserved for staff/permit holders, no students. They have parking set aside for events, so it should be okay.
- That AV cost is total for all rooms.
- They only need to know payment method to confirm the reservation, since it's being brokered through an OU department.
- If we cancel less than 30 days before the event we'll owe them 50% of the room fee. (So not the AV, for example.)