

September 24, 2020

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

Board Meeting via Zoom

Agenda

- Approval of last meeting's minutes
- Review of Bylaws
- Newly appointed officer positions
- Review of website and additional changes
- Thoughts about a spring conference (attempt online like Southern Association of Institutional Research (SAIR))
- Adjournment

Jenn called the meeting to order at 8:35 a.m.

First order of business was a review of the minutes from the June 4, 2020, meeting.

In reviewing the minutes, Susannah said she has since learned that Square takes about 3.5% for each \$50 registration fee from the OK-AIR conference March 6, 2020.

Julie made a motion to approve the minutes. Susannah second the motion. The motion was approved unanimously.

The board discussed a review of the bylaws.

Issue 1: Definition of "Member," as discussed in Sections 1.9 through 1.13. Jenn said the bylaws define membership in Section 1.9 by a person who attends an OK-AIR conference within any given Membership Year. However, Membership Year is not defined. Membership Term is defined in Section 1.10. The Board discussed whether to retain the definitions or to make changes.

The relative portion:

1.9 "Member" means an individual who has attended a conference within any given Membership Year.

1.10 "Membership Term" means the period of time beginning the day of the Annual Conference and continuing through the day prior to the next Annual Conference.

1.11 “Current Conference” means the conference in session at the time of any given vote.

1.12 “Active Member” means a Member who is present and who is in attendance at the Current Conference.

1.13 “Inactive Member” means a Member who has attended past conferences but is not present and/or is not in attendance at the Current Conference.

End of bylaws insert

Susannah shared how SAIR handles these definitions.

Julie said she agrees membership should be available without attending the meeting but thinks even a nominal fee should give more benefits than just access to the list-serv and voting for officers.

Susannah said a more prominent location of the membership sign-up on the website seems to have increased membership.

Julie suggested changing the word “Year” to “Term” in Section 1.9, which more accurately reflects the time period between conferences. This change must be approved by the membership at an annual conference.

Issue 2: Jenn suggested the word “higher” be removed from Section 2.2

The relative portion:

2.2 Purpose. The purpose of the Association is to provide persons interested in institutional research, and planning a venue for the discussion and improvement of research, assessment, and planning for institutions of higher education in the state of Oklahoma.

End of bylaws insert

Jenn believes this change might open up the conference to more people. Julie said she prefers the focus on higher education. Diane agreed with her because she believes the focus on higher education is best because of differences between funding, etc., for higher education and common education. Tiffany provided this excerpt from national AIR: “The Association for Institutional Research (AIR) empowers higher education professionals to leverage data, analytics, information, and evidence to make decisions and take actions that benefit students and institutions and improve higher education.”

The consensus appeared to be to keep “higher” in Section 2.2.

Issue 3: The board discussed Section 3.1:

The relative portion:

3.1 Membership Qualifications. Membership is open to individuals interested in and dedicated to the improvement of research, assessment, and planning for institutions of education. Any individual attending a conference shall be considered a member of the Association.

End of bylaws insert

Susannah pointed out the membership does not specifically exclude vendors, although that has been the informal practice.

Tiffany asked for research on the topic.

Julie asked why vendors should be excluded.

Tiffany and Jenn said the membership gives access to the list-serv, and the board believes vendors should not have access to that. However, they also noted, all list-serv submissions are reviewed before posting.

Jenn said that conference sponsors also get access to attendees information. The board discussed the possibility of allowing registrants to opt out for privacy reasons.

Tiffany asked whether too many “opt-outs” would make it difficult to fulfill the benefit of access to registrants for being a sponsor.

Issue 4: The board discussed the wording in Section 3.3 Membership Classifications.

The relative portion:

3.3 Membership Classifications. Any individual attending any conference during the Membership Term shall be classified as an Active Member **or an Inactive Member**. Active Members shall be those Members present and in attendance at the Current Conference while such conference is in session. Inactive Members shall be those Members who have attended past conferences but are not present and are not attending the Current Conference in session.

End of insert

The board consensus is that the word is confusing and redundant. If membership requires attending the conference, then a person cannot be an inactive member. Therefore, the classification of “inactive member” should be eliminated.

Susannah said the bylaws should be amended to simplify membership.

Julie agreed but does not want to change until consideration is made as to what membership is and provides.

Diane suggested appointing a sub-committee to review the bylines and make suggested changes.

Tiffany is interested in serving as Membership Coordinator and serving on the sub-committee.

The board discussed having a sub-committee to look at membership issues in the bylaws. Once that subcommittee resolves the membership questions, then a complete review of the bylaws can be done by a second sub-committee.

Tiffany moved to create a membership committee of at least three members, of whom at least one will be a board member, who will chair the committee. Susannah seconded. The motion was unanimously approved.

Jenn identified additional bylaw wording and/or requirements that may need to be addressed:

- A personal donation is required of a board member.
- A board member must live in Oklahoma and be “over the age of twenty-one.”
- A person is eligible for a board membership even if that person was removed from the board previously.
- Too much verbiage on term limits.
- Absence of three consecutive board meetings enables the board to remove the absent person from the board.
- The wording related to “verbal resignation” seems confusing and conflicting.
- The bylaws of officer terms may differ from practice.
- An immediate past president position should be filled.
- Periodic reviews are required to ensure no activities could jeopardize tax-exempt status.

Bylaw amendments must be approved by a two-thirds quorum of the active members at any annual, regular, or special meeting of the members.

The board’s consensus was that the review of the full bylaws will be done by a committee after the membership committee completes its review.

Jenn then opened discussion on creating/filling the positions of Membership Coordinator, President-elect, Conference Coordinator, and Webmaster.

Susannah suggested combining President-elect and Conference Coordinator because organizing a conference is good preparation and/or indicator of one’s ability to serve as president.

The board discussed creating the positions of Membership Coordinator, President-elect/Conference Coordinator, and Webmaster. The President-elect/Conference Coordinator position appears to lack a possible candidate so the board appeared to be reluctant to create the position at this time.

Tiffany suggested planning the conference as a team, and Susannah suggested voting at the next conference whether to re-elect Jenn as President and then recruiting a President-elect.

Kirstin and Susannah said the role of the President-elect/Conference Coordinator should be more well-defined in order to inform possible volunteers.

Jenn said that she thinks such a position would be difficult for a person who has not been on the board before.

Julie made a motion to create the positions of Membership Coordinator, to be filled by Tiffany Bryant, and Webmaster, to be filled by Patrick Kubier. Susannah seconded. The motion was unanimously approved.

Jenn detailed the recent changes made to the website and identified other possible changes and additions to be made by the Webmaster (Patrick).

Jenn asked for input on a spring conference. Susannah suggested moving ahead with a virtual conference. Jenn is concerned about the technology required. Julie offered to check with the IT staff at Northeastern, which is working on a conference. Susannah also outlined other issues

Susannah moved to have the conference online. Tiffany seconded the motion. The board unanimously approved the motion.

The board agreed to meet next on October 27 at 1 p.m.

Jenn reviewed tasks for board members to work on: Susannah to review data privacy, sponsorship levels, and refunds in connection with the conference; Tiffany to proceed on the membership committee; and Patrick to proceed on website work. She also said she would discuss with Kirstin about possibly filling the President-elect/Conference Coordinator position if Kirstin is interested.

Julie moved to adjourn the meeting, and Patrick seconded the motion. The motion was unanimously approved by the board.

The meeting was adjourned at 10:23 a.m. September 24, 2020.