

Board meeting minutes 7-8-21

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

Fitzsimmons will update the email contact list to send to Ivie, Bryant, and Krug to use for sending out the call for proposals for the fall conference and the professional development survey..

In the minutes for June 7, 2021, the following sentence was corrected to read: "Kubier shared the *data privacy policy* on the OK-AIR web site to use as a possible template." Bryant made a motion to approve the minutes as amended. Porterfield seconded the motion. The motion was unanimously approved.

Livingood will send out the registration form draft for the board consideration on July 12. Board members should provide feedback so the form can be sent out.

Krug and Kubier have been working on links and web pages related to professional development for the OK-AIR web site. Also, the professional development survey for OK-AIR members is available for distribution. The survey has about 10 questions and should take only a few minutes to complete. A potential deadline was discussed. The board decided the members will be asked to return the survey within a week, but that a reminder will be sent out at the end of the week to give members additional time to complete the survey. Bryant will send out the survey with the assistance of Kubier.

The bylaws committee has not met yet and plans to present at the next board meeting.

The fall conference will be in person. Livingood is checking to see if the University of Oklahoma can host the event. The ideal configuration will be one large meeting room and two break-out rooms. Parking access will also be required.

Kubier will work on the conference registration form so that it can be sent out soon after the call for proposals is sent out.

The board discussed the best way to organize a logo contest. Kubier said that the easiest process would be to have the submissions emailed to OK-AIR. Ivie plans to include a teaser on the logo contest in materials for the fall conference.

Ivie said the call for proposals will state that the conference will be in the central Oklahoma area.

The next meeting is scheduled for Wednesday, July 28, from 1-2:30 p.m.

Bryant made a motion to adjourn. Livingood seconded the motion. The motion was unanimously approved.