

OK-Air Board meeting minutes 7-28-21

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

Julie moved to approve the minutes for the July 8, 2021, meeting. Susannah seconded the motion. The motion was unanimously approved.

Susannah presented a draft for the registration form for an OK-AIR conference. She gave an overview of why certain items were included.

Patrick presented a draft online form based on Susannah's draft. He included all of the data fields; however, he pointed out that a group registration is not available. He demonstrated the capabilities of the online form.

The board discussed whether to use the prefix field and generally agreed to remove the prefix field. Instead, registrants will be able to modify their name tag displays to include courtesy titles if desired.

The "Alternate Email" field on the form will be changed to "Business/Billing Email."

The board discussed how to handle people who want to pay late or attend without advance registration. Possible accommodations were discussed, while others were concerned about possible abuse of a lenient payment-due policy.

Patrick said he will research ways to make the online form capable of a group being registered on a single form.

Patrick said Go Daddy is changing from free email service to a paid plan. The service will be \$28.68 for one year of service.

Sawyer moved to approve paying for one year of the email service. Justin seconded the motion. The motion was approved unanimously.

Susannah presented more details on the registration form draft. She pointed out that deadline dates will need to be filled in.

The board discussed whether and how a discount should be offered for presenters.

Tiffany presented a list of proposed fees for membership and conference registration discussed earlier.

- \$30 Professional Member (without conference)
- \$15 Student Member (non-voting) (without conference)

- Emeritus Member (fees waived, non-voting, still needs to pay for conference)

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

Conference fee: \$50 for individual OR \$30 for presenter (first two on a team) (includes conference and membership).

Susannah will work on drafting a proposed fee schedule for conference and membership fees and send out by email. The board will consider the draft at the next meeting.

Diane had to leave the meeting. Jenn took over note taking.

Patrick reports no abstracts have been submitted. Susannah is planning to put in multiple abstracts from OU. Jenn will send out another announcement August 9.

Tiffany reported on the professional development survey. The survey was sent to **CORRECTION 92** addresses. Four were returned as incorrect addresses, and 24 responded to the survey. The survey will be closed on July 30 at 5 p.m.

Tiffany combined edits from Jenn and Tiffany and sent it out to Susannah and Kirstin. They are scheduled to meet next week to go over them.

Kirstin discussed professional development, Patrick has added some professional development links to the website resources list. Board members are encouraged to submit other links to be included.

Kirstin reported on results so far from the survey. Patrick shared the link to the website with information on professional development. Many respondents have interest in data visualization.

The board talked about possible presentations at the conference:

- Kirstin doing an overview on the future of data visualization, what free tools are out there, etc.
- Susannah suggested asking OSU to do a session at the conference on data visualization; Patrick mentioned that UCO is using Power BI.
- Soft skills training, including project/team management and dealing with difficult people.

The board was asked to send names of prospective speakers to Kirstin.

The next meeting is scheduled August 10, 2-3:30 pm.

Susannah made a motion to adjourn, and Justin seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 2:24 p.m.