

OK-AIR Board minutes -- April 26, 2021

Attended: Jennifer Ivie, Susannah Livingood, Julie Sawyer, Diane Fitzsimons, Patrick Kubier, Tiffany Bryant

Tiffany Bryant moved accepting the April 1, 2021, board meeting minutes with no changes, and Julie Sawyer seconded the motion. The motion was approved unanimously.

Report on sub-committee on membership

First issue: Institutions cannot pay membership for individual members unless the membership is transferable.

#### Individual Membership Dues Payment Policy

The payment of individual UCO employee's membership dues has been determined to be an invalid expenditure. However, individual 'position' memberships which are transferable are an allowed expenditure. Payment is authorized by means of purchase order or ProCard. This is in accordance to OSF Chapter 300, 319P.

Here is what OK.gov says ([https://www.ok.gov/DCS/Central\\_Purchasing/P-Card\\_Information/P-Card\\_FAQs/](https://www.ok.gov/DCS/Central_Purchasing/P-Card_Information/P-Card_FAQs/)):

Can the P-Card be used to pay for membership in professional organizations?

Yes, if the membership is an agency membership, transferable and within the P-Card statutory limits. See OSF Procedures Manual, Chapter 300, Section 318.C.3.

I could only find a copy of the OSF on UCO's website so not sure how up to date it is (<https://www.uco.edu/offices/financial-services/assets/osf-manual.pdf> page 15):

318 GENERAL INFORMATION AND PROHIBITED ACTS

C. The following acts are prohibited:

3. Payment of personal organizational memberships or dues, without specific statutory authority. A.G. Opinion 63-247, 79-38, 80-59, and 80-261. There are two exceptions as follows:

- a. When the fee is for a specific position requiring such membership and is in the name of the person holding that position. The membership must be transferable.
- b. When specific coverage of individual memberships are within the terms of a grant contract. A copy of the pertinent section of the grant contract should be included with the claim.

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.

*The exact wording will be looked up before the next meeting.*

The subcommittee recommended using a 12-month membership period tied to the date when dues are paid. The board agreed to this change as long as the renewal process can be automated so that membership renewal notification process is not onerous for the board.

The board agreed that the preferred membership/conference payment would be a check or P-card (State of Oklahoma purchase card). Purchase orders will be taken, but this option would be available under the umbrella term "other." If a prospective member wants to use a purchase order, documentation of the purchase order would be required in advance or day of the conference.

The board also agreed to add a *registration* category of a non-member attending the conference. *CORRECTION* The attendance fee would likely be the same or slightly higher than the membership fee, which includes the ability to attend the conference.

### **Tentative wording of the membership fee proposal:**

#### **Membership Categories:**

- Professional Member. Memberships paid for by the institution are transferable.
- Student Member (non-voting). A student must be actively pursuing a higher education degree and not be employed full-time.
- Emeritus Member (non-voting, approval by the board required). Minimum criteria to be eligible for Emeritus Membership is retirement with 5 years of combined membership; board approval is required.

#### **Benefits of membership:**

- Access to member area of website with networking forum
- Ability to post approved job announcements to job board
- Availability of professional development opportunities
- Access to prior-year conference materials
- Access to membership directory
- Voting and holding positions on the board (professional members only)

Suggested membership fees, which would not be specified in the by-law change proposal, are:

\$30 -- Professional Member.

\$15 -- Student Member.

\$0 -- Emeritus Member.

However, these are not finalized.

Related to these issues, Susannah will be modifying the OK-AIR Square account for taking credit cards so that Patrick can integrate Square into the web site. Square is a service used to process credit card payments.

Patrick gave an update on the web site, which is now hosted at GoDaddy. The email address is [info@okair.org](mailto:info@okair.org). He will send out log-ins to board members. The site is currently under a free trial membership. Patrick suggested a membership length of no longer than a year so that the cost and services can be evaluated later and, if not satisfactory, the site-hosting can be changed.

Jennifer will poll the board on the next meeting time, tentatively scheduled for June 1-4.

The agenda will include:

Professional development opportunities discussion

Conference planning

By-law changes

Tiffany Bryant moved to adjourn the meeting, and Susannah seconded the motion. The motion was unanimously approved.