

OK-Air Board meeting minutes 8-10-21

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

Julie moved to approve the minutes of the July 28, 2021, meeting as corrected to reflect that the professional development survey was distributed to 92 persons. Patrick seconded the motion. The minutes were unanimously approved.

A proposed fee structure for membership was presented:

	Professional	Student	Emeritus
Membership Fee	\$30	\$15	\$0
Conference Fee (Regular/Presenter)	\$20/\$10	\$20/\$10	\$20/\$10
Totals (Regular/Presenter)	\$50/\$40	\$35/\$25	\$20/\$10

A statement needs to be added to explain the benefits of membership.

After much discussion, it was decided to keep only the professional total fee and the student discount for the upcoming October 2021 conference. Possible increases will be discussed later and **not** at the upcoming business meeting at the conference.

However, the board plans to present a presentation of a proposed new membership definition at the board meeting, which will be held at the fall conference. Such a change to the by-laws must be voted on by the membership, while changes in fees do not.

The board discussed whether the fees should be increased to reflect the value of membership. Travel budgets are very low right now, however, and many potential attendees may have trouble obtaining the funds to attend if the fees increase.

Some members expressed concern about meeting in person for the conference because they believe COVID-19 infections are increasing. Patrick said a virtual conference is possible using Microsoft Teams.

The board decided to make a final decision in two weeks at the next board meeting as to whether to switch the conference to virtual.

Patrick presented an updated draft of the conference registration form. The form incorporated the suggestions made at the last meeting, including allowing group registrations on one form.

Patrick will send a copy to treasurer Susannah Livingood to check. <https://ok-air.org/conference-registration/>

Susannah had emailed the board prior to the meeting some options for the conference, which will be at the University of Oklahoma if held in person.

#### University of Oklahoma – event options

##### Minimum standards:

- One large room
- Two seminar rooms
- Space to set up catering

##### Option 1: Wagner Hall

- No rental or equipment cost
- No catering restrictions
- Parking is available at \$1 per car but requires some wayfinding from garage to meeting building
- Can't be sure it's reserved until after classes start in September

##### Option 2: CCE Forum

- \$570 rental cost
- \$150 AV cost
- Must purchase drinks from them, but other catering unrestricted
  - o Coffee- \$16.50 per gallon
  - o Hot water/water station- complimentary
  - o Tea- bags- \$.65 each
  - o Bottled water- \$1.50
  - o Sodas- \$1.25 each
  - o Iced tea, sweet tea and lemonade- \$10 per gallon
  - o OJ, Apple, Cranberry, Grape Juice - \$10 per gallon
- Parking included in rental fee, in lot right next to building
- Can lock in reservation now

At this point, the board prefers the CCE Forum but had follow-up questions:

- 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?

Tiffany presented on the by-law update research, and the sub-committee is still studying the issues related to proposed changes.. More details will be presented at the next meeting.

Kirstin presented on her research related to professional development resources for the OK-AIR website and membership. She has identified some free visualization tools:

- Tableau is great for visualization, the free option is Tableau Public: <https://public.tableau.com/en-us/s/about> (this is public, all with internet connection can view)
- Google Charts (free): <https://developers.google.com/chart> ... another option is Fusion Tables: <https://support.google.com/fusiontables/answer/2571232>
- D3 (free - you'll need to know script for this): <https://d3js.org/> ... another options is Raw (free - like D3, technical skills not necessarily required): <https://rawgraphs.io/>
- Infogram (free option): <https://infogram.com/>
- Piktochart (free option): <https://piktochart.com/>
- Canva (free): <https://www.canva.com/>
- Prezi (free option): <https://prezi.com/>
- Visme (free option): <https://www.visme.co/>
- Excel (if you have microsoft):

<https://www.upslide.net/en/ways-to-make-beautiful-financial-charts-and-graphs-in-excel/>

[https://www.youtube.com/watch?v=2cV00jP\\_bwY](https://www.youtube.com/watch?v=2cV00jP_bwY)

(<https://exceldashboardschool.com/financial-dashboard-template/> and

<https://excelkid.com/profit-and-loss-statement-template/>)

Kirstin plans to give a presentation at the conference on these visualization tools.

Kirstin is also seeking possible presenters in professional development for the conference.

On the agenda for the next meeting:

- Virtual vs. in-person conference
- Conference fees
- Bylaw committee update

Jenn will poll the board on the best date for the next meeting.

Tiffany moved to adjourn, and Patrick seconded the motion. The motion was unanimously approved.