

OK-Air Board meeting minutes

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

This meeting was to focus on planning the virtual session to be held on October 29, 2021, and which will include:

- Information on changes to the web site.
- A vote on changes to the bylaws, with those changes being sent out in advance.
- Information on the professional development initiative.

Jenn said she had heard back from all the presenters, and they all agreed to present at a later conference in the spring.

Jenn also presented a tentative agenda:

- Welcome from the President
- Board member introductions, including the board member's name, institution, position at the institution, board position, years remaining on term
- Open board position announcements; nominations encouraged
- Secretary's Report
- Treasurer's Report
- New website walkthrough
 - Archived items
 - Forum, which replaces the listserv
 - Other new items
- Professional Development Plan
- Logo contest
- Board member elections (two possible positions)
- By-laws change proposal and vote

Registration is now open, and Jenn reminded the board members to register for the conference.

Patrick said he has almost completed testing the Microsoft Teams application to use for the conference and is 95 percent the system will work.

The bylaws proposals and minutes from the last conference will need to be added to the website so members can view these items before the meeting. Also, Diane said she will send all the board meeting minutes to Patrick for posting on the website.

Kirstin said she will use a PowerPoint to present on the professional development program.

Tiffany and Kirstin have organized the bylaw changes, and Susannah, who was unable to attend the meeting, is doing a final edit. Jenn asked the subcommittee to create a summary of and discussion point list on the important bylaw changes.

Jenn said emails will be sent out to members to remind them about registration and to give more information about the discussion points for the conference.

Board members also shared mobile phone numbers so that they can communicate easily during the conference.

Julie made a motion that the October 29 conference will start at 9 a.m., and Tiffany seconded the motion. The motion was unanimously approved.

Jenn will send out two email reminders about the conference, with one focusing on the bylaw proposals.

The board will meet on October 13 to make final arrangements for the conference.

Patrick made a motion to adjourn, and Julie seconded the motion. The motion was unanimously approved.