

Oklahoma Association for Institutional Research Board  
Regular Meeting  
Minutes – January 5, 2022 – 10:37 a.m.

Attendees: Tiffany Bryant, Susannah Livingood, Julie Sawyer, Jennifer Ivie, Kirstin Krug

Susannah Livingood gave the treasurer's report and will email the full report to the board later. The balance is \$11,807.09. Susannah has prepared a financial report for the year. Tiffany asked Susannah to prepare an annual budget for presentation at the next meeting. The budget will be based on a fiscal year. The budget will be for FY22, and the board will look ahead to planning the FY23 budget.

Tiffany asked if OK-AIR ever asks for donations other than from sponsors. Tiffany posed the possibility of asking for donations for attending professional development classes. However, Julie noted that the purpose of offering the classes for free was to provide a special benefit for membership.

Diane presented the minutes from the Dec. 6, 2021, meeting. Julie suggested deleting a redundant paragraph in the Dec. 6, 2021, minutes. Julie moved to approve the minutes as amended, and Susannah seconded the motion. The motion was unanimously approved.

Tiffany also suggested a new format for the heading of the minutes. The new heading will read: Oklahoma Association of Institutional Research Board, Regular Meeting, Minutes – Date – Time of Meeting Start. (The heading will be adjusted for other types of meetings.)

The spring conference, which will be April 22, will now be at the Wagner Center at the University of Oklahoma Norman campus. This is a move from the earlier site, Oklahoma Center for Continuing Education Forum, which is now booked for the spring conference date of April 22.

Susannah will investigate ways to facilitate parking by conference attendees.

Tiffany is going to arrange to visit the Wagner site to help plan the conference. The Fall 2018 OK-AIR conference was held at Wagner.

Susannah said the site has no limits on arranging for food for the conference. Outside vendors can be used. Jennifer said the board tries to limit the individual food cost of \$25-\$30 per person. Tiffany will research possible caterers, and other board members will provide her the names of any possible Norman vendors.

The board agreed to issue another call for proposals and to alert the prior presenters of the new conference date.

March 1 will be the deadline for submitting a proposal. Registration for the conference will also open March 1.

The board discussed possible sponsors and began planning for contacting past sponsors.

Kirstin has contacted some possible professional development speakers who could be keynote speakers for the spring conference as well as present professional development training. One speaker specializes in project management (and has an hourly fee of \$150), while the other specializes in teamwork (with an hourly fee of \$250).

Kirstin suggested holding three professional development training sessions via an online platform during the spring semester.

Jenn suggested waiting until after membership registration opens because a professional development training session is a benefit of membership.

The board agreed that non-members interested in taking the training can join OK-AIR in order to be eligible to attend the free sessions.

Susannah said she would also try to arrange to schedule the new University of Oklahoma provost for a welcome address.

Tiffany suggested the board members' photos and professional biographies be included on the OK-AIR web site.

Tiffany also plans to schedule regular board meetings every two weeks. That meeting will tentatively be scheduled for 10:30 a.m.-noon first and third Thursday each month.

Susannah moved to adjourn the meeting. Julie seconded the motion. The motion was approved unanimously.