

Oklahoma Association for Institutional Research Board
Regular Meeting
Minutes – February 9, 2022 – 3:00 p.m. – Electronic Meeting Via Zoom

Call to Order: Tiffany Bryant called the meeting to order at 3:02 p.m. once a quorum was met.

Attendees: Tiffany Bryant, Susannah Livingood, Patrick Kubier, Kirstin Krug, Diane Fitzsimmons

Kirstin moved to approve the minutes from January 20, 2022, and Patrick seconded the motion. The motion was approved unanimously.

Tiffany said more than 50 people have signed up for the OK-AIR newsletter. She has made some changes to the OK-AIR web site to include links for previous newsletters. She has also set up accounts for OK-AIR in LinkedIn.

Susannah gave the treasurer's report. The account balance remains at \$11,807.09.

Kirstin gave a report on the professional development webinar scheduled for 2-4 p.m. Feb. 15, 2022. The topic will be Organizational Culture and Change, by Dr. Erin Greilick, business psychologist and senior consultant for CMA Global. She will address how organizational culture impacts change, why change is inescapable for any and all organizations, what drives change, what keeps change from happening, how change can drive performance, and how to create a culture that supports change.

Kirstin also said she is working with the next seminar presenter, Walter Miller, on scheduling the March professional development workshop on "Project Management 101," which will be two days. On the second day, participants will use what they learned the first day to apply to their own actual projects.

Susannah presented the annual budget and the proposed budget for FY23. (at end of the minutes)

She suggested budgeting for a web domain/email services, post office box, Zoom license, and teamwork license (currently Google Drive), rather than relying on free options that rotate with officer terms. Diane moved to add those expenditures to the budget, and Patrick seconded the motion. The motion was approved unanimously.

Tiffany moved for approval of the following membership fee schedule. Susannah seconded the motion.

- \$30 - Professional Member. Memberships paid for by the institution are transferable.
- \$15 - Student Member (non-voting). A student must be actively pursuing a higher education degree and not be employed full-time.

- \$0 - 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.
- The conference registration fee will be \$50 for an individual and \$30 for a presenter with membership included.

The motion was unanimously approved.

Susannah moved accepting the budget for FY22, and Kirstin seconded the motion. Susannah noted that the budget may not balance (the income being equal or more than expenditures), but the board agreed that this reflects the attempt to provide more benefits for membership and participation.

The board approved the following tentative schedule for the conference.

9:00-9:55 – Registration, Continental Breakfast (55m)

10:00-10:15 – Welcome from OU's Provost (15m)

10:15-10:25 – Welcome and Opening Remarks from OK-AIR (10m)

10:30-11:10 – Breakout Session #1 (40m)

11:10-11:20 – Break (10m)

11:20-12:00 – Breakout Session #2 (40m)

Noon-12:55 – Networking lunch (55m)

1:00-2:05 – Keynote Speaker: Walter Miller (1hr+Q&A)

2:10-2:40 – Business Meeting, Elections (30m)

2:40-2:50 – Break (10m)

2:50-3:30 – Breakout Session #3 (40m)

The meeting was adjourned at 4:24 p.m.

**Oklahoma Association for Institutional Research
Annual Budget
Fiscal Year 2021-2022**

	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>	<u>Comments</u>
<u>Revenues Overview</u>				
Balance Forward	11,878.11	11,878.11	0.00	<i>Memberships</i>
Membership Fees	1,750.00		(1,750.00)	<i>Membership fee</i>
Conference Registrations	0.00	0.00	0.00	<i>Registration fee</i>
Sponsor Payments	0.00	0.00	0.00	
Past Due/Uncollected	475.00		(475.00)	
Total Revenues	14,103.11	11,878.11	(2,225.00)	
<u>Expenditures Overview</u>				
Communications	(299.96)	(28.68)	271.28	
Conference	0.00	0.00	0.00	
Professional Development	(1,400.00)	0.00	1,400.00	
Total Expenses	(1,699.96)	(28.68)	1,671.28	
<i>Unencumbered Balance</i>				
	<i>12,403.15</i>	<i>11,849.43</i>	<i>(553.72)</i>	
<u>Expenditures Detail</u>				
	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>	
<u>Communications</u>				
Web Domain/Email	(30.00)	(28.68)	1.32	Domain renewed every two years; FY22 is the "off" year
PO Box	(82.50)		82.50	Prorated to reflect months left in FY
Zoom License	(62.46)		62.46	Prorated to reflect months left in FY
Teamwork License	(125.00)		125.00	Trello - there is a free option if our files are smaller than 10MB each

Total Communications	(299.96)	(28.68)	271.28	
Conference - <i>Spring 2022</i>				<i>Estimated registrants</i>
Speaker Fees	0.00	0.00	0.00	
Facility Rental	0.00	0.00	0.00	
A/V Services	0.00	0.00	0.00	
Parking	0.00	0.00	0.00	
Catering				
<i>Breakfast</i>	0.00	0.00	0.00	
<i>Morning Snack</i>	0.00	0.00	0.00	
<i>Lunch</i>	0.00	0.00	0.00	
<i>Afternoon Snack</i>	0.00	0.00	0.00	
<i>Beverages</i>	0.00	0.00	0.00	
Total Catering	0.00	0.00	0.00	
Miscellaneous Supplies	0.00	0.00	0.00	Door prizes, etc.
Total Conference	0.00	0.00	0.00	
Professional Development				
February Event	(500.00)		500.00	
March Event	(900.00)		900.00	
May Event	0.00		0.00	
June Event	0.00		0.00	
Total Professional Development	(1,400.00)	0.00	1,400.00	

Oklahoma Association for Institutional Research
Annual Budget
Fiscal Year 2022-2023

	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>	<u>Comments</u>	
<u>Revenues Overview</u>					
Balance Forward	11,878.11	11,878.11	0.00	<i>Memberships</i>	50
Membership Fees	1,750.00		(1,750.00)	<i>Membership fee</i>	35
Conference Registrations	2,750.00		(2,750.00)	<i>Registration fee</i>	55
Sponsor Payments	150.00		(150.00)		
Past Due/Uncollected	0.00		0.00		
Total Revenues	16,528.11	11,878.11	(4,650.00)		
<u>Expenditures Overview</u>					

Communications	(722.90)	0.00	722.90		
Conference	(2,600.00)	0.00	2,600.00		
Professional Development	(1,000.00)	0.00	1,000.00		
Total Expenses	(4,322.90)	0.00	4,322.90		
Unencumbered Balance	12,205.21	11,878.11	(327.10)		
Expenditures Detail					
	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>		
<u>Communications</u>					
Web Domain/Email	(75.00)		75.00	Domain renewed every two years; FY23 is the "on" year	

PO Box	(198.00)		198.00		
Zoom License	(149.90)		149.90		
Teamwork License	(300.00)		300.00		
Total Communications	(722.90)	0.00	722.90		
<u>Conference - <i>Spring 2022</i></u>				<i>Estimated registrants</i>	<i>50</i>
Speaker Fees	(300.00)		300.00		
Facility Rental	0.00		0.00		
A/V Services	0.00		0.00		
Parking	(100.00)		100.00		
Catering					
<i>Breakfast</i>	(500.00)		500.00		

<i>Morning Snack</i>	(250.00)		250.00		
<i>Lunch</i>	(750.00)		750.00		
<i>Afternoon Snack</i>	(250.00)		250.00		
<i>Beverages</i>	(250.00)		250.00		
Total Catering	(2,000.00)	0.00	2,000.00		
Miscellaneous Supplies	(200.00)		200.00		Door prizes, etc.
Total Conference	(2,600.00)	0.00	2,600.00		
Professional Development					
February Event	(1,000.00)		1,000.00		
March Event			0.00		
May Event			0.00		

June Event			0.00			
Total Professional Development	(1,000.00)	0.00	1,000.00			