

Oklahoma Association for Institutional Research Board
Regular Meeting
Minutes – February 17, 2022 – 10:30 a.m. – Electronic Meeting Via Zoom

Call to Order: Tiffany Bryant called the meeting to order at 10:31 a.m.

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

The minutes from the last meeting were not available and will be considered at the next meeting. Diane had no further report.

Tiffany gave the president's report. She has distributed a survey on OK-AIR's first professional development workshop. Also, she said the LinkedIn group has not had much activity yet.

Susannah gave the treasurer's report. She has obtained the Zoom license. She must also get a debit card for the OK-AIR account in order to rent a post office box. The Teamworks account is still in the free trial period.

Patrick had no report.

Kirstin reported on the first professional development meeting. She believes the webinar was a success and engaging for the participants, with more than a dozen attendees and lots of conversations.

Susannah praised the interactive aspect of the meeting and agreed the workshop was engaging. She noted that Zoom has a feature to prompt people to complete a participant survey, which could be used to get feedback from participants. So far, survey responses were positive overall, although one respondent mentioned that more notice should be given that it would be interactive.

Susannah also reported that she expects to post the recording of the workshop by Feb. 25 to the members-only section of the OK-AIR web site. Kirstin will send an email to the participants about the video and urging them to sign up for the next professional development seminar.

Susannah suggested having a facilitator for the next session. If the workshops become larger, Diane suggested having both a host and a technical moderator for the sessions. The board agreed that two members should be assigned for hosting duties at future workshops to facilitate running the events smoothly.

The next webinar, scheduled for March 30-31, will have lots of interaction, Kirstin reported. Presenter Walter Miller will speak on "Project Management 101." Participants will be asked to bring projects on the second-day of the two-day workshop so that they can apply what they learned the first day.

Kirstin said she will focus on writing a good description of the next workshop so that participants understand that the webinar will have a lot of interaction.

Tiffany and Kirstin said they would work on a marketing plan for the professional development series because the board hopes the series will help grow membership.

Diane suggested offering the workshops to a broader audience, such as human resources departments at other colleges. Julie expressed concern that non-member attendance might push out member attendance, because the webinars are supposed to be a benefit for membership. The board agreed that non-members would be charged to attend, and that members would be given priority for attendance.

The board discussed membership purchases and renewals. Patrick is working on migrating membership sign-up to the web site. When the updating is completed, people will be able to pay online. Susannah said the membership form needs to be constructed so that the data can be more easily analyzed afterwards.

Susannah also said payment for OK-AIR events are currently available through Paypal and Square. Paypal and Square both take a percentage of the amounts being processed. Kirstin suggested providing Paypal and Square documentation of OK-AIR's 501(c)3 status in order to request a fee discount.

No further conference presentation proposals have been submitted. The deadline is March 1. Another email soliciting proposals will be sent out.

The board commended prior board President Jennifer Ivie and Secretary Diane Fitzimmons for their work. Jennifer is now filling the Immediate Past President role, and Diane's term is completed on February 25.

The meeting was adjourned at 11:18 a.m.