



MINUTES

Oklahoma Association for Institutional Research

April 7, 2022

Regular Board Meeting

10:30 AM – 12:00 PM

Zoom Meeting (Online)

Presiding Officer: Tiffany Bryant

Directors in Attendance: Kirstin Krug, Susannah Livingood, Julie Sawyer

Directors Not in Attendance: Jennifer Ivie

Call to Order: 10:33 AM

Approval of the Minutes: Julie moved to approve the minutes from the previous meeting on 3/7/22. The motion carried with all present in favor.

Susannah moved to approve the minutes from the previous meeting on 3/22/22. The motion carried with all present in favor.

Reports of Officers: President's report was presented by Tiffany Bryant:

Have been making a lot of website updates and helping people register because the form plugin is not functioning well. Created registration and membership spreadsheets and uploaded them to Teamwork. We have 27 registered for the conference and 31 members. Have also been giving people access to the website and group email as they register and reaching out for new board members. Put together the final conference schedule and created a new template for the minutes. Patrick Kubier has resigned his position on the Board.

Treasurer's report was presented by Susannah Livingood:

Will be sending invoices to all registrants, whether paid or unpaid, before the conference. Those who want to pay with Pcard can pay the day of the conference or shortly after if they are not allowed to pre-pay. We should consider a discount for pre-payment next time. Have not been able to get a debit card or set up the PO Box because some of our information needs to be updated with the IRS first.

Professional Development Coordinator's report was presented by Kirstin Krug:

Arrived at 11:00 AM. No report.

Agenda Items/Motions:

The board discussed final conference details and assigned tasks for completion prior to the conference.

Tiffany presented the nominees up for election on April 22. Susannah Livingood is up for re-election, Dr. Juanita Ortiz from Rose State College is up for election, and one other person is considering joining the board and has yet to confirm.

The board decided that the election will be held via anonymous Zoom poll and shared immediately with the members during the conference business meeting.

Announcements:

Julie's last board meeting! Julie offered to continue to help out as needed leading up to the conference.

Adjournment:

Julie moved that the meeting be adjourned, and this was agreed upon at 11:54 AM.

Secretary Name: Tiffany Bryant (acting secretary)

Secretary Signature: 

Date of Approval: 4/22/2022