

ALAIR

Alabama Association for Institutional Research

Minutes of Business Meeting, April 24, 1991

Dr. Kitty Collier, ALAIR President, convened the business meeting at the University of Alabama in Tuscaloosa, Alabama on Wednesday, April 24, 1991.

1. Minutes of the April 26, 1990 meeting had been distributed to all attendees. A motion by Judy Rogers, seconded by Teresa Hall, to accept the minutes was passed.
2. The treasurer's report which had also been distributed to all attendees was briefly reviewed by Secretary-Treasurer James Carlson. A motion by Debbie Dailey, seconded by Judy Rogers, to approve the report was passed.
3. Debbie Dailey reported for the Nominating Committee and presented the Committee's nominees for office during 1991-92:

Vice President/President-Elect and Program Chair for the 1992 Conference:

Ron Estridge, Director of Planning and Research, Southern Union State Junior College

Al Searway, Director of Planning and Analysis, Jacksonville State University

Secretary-Treasurer:

Judy Elliott, Director of Institutional Research, Talladega College

Teresa Hall, Coordinator of Institutional Studies, Office of Planning and Analysis, Auburn University

Nominating Committee:

Willie Jackson, Director of Institutional Analysis and Evaluation, Tuskegee University

Judy Miller, Director of Institutional Research, Enterprise State Junior College

Janet Morgan, Coordinator of Institutional Studies, Auburn University at Montgomery

Al Yeager, Director of Institutional Research and Planning, University of South Alabama

Written ballots were distributed to members in attendance. The ballots were collected and counted by members of the Nominating Committee.

4. Ron Estridge reported on the proposal to establish an ALAIR travel grant program. The proposal had been distributed to those in attendance. A motion to establish the program as specified in the proposal was made by Stewart Phillips and seconded by O'Neal Smitherman, and passed, as follows:

ALAIR will establish a travel grant program to facilitate the participation of ALAIR members in The Southern Association for Institutional Research (SAIR) and The Association for Institutional Research (AIR). This program will consist of two awards:

- A. ALAIR Travel Grant to SAIR -- ALAIR will endorse one member's application to SAIR for the SAIR travel grant. This endorsement will include a letter of support accompanying the application and a matching grant of no more than \$200. Should the applicant not receive the SAIR travel grant, he or she would still receive the ALAIR grant. The Executive Committee will make the selection based on need, service to ALAIR, and involvement in SAIR.
- B. ALAIR Travel Grant to AIR -- ALAIR will select one member to apply for a travel grant from AIR and will match this grant for up to \$300. Should the applicant not receive the AIR travel grant, he or she would still receive the ALAIR grant. The Executive Committee will make the selection based on need, service to ALAIR, and involvement in AIR.

The Executive Committee has the authority to suspend the ALAIR travel grant program in any year if, in its judgment, sufficient funds would not be available to meet other Association expenses.

- 5. Judy Miller reported for the committee on the tracking of students transferring from two-year to four-year institutions.
- 6. Harriott Calhoun reported on the History Project and Association Archives. Debbie Dailey is working to get all the pertinent materials together for the archives. It was proposed that we use the Alabama Department of Archives & History to keep our records as part of the special collections.
- 7. Kitty Collier in her president's remarks discussed the annual meetings. In particular she mentioned that the first was held in a Birmingham hotel, and that all subsequent meetings had been at four-year institutions. It was suggested that other institutions consider hosting the meetings and attention was drawn to the materials on hosting a meeting prepared by Teresa Hall.
- 8. Don Dailey in his Vice-Presidential remarks discussed the program for the current meeting, the need to get together with colleagues, and the site selection for next year's SAIR meeting. He also mentioned that AL Yeager has expressed interest in the University of South Alabama serving as host to the 1992 ALAIR meeting.
- 9. The election results were announced by Debbie Dailey:

Vice-President/President Elect:	Al Searway
Secretary-Treasurer:	Teresa Hall
Nominating Committee:	Judy Miller Al Yeager

Respectfully submitted,

James Carlson
Secretary/Treasurer

ALAIR

ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH

FINANCIAL REPORT

APRIL 24, 1991

BALANCE CHECKING REPORTED 4/26/90 FINANCIAL REPORT \$4,176.89
BALANCE SAVINGS REPORTED 4/26/90 FINANCIAL REPORT \$5.11

CHECKING

DISBURSEMENTS FROM CHECKING

4/24/90	Parking for Conference	\$85.50
4/29/90	Correction in deposit (\$51.50 entered twice)	51.50
5/01/90	Postage and Engraved Plaque	68.36
7/16/90	Stationery	121.99
7/19/90	ALAIR Conference Luncheon Bill	1,044.34
7/23/90	Postage	45.00
7/23/90	Notebooks	7.54
10/19/90	Newsletter Postage	42.75
10/19/90	Newsletter Copying	42.00
11/15/90	Credit Union Membership Fee	1.00
3/18/91	Postage	13.95
3/26/91	Postage	9.95
4/05/91	Printing Brochures	16.00
4/05/91	Envelopes, Copies, Stamps for '91 Conference	83.90
4/16/91	Postage, '91 Conference Materials	103.53
4/16/91	Refund - Conference Preregistration Fee	15.00

TOTAL DISBURSEMENTS FROM CHECKING \$1,752.31

DEPOSITS TO CHECKING

5/01/90	Conference and Memberships	\$484.00
5/10/90	Conference and Memberships	36.50
5/24/90	Membership	10.00
6/30/90	Dividend	60.93
9/30/90	Dividend	50.10
12/31/90	Dividend	49.58
3/31/91	Dividend	45.79
4/16/91	Conference and Memberships	1,145.00
4/19/91	Conference and Memberships	220.00

TOTAL DEPOSITS TO CHECKING \$2,101.90

CHECKING SUMMARY

CHECKING BALANCE 4/26/90	\$4,176.89
TOTAL DISBURSEMENTS	1,752.31
TOTAL RECEIPTS	2,101.90
CHECKING BALANCE 4/24/91	<u>\$4,526.48</u>

SAVINGS

DEPOSITS TO SAVINGS

3/30/90	Dividend	\$.08
6/30/90	Dividend	.08
9/30/90	Dividend	.08
12/31/90	Dividend	.08
3/31/91	Dividend	.07

TOTAL DEPOSITS TO SAVINGS \$.39

SAVINGS SUMMARY

SAVINGS BALANCE 4/26/90	\$5.11
Total Deposits	.39
SAVINGS BALANCE 4/24/91	<u>\$5.50</u>



ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH

FINANCIAL REPORT

APRIL 24, 1991

ADDENDUM

OUTSTANDING ITEMS

CREDITS

Memberships/Conference Registrations Billed and Not Received	\$145.00
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DEBITS

Charges associated with April 24, 1991 Annual Meeting	??????
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