

**Minutes of Annual Business Meeting
April 24, 1992**

The annual business meeting of the Alabama Association for Institutional Research was called to order by President Don Dailey at 12:50 p.m. on Friday, April 24, 1992 at the Brookley Conference Center at the University of South Alabama. A motion was made, seconded and passed to dispense with the reading of the minutes.

Kitty Collier reported for the Nominating Committee and presented the slate of candidates for offices during 1992-93. After the report, ballots were handed out to the membership and collected by members of the Nominating Committee. The slate of candidates included:

Vice-President and President-Elect

Dr. Harriott Calhoun, Jefferson State Community College
Dr. Judy Rogers, University of Montevallo

Secretary/Treasurer

Mr. Delmer Dubois, Northwest Alabama Community College
Ms. Karen Freemon, University of Alabama in Huntsville

Nominating Committee

Dr. John Baker, Alabama State University
Ms. Sue Baum, Enterprise State Junior College
Ms. Judy Elliott, Talladega College
Mr. Sam Lowther, Auburn University

Judy Miller reported on the status of the project to develop a tracking system for students from the state's two-year college system.

Don Dailey presented three proposed changes to the Constitution and By-laws of the Association. The proposals had all been previously mailed to the membership. After discussion, it was moved and seconded that the updates be approved. The changes were approved, as follows:

Amendment One, separating the position Secretary/Treasurer into two positions, passed by acclamation.

Amendment Two, extending the term of the Secretary and Treasurer to two years, passed by acclamation.

Amendment Three, providing that the Nominating Committee develop a slate of one candidate for every position, rather than two, passed by a vote of 30-2.

The complete text of the changes is included as Attachment A.

It was noted that Dr. John Porter, Director of Institutional Research at the University of Alabama, is retiring this summer. Don Dailey asked that the Executive Committee develop a

statement of appreciation for Dr. Porter. The motion was made, seconded and approved by acclamation.

The possibility of establishing a distinguished service award for institutional researchers was discussed. It was pointed out that such an award might be named in honor of Dr. Joseph T. Sutton. After discussion, a motion to form an awards committee to consider such an award was made, seconded, and passed by acclamation.

Debbie Dailey announced that AIR would meet in Atlanta in early May and the regional association, SAIR, was scheduled to hold its annual conference with SCUP in October in Myrtle Beach. Members are encouraged to attend both.

The Nominating Committee announced the election results:

Vice-President: Dr. Harriott Calhoun

Secretary/Treasurer - Karen Freemon

Nominating Committee - Sam Lowther, Sue Baum and Judy Elliott. (Baum and Elliott both to serve due to a tied vote.)

Vice-President Al Searway thanked the program participants and the USA staff who worked on local arrangements. He encouraged completion of the conference evaluation forms.

Don Dailey thanked members of the Executive Committee and others for their contributions during the year. He suggested that the Association's future leadership address four areas:

- a) Encourage an open and representative electoral process.
- b) Be cognizant of the grassroots nature of the Association.
- c) Stay on the cutting edge to enable state institutional researchers to be adaptive to change and to growth.
- d) Maintain the social component of the group.

Volunteers were request to host the 1993 conference and annual meeting. Two-year institutions were encouraged to consider the possibility.

1992-93 President Al Searway commended Don Dailey for his leadership during the past year.

The meeting was adjourned at 1:40 p.m.

Respectfully submitted,



Teresa Hall
Secretary/Treasurer

**Retention Conference
Financial Results**

Revenue

Cash Receipts	\$5,155.00
Payables Outstanding	\$1,145.00
Total Revenue	\$6,300.00

Expenses

Catering	\$2,601.37
Honorariums	\$1,500.00
Misc. Expenses*	\$23.00
Total Expenses	\$4,124.37

Net Profit \$2,175.63

Misc. Expenses include postage, receipts, invoices, and bank bag.

Current Financial Standing

Balance, Checking Account	\$399.42
Balance, Savings Account	\$3,981.21
Total Cash Available	\$4,380.63

The CD was deposited in the savings account when it was opened and has not been reinvested. At present our savings account is earning around 4% to 4 1/2% which is about the same as the available CD rates.

I have been maintaining a very low balance in the checking account and transferring the funds to cover checks as needed.

Membership

Currently our paid membership stands at 72. We have two new members:
Vicki Hawsey of Reid State Technical College
Linda Lankewicz of Spring Hill College