

MINUTES OF THE ALAIR ANNUAL BUSINESS MEETING
Tuesday, April 5, 1994

The annual business meeting of the Alabama Association for Institutional Research was held on Tuesday, April 5, 1994 at the Tom Beville Center on the campus of the University of Alabama in Huntsville during the Association's annual conference. President Harriott Calhoun called the meeting to order at 12:30 p.m. and introduced members of the executive committee and special guest Dr. Sandra McCleod, president of Jefferson Davis Community College, who was moderating the presidents panel. Dr. Calhoun also acknowledged Karen Freemon of UAH who handled local arrangements.

Dr. Calhoun reminded the membership that **minutes of the 1993 business meeting** were in their packets and dispensed with reading them aloud. A motion was made, seconded, and approved unanimously to accept the minutes as written. Brenda Bryant, treasurer, reviewed the Association's **financial statement**, and a motion was made, seconded, and unanimously approved to accept it.

Dr. O'Neal Smitherman, who chaired the constitution review committee, summarized the changes that had been made to the constitution that was distributed in the last newsletter and was being considered today. He pointed out that the changes primarily addressed the division of the secretary/treasurer position into two separate offices. The motion to adopt the **revised constitution and bylaws** was made by the executive committee (no second required) and approved by the membership.

Dr. Judy Miller provided an update on the activities of the **Transfer Data Committee**. She said that at this point data on enrollment and graduation was actually being exchanged and that pilot reports on student performance are being prepared. She thanked everyone involved and encouraged participation in the project and utilization of the data.

Dr. Calhoun then made several **announcements**. Travel Grant recipients were Judy Elliott, Talladega College, for the 1993 SAIR meeting and Vicki Hawsey, Reid State Technical College, for the 1994 AIR Forum. Dr. Allen Smith, JSU, will represent ALAIR by presenting at the AIR Forum in New Orleans during the session for "Best Presentations from State and Regional Conferences." His presentation is on "Use of the College Basic Academic Subjects Examination for Assessing General Education." Dr. O'Neal Smitherman, UA System, was nominated by ALAIR and selected by AIR for its "Train the Trainer" program (Introduction to Statistics).

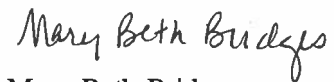
Dr. Al Searway, past-president and chair of the nominating committee, presented the proposed **slate of officers** for election and opened the floor for additional nominations. There being no additional nominations, the motion was made, seconded, and unanimously approved to elect the following slate of officers:

Vice President/President Elect	Sam Lowther, Auburn University
Nominating Committee	Mrytes Green, Stillman College
	Karen Freemon, UAH

Dr. Searway, who also chairs the awards committee, proceeded to present the **Sutton Leadership Award** and to acknowledge **past presidents of ALAIR**. He explained to the membership the significance of the Sutton Award and presented it to Al Yeager, University of South Alabama. He then presented each of the Association's past presidents with a personalized box, acknowledging their unique contributions to the establishment and successful administration of ALAIR.

Dr. Calhoun reminded conference participants to complete the conference evaluation form after the last session. She thanked Karen Freemon for her work in handling local arrangements in Huntsville and also thanked Judy Miller for her efforts in putting together an excellent conference program. There being no further business the meeting was adjourned at 1:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Beth Bridges".

Mary Beth Bridges
Secretary

ALAIR FINANCIAL STATEMENT

April 5, 1994

April 9, 1993	SAVINGS BALANCE		\$6,601.60
	Disbursements	(\$ 800.00)	
	Deposits	\$52.25	
	Account Closed		\$5,853.85
	CHECKING BALANCE		\$ 297.50
	Disbursements	(\$2,386.40)	
	Deposits	\$2,430.65	
	Account Closed		\$ 341.75
July 21, 1993	SAVINGS BALANCE (New Account)		\$5,001.00
	Disbursements	(\$1,001.00)	
	Deposits	\$55.19	
	Account Balance 4/5/94		\$4,055.19
	CHECKING BALANCE (New Account)		\$1,194.60
	Disbursements	(\$ 990.92)	
	Deposits	\$2,613.72	
	Account Balance 4/5/94		\$2,817.40

***** Account Details *****

Disbursements, Checking

Check Charge	(\$ 9.00)	
Laser Labels	(26.45)	
Postage	(63.80)	
Copy Service, Newsletter	(75.06)	
ALAIR Letterhead	(38.88)	
Past-President Awards	(444.89)	
ALAIR Travel Grant (Elliot)	(200.00)	
Rubber-Stamp ("Deposit only")	(23.22)	
Award, Engraved Plaque	(109.62)	
		(\$ 990.92)

Deposits, Checking

Membership Dues	\$ 90.00	
Interest	3.72	
1994 Conference Registration/Membership Dues	1,520.00	
Transfer from Savings	1,000.00	
		\$2,613.72

Disbursements, Savings

Account Charge	(\$ 1.00)	
Transfer to Checking	(1,000.00)	
		(\$1,001.00)

Deposits, Savings

Dividends	\$ 55.19	
		\$ 55.19