

**ALAIR Annual Business Meeting
April 15, 1998**

The Alabama Association for Institutional Research conducted its annual business meeting on April 15, 1998, at the Tom Bevill Conference Center on the University of Alabama in Huntsville campus. ALAIR President Myrtes Dunn Green called the meeting to order at 12:30 p.m., with a welcome to everyone. She extended a welcome to special guests Dr. and Mrs. Joseph T. Sutton and Mr. Edward Rutledge.

The minutes of the 1997 annual business meeting were included in conference packets for review. Teresa Hall pointed out one correction, page two: Andrew Luna's name was misspelled. A motion by O'Neal Smitherman and second by Priscilla Holland to approve the minutes was carried unanimously.

The Treasurer's report was presented by Treasurer Michael O'Rear. The financial report covered the Association's activity from April 12, 1997 through April 13, 1998. Sam Lowther moved and O'Neal Smitherman seconded a motion to accept the financial statement as reported. The motion was carried unanimously. Mike reported that the conference fees collected would cover the cost of the conference with a small amount remaining.

Anna Waggener, Vice President/President Elect, recognized the speaker for the general session, Bill Fendley, University of Alabama, and the presenters. A special thank you was given to Karen Freemon and David Frees for hosting the Conference at the University of Alabama in Huntsville. She reported that a total of 58 had registered for the conference. A reminder was given to turn in name badges and conference evaluations.

A copy of the revised Constitution and By-laws was included in everyone's packet and Myrtes asked everyone to take note of the changes that were underlined. A motion was made by Julia Rogers and seconded by Judy Miller to accept the changes to the Constitution. The motion carried unanimously. Next, a motion was made by Julia Rogers and seconded by Mary Beth Adams, to accept the changes to the By-Laws. The motion carried unanimously.

Myrtes recognized the current 1997-98 ALAIR Executive Committee and they were given a round of applause.

Judy Rogers gave the nominating committee report for the 1998-99 slate of officers:

Vice President/President Elect

O'Neal Smitherman
The University of Alabama System Office

Secretary

Janis W. Colee
Alabama Commission on Higher Education

Nominating Committee (2)

Mimi McDaniel
Alabama State University

Cathy Tanner
Bishop State Community College

A call for nominations from the floor was made with no names forthcoming. Judy Miller made a motion to accept the slate presented by the nominating committee, it was seconded by Teresa Hall and was unanimously accepted. Julia Rogers acknowledged the other members of the nominating committee - Debbie Fortune, Troy State University, and Regionald Crenshaw, Bishop State Community College.

Myrtes then gave a brief explanation of the annual Joseph T. Sutton Leadership Award, and then recognized Dr. Sutton to present the award to Edward P. Rutledge of the Alabama Commission on Higher Education. The 1998 AIR Travel Grant was presented by Judy Rogers to Mimi McDaniel of Alabama State University, and the 1997 Best Paper Award went to Exir Brennan of Alabama A&M University.

Bill Fendley gave a brief update on the AIR Conference to be held May 17 - 20, 1998 in Minneapolis, Minnesota. He encouraged everyone to attend and participate in AIR. Hannah Delbridge presented a report on the SAIR Conference held in October 1997 in Hot Springs, Arkansas. She also urged everyone to get in proposals and volunteer to facilitate a session at the next Conference to be held in Savannah, Georgia in October 1998. She also reminded everyone to apply for the six travel grants of \$200 each, with the registration fee waived.

There being no further business, President Green adjourned the meeting.

Respectfully submitted,

Janis W. Colee
Secretary

ALAIR FINANCIAL SUMMARY

April 13, 1998

ACCOUNT BALANCES --- 2/05/98	\$4,684.92
Savings - Security Federal Bank, Tuscaloosa	\$4,529.77
Checking - Security Federal Bank, Tuscaloosa	\$155.15

Receipts

Deposit of check from Max Federal Credit Union - Montgomery	\$22.37
Deposit of check from Max Federal Credit Union - Montgomery	\$290.21
Membership dues (30)	\$430.00
Conference registration fees (22)	\$880.00
Interest on checking account at Security Federal Bank, Tuscaloosa	\$0.00
Interest on savings account at Security Federal Bank, Tuscaloosa	\$38.95

Total Receipts (+)	\$1,661.53
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Disbursements

Expenses for Regional Workshop at Reid State Junior College, 1/30/98	\$71.49
Honorariums for Regional Workshop at Reid State Junior College, 1/30/98 (Judy Miller and O'Neal Smitherman)	\$100.00
Postage for "Call for Proposals" and February newsletter	\$163.00
ALAIR membership forms (250)	\$37.80
Name tags for 1998 ALAIR Conference (Credit of \$23.92 with Office Express)	\$78.84
Order of ALAIR checks (150)	\$20.50

Total Disbursements (-)	\$471.63
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Transfers from Savings to Checking	\$2,300.00
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ACCOUNT BALANCES --- 4/13/98	\$5,874.82
Savings --- 4/13/98	\$3,891.30
Checking --- 4/13/98	\$1,983.52


Treasurer

Conference Fees Collected and Conference Expenses
April 13, 1998

Conference Fees Collected	\$880.00
Conference Fees to be Refunded	\$40.00
Conference Expenses	
Sutton Award plaque	\$118.00
Name tags	\$65.45
Postage for "Call for Proposals" and February newsletter	\$163.00
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	Total \$346.45
Collected Conference Fees - Expenses - Refund	\$493.55
Additional Conference Fees Expected Based on Pre-registrations	\$840.00
Collected & Expected <u>Conference Fees</u> - Expenses - Refund	\$1,333.55