

ALAIR Business Meeting

SAMFORD UNIVERSITY
Birmingham, Alabama
Friday, April 12, 2002

Welcome and Introductions

The ALAIR Annual Business Meeting was called to order at 11:35 by President, Dr. Priscilla Holland at Samford University. Dr. Holland began by thanking Dr. Corts and the Samford Institutional Research staff for offering the wonderful facilities to ALAIR. The setting was described as perfect environment for professionals learning to present the truth yet make our institutions stand out with distinctive qualities. In particular, the use of the computer lab was mentioned as being facilitative to hands on training required for our pre-conference workshop. The ALAIR executive committee members were introduced.

Minutes from 2001 Business Meeting

Dr. Cara Mia Braswell, Secretary, presented the minutes of the Annual Business Meeting held in Gulf Shores, April 2001. A motion was made by Carol Chenault and seconded by Janis Lowther that the minutes be approved as read. The motion carried.

Treasurer's Report

The treasurer's report was given by Stephen Fancher. As attached, it was reported that there is \$6,945.86 balance in the bank at this point. Mr. Fancher reported, however, that there were some outstanding conference expenses. A motion was made by Jane Mathis-Hopson and seconded by Carol Chenault that the treasurer's report be approved as read. The motion was carried.

Conference Update

Dr. Jim Eck, program chair, expressed appreciation to Dea Mathews and Jan Farmer for their efforts in making this a quality conference. A total of 60 people showed out of the 93 current members. Thirty-one people attended dinner at East City Grill, the night before. Twenty members attended the ACCESS pre-conference workshop which was described as a follow-up to a previous session requested by popular demand. Jim described the remainder of the conference which convenes in Beeson Hall on campus. Dr. Eck closed with farewell remarks as he begins a new position at Rollins College.

Reports from the Nominating/Awards Committees

Mimi Johnson, chair of the nominating/awards committee first introduced committee members: Kelly D'Eath and Marvelene Freeman. Ms. Johnson first submitted the following 2002-2003 slate of officers for ALAIR for consideration by the membership:

President: Dr. William R. Fendley, Jr.
Vice-President/President Elect: Mr. Dan Tennimon
Secretary: Mrs. Cathy Tanner
Nominating Committee: Mr. Frank Hurley
Mr. Robert Gottesman

There were no further nominations from the floor. A motion to accept the slate of nominations was made by Ruthie Jackson-Osborne and seconded by Hanne Delbridge. The motion was carried.

Mimi Johnson also gave a report the awards committee report announcing that the ALAIR Best Presentation recipient is Dr. Anna T. Waggener for her paper "Principles of Graphical Excellence." Dr. Waggener will represent ALAIR at the 2002 AIR Conference in Canada.

The 2002 ALAIR Travel Grant to AIR goes to Ms. Brenda L. Bryant from Alabama State University. A grant of \$300 will be given to Ms. Bryant to assist her with travel expenses to the AIR Forum in Canada.

Ms. McDaniel also had the pleasure of presenting Dr. Priscilla Holland with an outgoing President's award. Dr. Holland received a personalized box as an expression of appreciation from all members of ALAIR for her unique contributions to the successful administration to ALAIR. Dr. Holland's secret to success was described as her ability to make people laugh and not realize how hard the work is. It was acknowledged that during Dr. Holland's tenure as President, the financial viability of our association was strengthened with an increase of funds by 24%. Additionally, that in spite of proration, membership remained steady at 93 members with excellent attendance at both the regional and annual conference.

The Sutton award was created to recognize Alabamians who have demonstrated leadership and outstanding accomplishment in the field of institutional research. Examples of leadership were first described for this year's recipient as:

- Serving diligently as a member of the ALAIR Executive Board,
- Being active in SAIR as a committee member and chair,
- Sharing expertise at the national level through presentations at AIR,
- Demonstrating their commitment to our profession by serving on SACS self-study teams,
- Publishing articles in professional journals.

Further, the honoree was described as a person of character and integrity ... dutiful to profession, God and family. The Sutton Award honoree was announced as Dr. Jim Eck.

New Business

Bill Fendley discussed the upcoming AIR conference in Toronto noting that ALAIR always has a strong presence at the annual conference. Sam Lowther expressed appreciation to all members that helped with the SAIR conference in Panama City. Members were reminded to pick up a copy of the ALAIR directory. Without further business, the ALAIR business meeting was adjourned.

Respectfully submitted,

Cara Mia Braswell
Secretary

ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH

Treasurer's Annual Report - April 9, 2002 - April 4, 2003

Annual Conference - Troy State University - Montgomery

Checking

Date	Check #	Description	Debit/ Credit	Amount
04/09/02		Balance		\$3,955.29
04/11/02	113	Payment to Greg Kawell (Access Wkshp)	Debit	(\$200.00)
04/12/02	114	U of A System (refund for overpayment)	Debit	(\$20.00)
04/12/02	115	UNA (refund for two conf cancellations)	Debit	(\$80.00)
05/02/02	116	Samford University (conference expenses)	Debit	(\$1,559.40)
06/10/02	117	Discount Printing (resource directory)	Debit	(\$275.03)
06/17/02	118	Postmaster- Stamps	Debit	(\$6.80)
06/18/02	Debit	Deposit (Conference Registrations)	Credit	\$1,105.00
06/18/02	Debit	Deposit (Membership Fees)	Credit	\$45.00
06/28/02		Service Charge <i>2</i>	Debit	(\$10.00)
07/15/02	119	Brenda Bryant (AL AIR Travel Grant)	Debit	(\$300.00)
07/15/02	120	U.S. Treasury (Best Paper Award, Anna Waggener)	Debit	(\$200.00)
09/18/02	121	Cathy Tanner (Postage - Newsletter)	Debit	(\$44.40)
10/10/02	122	Bishop State Comm. College (newsletter printing cost)	Debit	(\$155.60)
01/09/03	123	Staples Office Supply (receipt book)	Debit	(\$9.17)
01/09/03	124	Calera Signs & Banners (signs for Jeff State Wkshp)	Debit	(\$64.80)
01/16/03	Debit	Deposit (Wkshop)	Credit	\$145.00
01/23/03		Cancelled check 122. (Lost in mail)		\$155.60
01/23/03	125	Bishop State Comm. Col. (printing cost-replacement)	Debit	(\$155.60)
01/23/03	126	Heavenly Ham (Wkshop Lunches)	Debit	(\$381.02)
01/24/03	Debit	Deposit - Wkshops	Credit	\$75.00
02/21/03	127	Bai Kang (Travel Grant - SAIR)	Debit	(\$200.00)
02/25/03	Debit	Deposit (transfer from Savings)	Credit	\$250.00
02/26/03	128	Bishop State Comm. Col. (printing newsletter)	Debit	(\$162.00)
02/26/03	129	Cathy Tanner (Postage - Newsletter)	Debit	(\$48.10)
03/03/03	130	Cathy Tanner (Labels - Newsletter)	Debit	(\$44.68)
03/08/03	Debit	Deposit (transfer from Savings)	Credit	\$250.00
03/17/03	Debit	Deposit (Deposit from wkshop and conf registration)	Credit	\$595.00
03/21/03	131	Mike Bennett Signs (Banner)	Debit	(\$132.00)
03/28/03		Service Charge		(\$10.00)
04/01/03	Debit	Deposit (Deposit from wkshop and conf registration)	Credit	\$1,080.00
Balance				\$3,597.29

Registration Fees Collected 4/3 + 4/4/03

700.00

6,812.36

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Treasurer's Annual Report - April 9, 2002 - April 4, 2003

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Savings

Date	Description	Debit/ Credit	Amount
07/02/01	Original Deposit from Treasurer Transfer	Credit	\$2,955.35
07/24/01	Deposit (Membership Dues)	Credit	\$180.00
07/26/01	Deposit (Past-Presidents Fund)	Credit	\$75.00
07/31/01	Transfer to Checking	Debit	(\$200.00)
09/30/02	Interest Payment	Credit	\$6.42
12/18/01	Deposit (\$50 from wkshop/\$15 from membership)	Credit	\$65.00
12/18/01	Deposit (Membership Dues)	Credit	\$30.00
12/31/01	Interest Payment	Credit	\$1.91
02/13/02	Deposit (Membership Dues)	Credit	\$75.00
02/25/02	Transfer to Checking	Debit	(\$200.00)
03/31/02	Interest Payment	Credit	\$1.89
06/30/02	Interest Payment	Credit	\$1.69
09/30/02	Interest Payment	Credit	\$1.75
10/10/02	Deposit (Membership Dues)	Credit	\$15.00
12/31/02	Interest Payment	Credit	\$1.06
02/25/03	Transfer to Checking	Debit	(\$250.00)
03/10/03	Transfer to Checking	Debit	(\$250.00)
Balance			\$2,510.07

Total from Checking	\$3,597.29
Total from Savings	<u>\$2,510.07</u>
Total Cash on Hand	\$6,107.36

Respectively Submitted:  April 4, 2003