

# ALABAMA ASSOCIATION OF INSTITUTIONAL RESEARCH

Executive Committee Meeting  
10:30 AM; February 8, 2013  
Hotel Capstone/University of Alabama

## **Officers Present**

President: John McIntosh  
Vice President: Jon Acker  
Secretary: Michelle Hower  
Treasurer: Kristi Barnett  
Nominating Committee: Donna Sanders

## **Officers Absent**

Past President (Acting): Alicia Simmons  
Members-at-Large: Linda Caldwell; Angel Jowers  
Nominating Committee: Tangel Purifoy;

## MEETING MINUTES

### CALL TO ORDER:

The meeting was called to order by President John McIntosh.

### MINUTES OF PREVIOUS MEETING:

The minutes for 05/13/2012 and 09/14/2012 and were accept with correction (name spelling).

### TREASURER'S REPORT:

Treasurer Kristi Barnett presented the Treasurer's report. The report was accepted as presented.

### OLD BUSINESS: ALAIR ON FACEBOOK

- Kristie Barnett noted that an ALAIR page on Facebook has been forgotten, and she will look into this.

### OLD BUSINESS: UPDATE OF CONFERENCE UPDATE

- Kristi Barnett's secretary (and ALAIR member) will be taking care of the registration table.
- This year's conference may have a larger number of attendees than normal due to central location and earlier announcement.
- A map of the conference facilities was provided.
- Campus Labs needs to be contacted since they have not contacted us this year and historically they have provided the name badges.
- Jon is going to see if Big Al can be at the Tailgate Party for those who would like pictures.
- The first key note speaker has fallen through. We are still looking for another one.
- The biggest conference need now is for quality presentation proposals. Some suggested topics include SACS (general); SACS substantive change; and SACS panel – "Ask the Evaluator." Kristie offered to facilitate the Ask the Evaluator panel. John and Dr. Colagross may be able to serve on the panel. Jon is going to see if the person at UA who handles SACS will be willing to do a presentation.
- We will need to let Lisa Sellers-Dunn know if we think the Bryant Conference Center (BCC) rooms need power strips. Wi-Fi will be available. Lisa will send the connection information. Also presenters can send their information to Jon (who will forward them to Lisa); Lisa will put them on the BCC network so presenters don't have to worry about failed jump drives, etc.

- BCC will provide signage in the center. BCC will provide registration table in the upstairs lobby.
- We need to let Lisa know that we would prefer classroom setup in the meeting rooms.
- Lisa recommended we consider a breakfast meeting (catered either by BCC or Jack's) because the Hotel's dining facilities may not be complete by conference time.
- Lisa will forward Jon's information to Tina Jones at the Tuscaloosa Visitor's Bureau as they may be willing to provide bags and brochures about Tuscaloosa.
- Conference parking will be in the Hotel's lot for attendees staying in the Hotel. Attendees not staying at the Hotel can park in the Hotel's lot or in the Moody. Lisa at BCC will be emailing a parking pass that attendees should print and place in their car window.
- Jon will check with Bama Catering about high-boy tables for use at the Paul W. Bryant Museum (PBM). Attendees will be able to take food/drink in the museum. PBM notes that we should not worry about breaking displays as everything that is valuable is under glass. They request that display cases not be moved.
- Conference mailings will go out by email.
- Jon and his staff will handle conference packets and name badges.

#### NEW BUSINESS: CONFERENCE 2014

- Be thinking about places for the 2014 conference location. The executive committee should put out notice that we are accepting location proposals.
- The committee suggested that we might contact Sanford or University of Montevallo for a central Alabama location.

#### NEXT MEETING

The next meeting will be held at the Bryant Conference Center; Rast Room on Thursday, March 21 at 9:00 AM.

Respectfully submitted,

Michelle Hower