

Alabama Association for Institutional Research

Executive Committee Transition Meeting

May 31, 2013

Southeastern Bible College

Officers Present	Officers Absent
Outgoing President: John McIntosh	Past President (Acting): Alicia Simmons
Incoming President: Jon Acker	Incoming Treasurer: Tienhan Ma
Current Secretary: Michelle Hower	Outgoing Member-at-Large: Angel Jowers
Outgoing Treasurer: Kristi Barnett	Outgoing Member-at-Large: Linda Caldwell
Incoming Vice President: Annette Cederholm	Outgoing Nominating Committee: Tangela Purifoy
Outgoing Nominating Committee: Donna Sanders	
Incoming Nominating Committee: Frank Barefield	
Incoming Nominating Committee: A. J. Brigati	

Meeting Minutes

Call to order:

The meeting was called to order by John McIntosh with a welcome at 9:30 AM.

Review of Minutes:

The minutes of the March 21, 2013 meeting were reviewed and accepted as written.

Treasurer's Report

The Treasurer's Report was presented by Kristi Barnett. It was reviewed and accepted as written. Kristy Swindol (Kristi Barnett's assistant) was recognized for all of her work in the conference registration process. Kristi Barnett noted that a \$50 float is in the checking account but not reflected in the Treasurer's Report. Kristi also noted that the CD will be up for renewal in July. Tienhan Ma will have to renew it at that time.

Old Business: ALAIR 2013 Conference

The Executive Committee expressed appreciation to the University of Alabama for underwriting so much of the conference. Outgoing members were recognized and appreciated for their hard work on the conference.

The Committee recognized the fact that there was a good amount of advertising for the 2013 conference evidenced by new attendees and the return of attendees who had been absent for a couple of years.

Old Business: Refund/Cancellation Policy

The Committee still needs to consider the need of a cancellation policy and decide on what that cancellation policy should be. There were some cancellations even the day of the conference this year. Kristi Barnett will send information regarding SAIR's cancellation policy to Jon for future consideration.

The Committee also considered a returned check fee. Because the frequency of returned checks is very low, generally caused by accident, and only brings about a \$10 fee from Regions, the Committee voted not to have a returned check fee. The Committee can revisit this decision should returned checks become more frequent.

New Business: Transition

The Committee publically read the job descriptions from the bylaws as follows:

- John McIntosh recognized Frank Barefield and A. J. Brigati as incoming Nominating Committee members.
- John McIntosh read the Executive Committee description to all present.
- Kristi Barnett read the Treasurer description.
- Jon Acker read the Vice President description to Annette Cederholm.
- John McIntosh read the President description to Jon Acker.

The reading was concluded with congratulations and the transferal of duties to all new members.

New Business: 2014 ALAIR Conference

J. F. Drake State Community and Technical College is a possible host for the 2014 conference. The location would be in the Huntsville area.

Frank Barefield also announced that Wallace State, particularly the Eufala campus, is interested in hosting the 2015 conference.

Sneed State Community College may also be interested in hosting the 2014 conference perhaps at Guntersville State Park lodge facilities.

Annette will talk with Drake State first. If they submit a proposal to host the 2014 conference, then the conference will be there. If they do not, Sneed state will submit a proposal to host.

Institutions interested in hosting a conference need to submit a proposal for the Committee to vote on before conference locations are announced.

The Committee discussed that it wishes to continue being proactive about advertising the conference and would like to send out a "Save the Date" announcement as soon as possible.

New Business: 2013-2014 Drive-In Workshops

The Committee considered interest in and possible topics of Drive-In Workshops. John McIntosh will check with AIR to see if there are any available IPEDS workshops of interest to ALAIR members. John will look for new workshops and evaluate if it is a good time to restart the IPEDS workshop cycle.

If the IPEDS workshops are not appropriate at this time, the Committee could also consider a drive-in workshop on substantive changes.

The Committee considered November as a possible time for the workshop.

Next Meeting:

Next meeting is still to be determined but will likely be in September. The newsletter will follow the meeting some time (using any announcements from the meeting in the newsletter).

Adjournment

The meeting was adjourned by Jon Acker at 11:15 AM.

Alabama Association for Institutional Research

Transitional Meeting Treasurer's Report: May 31, 2013

Southeastern Bible College

Total funds from previous Report:

\$18,762.47

Checking Account

Check	Date	Transaction	Debit	Credit	Balance
	3/19/2013	Beginning Balance			\$13,130.16
269	3/19/2013	Jon Acker (Conference Expenses)	\$463.71		\$12,666.45
270	3/19/2013	Rachel Coleman (Big Al)	\$50.00		\$12,616.45
271	3/19/2013	Alicia Simmons	\$225.00		\$12,391.45
272	3/19/2013	Troy University	\$55.00		\$12,336.45
	3/25/2013	Deposit		\$475.00	\$12,811.45
273	4/3/2013	Hotel Capstone	\$1,493.59		\$11,317.86
274	4/3/2013	Aramark	\$999.40		\$10,318.46
275	4/3/2013	void	-	-	\$10,318.46
276	4/3/2013	Bryant Conference Center	\$3,683.62		\$6,634.84
277	4/3/2013	Paul Bear Bryant Museum	\$400.00		\$6,234.84
278	4/3/2013	Hotel Capstone	\$1,320.00		\$4,914.84
279	4/9/2013	SACSCOC (Dr. Johnson)	\$237.30		\$4,677.54
	5/1/2013	Deposit		\$425.00	\$5,102.54
	5/10/2013	Deposit (University of Alabama Invoice)		\$3,683.62	\$8,786.16
	5/10/2013	Deposit		\$1,120.00	\$9,906.16
		Correction from Previous Report		\$295.00	\$10,201.16
		Current Balance			\$10,201.16

Certificate of Deposit*

Date	Transaction	Debit	Credit	Balance
5/23/2013	Value			\$5,632.31
	Interest		\$1.37	\$5,632.31
	Current Value			\$5,633.68

Total from Checking:	\$10,201.16
Total from CD:	\$5,633.68
Total Cash on Hand:	\$15,834.84

Treasurer's Notes:

Certificate of Deposit scheduled to auto renew on 07/21/2013.

Respectfully Submitted: Kristi Barnett, Treasurer

05/30/2013