

## **BUSINESS MEETING MINUTES**

The Annual Business Meeting of the Mississippi Association for Institutional Research was held on April 1, 2016 in Gulfport, Mississippi at the Courtyard Gulfport Beachfront Hotel. The Business Meeting was the final event in the annual two-day conference that took place March 31<sup>st</sup> and April 1<sup>st</sup>, 2016. The meeting was called to order by President Lee Skinkle at 12:30pm.

### **Review of 2015 Minutes:**

President Lee Skinkle asked the members to review the printed record of the minutes from the 2015 Business Meeting and opened the floor for any comments and discussion. Upon a motion by Kayla Arrington and a second by Jamil Ibrahim, the members voted unanimously to approve the minutes of the April 24, 2015 meeting.

### **Webmaster's Report:**

Webmaster Eric Atchison reported that website was up and functioning. He spoke about his intent to add a new addition to the conference registration form requesting 1<sup>st</sup> year of membership to the MAIR organization in hopes to gain some historical context for the MAIR organization. He also requested that conference presenters send their conference materials as those will be loaded to the conference website.

### **Treasurer's Report:**

Treasurer Liz Edwards began her report with the February 25, 2016 balance of \$7,949.16. After the expenses and deposits made from February 25 through March 29<sup>th</sup>, the ending checking balance as of March 29, 2016 was \$9,692.78. She pointed out the estimated conference expenses on the Treasurer's Report provided in the conference folder was a total of \$3,420.82 and the estimated deposits for the uncollected and untransferred fees, deducting the PayPal 3.1%, was \$4,264.10. Estimating the ending balance after expenses have cleared and funds transferred of \$10,536.06.

### **Vice President's Report:**

Vice President Laura Damm opened up her report by thanking Liz Edwards for her service for the last two years as MAIR's Treasurer. Laura then opened the floor for comments regarding the 2016 Conference. She announced to the members about the survey link on the back of the program that is critical in the future planning process of the 2017 conference. She reminded the members that those surveys are used for the selection of the Best Presentation Award and the Unsung Hero Award.

### **At-Large Member's Report:**

Shemeka McClung began her report by extending special congratulations to Laura Damm for being the recipient of the prestigious Women in Higher Education – Mississippi Network Leadership Award and asked Laura to speak about the award. Laura spoke about the program and handed the floor back to Shemeka.

Shemeka reported on Vendor support for the conference at the Brand Awareness level: Campus Labs and a new vendor Ruffalo Noel Levitz. She encouraged the membership to check out their information that was provided in the conference information folder. Lee Skinkle added that as schools are dealing with

vendors throughout this next year that members talk to them to get more awareness of MAIR and potentially more support from vendors in the future for MAIR.

**Old Business:**

There were no old business items to discuss.

**New Business:**

1. Jim Nichols Service Award – President Lee Skinkle spoke about the history of the award and reiterated that this award was meant to go to a recipient that showcased exemplary service and leadership to the organization. The committee decided not to award the Jim Nichols Service Award this year. Lee also thanked the collective executive board for how the 2016 conference was planned balancing all the varying interests and needs of the MAIR membership.
2. Laura Damm presented Lee Skinkle with his presidential plaque and thanked him for his leadership for the past two years as Vice President and President.
3. Best Presentation Award – a reminder went out to the MAIR members that Eric Atchison was awarded and presented with the Best Presentation Award in the opening session of the conference on March 31<sup>st</sup>.
4. Unsung Hero – As a result of this year's conference evaluations, the Unsung Hero will be awarded for the first time in MAIR history. This award will go to someone that does not meet the qualifications (such as officer status) for the Jim Nichols Service Award but has shown exemplary service to the organization.
5. New Proposals – Lee Skinkle opened the floor for questions regarding the Student Travel Grant Proposal put together by Eric Atchison and Tiffany Gregory Ward. The proposal was provided to the members in the conference folder. Kayla Arrington had a question about the Award Rubric and how it was referenced. Laura Damm explained that the executive committee will use the proposed rubric to score the submissions. Eric Atchison explained the whole submission and review process. Kayla stated that her question had been resolved by the explanations of the executive council. Lee asked for further questions and then for a motion to accept the proposal. Upon a motion by Timothy Dedeaux and a second by Angie Mason, the members voted unanimously to accept the Student Travel Grant Proposal as it was presented.
6. Lee opened the floor for any more business to be discussed. No members brought any business to the floor.

**Officer Nominations:**

As stated in the By-Laws, the following officer positions were filled by succession for 2016-17:

- Lee Skinkle will serve as Past President
- Laura Damm will serve as President
- Eric Atchison will serve a third year as Webmaster

In absence of Past President Carolyn Warren, Lee Skinkle presented the slate of officers for the upcoming year.

Eric Atchison of IHL has been nominated for Vice President (must be from a 4 Year Institution). Lee Skinkle opened the floor for any further nominations. No additional nominations were made.

Shemeka McClung of Jackson State University has been nominated for Treasurer (must be from a 4 Year Institution). Lee Skinkle opened the floor for any further nominations. No additional nominations were made.

Carley Dear of Hinds Community College and Angie Mason of Northeast MS Community College were both nominated for Secretary (must be from a 2 Year Institution). Lee Skinkle opened the floor for any further nominations. No additional nominations were made.

Amy Cappleman of Itawamba Community College and Angie Mason of Northeast MS Community College were both nominated for the Two Year Member-at-Large position. Lee Skinkle opened the floor for any further nominations. No additional nominations were made.

Andrew Garner of MS University for Women was nominated for the Four Year Member-at-Large position. Lee Skinkle opened the floor for any further nominations. No additional nominations were made.

Lee Skinkle called for a motion to cease nominations. Upon a motion from Liz Edwards and seconded by Carley Dear nominations for officers were ceased.

**Announcements:**

The following professional conferences were promoted:

AIR Forum– New Orleans, LA on May 31-June 3<sup>rd</sup>

SAIR Conference – Charlotte, NC on October 8-11<sup>th</sup>

SACCR – Atlanta, GA on September 10-12<sup>th</sup>

Business meeting was suspended and the remaining door prizes were given out.

After a tallying of the votes, the meeting was again called to order by President Lee Skinkle to announce those elected to serve:

- Eric Atchison as Vice President/President-elect
- Shemeka McClung as Treasurer
- Carley Dear as Secretary
- Amy Cappleman as Two Year Member-at-Large
- Andrew Garner as Four Year Member-at-Large

Treasurer responsibilities will transfer from Liz Edwards to Shemeka McClung including checking account rights and privileges.

**Other Business:**

No other business was brought to the floor and the meeting adjourned at 1:06pm.

Lee Skinkle passed the gavel to Laura Damm.