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Minutes of the
SAIR ANNUAL BUSINESS MEETING & AWARDS BREAKFAST
Memphis, Tennessee – October 8, 2013
Provided by Lisa Lord, Secretary

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The 2013 SAIR Annual Business and Awards Breakfast meeting was called to order at 8:00am and followed by a welcome to attendees by President Kathleen Morley (Baylor University). Past President Denise Gardner (University of Tennessee) recognized the SAIR service and contributions of Larry Jones and Sam Lowther.

Secretary's Report
The minutes of the 2012 SAIR Annual Business Meeting and Awards Breakfast were presented to the membership by Secretary Lisa Lord (University of Louisiana at Lafayette). The minutes were approved with no changes upon a motion by Kathleen Morley (Baylor University). The motion was seconded by Joan Stirling (Ozarka College).

SAIR Bylaw Proposed Changes
On behalf of the Board, Secretary Lisa Lord (University of Louisiana at Lafayette) distributed proposed Bylaw changes to the membership via SAIRMail on August 29 and copies were also available at this business meeting. Revisions being proposed are indicated below with additions underlined and deletions indicated.

Article I
Section 1. Membership in the Corporation and election to any office or appointment to any Committee shall not be based on gender, race, ethnic origin, sex, age, sexual orientation, or religious conviction.

Section 4. To be eligible for graduate Student membership, a person must be actively pursuing a graduate or undergraduate degree, must not be employed full time, and must (a) be actively engaged in research leading to the improved understanding, planning, assessment, and operation of institutions of postsecondary education or (b) be interested in the methodology and results of institutional research.

Section 5. To be eligible for emeritus membership, a person must be retired and must have been an active member of the Corporation for a minimum of ten years preceding retirement and be approved by the Board. A member shall have retired when he or she has formally terminated regular professional employment through retirement. Continuation or resumption of employment on a part-time or non-continuing basis shall not affect eligibility for emeritus membership status. Members who have retired from one institution and then obtain full-time employment with another institution are not eligible for emeritus membership. Members requesting emeritus status will complete the Emeritus Membership Form and submit it to the Secretary. The Secretary will confer with the Treasurer to ensure the retired member has met the ten-year requirement. The Secretary submits the names of those eligible for Emeritus membership to the Board at the next scheduled meeting. A majority vote of the Board will be required for emeritus membership to be awarded. Emeritus members retain this status for their lifetime and will have their membership fee waived each year.

Section 6. Distinguished membership may be awarded to members or former members who have made distinguished contributions to institutional research. Nominations for distinguished membership shall be made to the Chair of the Awards Committee. An affirmative vote of two-thirds of the Board of Directors shall be required for the awarding of distinguished membership. Distinguished members retain this status for their lifetime and will have their membership fee and conference registration fee waived each year.

Article II
Section 5. Treasurer. The Treasurer shall be responsible for: a) collection of annual registration and alternate membership fees; b) maintaining the annual listing of membership of the Corporation; c) payment of duly authorized expenses of the Corporation; d) preparation of financial reports of the Corporation; e) preparation of an annual budget for consideration by the Board of Directors; and f). performance of any other duties assigned by the President or vice President. The Treasurer's term of office shall run to the end of the calendar year of their second year, in order to assist with transition to the new Treasurer.

Article IV
Section 1. Eligibility. Only regular and distinguished members shall be eligible to become officers. The Vice-President must have served on the Board of Directors.

Section 6. Election of officers. All officers and Members-at-Large shall be elected by a ballot distributed to the membership, in a manner to be determined by the Board of Directors that would ensure anonymity in voting, prior to the annual meeting. The election process shall begin no later than July 1st. The ballot shall be returned to the chair of the Nominating Committee for tabulation and presentation to the Board of Directors. In the event of a tie vote for a specific elective office, a majority vote of the full Board of Directors shall resolve the tie. The new officers will be announced no later than at the annual business meeting.

Article VIII
Section 2. An Audit Committee shall be appointed by the President for each annual business meeting. The Audit Committee shall audit the Treasurer's books for the preceding fiscal year. A Financial Advisory Committee shall assist the Board with financial oversight of the Corporation. The membership of this committee shall be composed of three former Board members, each serving a three-year term. Each President shall appoint one member.

Article IX
Section 1. A quorum to conduct the business of the Corporation shall consist of ~~fifteen (15)~~ at least one-fourth members of the Corporation.

Article X
Section 4. On years that a new Treasurer takes office, a financial audit shall be conducted by a qualified non-profit auditor. A report will be delivered to the Treasurer and President by June 1st, and also reviewed by the Financial Advisory Committee.

Lisa Lord (University of Louisiana at Lafayette) motioned to accept the proposed revisions to the SAIR Bylaws (as explained above with additions underlined and deletions indicated) and Sandi Bramblett (Georgia Institute of Technology) seconded the motion. Discussion on the proposed changes was opened. Denise Gardner (University of Tennessee) presented an amendment to revert Article IX, Section 1 to the original wording of "A quorum to conduct the business of the Corporation shall consist of fifteen (15) members of the Corporation."

Denise Gardner (University of Tennessee) motioned to accept the Bylaws as proposed including the amendment to revert Article IX, Section 1 to the original wording. Glenn James (Tennessee Technological University) seconded and the motion was approved by the membership.

Bylaws as approved will be posted to the SAIR website.

Treasurer's Report
Treasurer Bethany Bodo (Radford University) reported the number of registrants for the current conference totaled 380 with Alabama having the most registrants, followed by Georgia and Tennessee. The second quarter financial statement was published in the Fall 2013 Newsletter with assets totaling $76,000 and Bethany anticipates third quarter financial statement to be distributed in the Winter newsletter.

Audit Committee* Report
Audit Committee Chair Michelle Hall (Southeastern Louisiana University) reported the results of the 2012 financial review. The Audit Committee communicated their review via e-mail. The Audit Committee members were Sandi Bramblett (Georgia Institute of Technology), Karen Gentemann (George Mason University), and Michelle Hall (Southeastern Louisiana University).

The Audit Committee recommended to investigate alternatives to Elavan, who charges approximately $20 per conference registration charged by credit card. Recommendations are being addressed by Bethany Bodo, Treasurer, and the SAIR Board.

* The Audit Committee was renamed to Financial Advisory Committee in the Bylaws revision. For future reports, the committee will be referred to as Financial Advisory Committee.

Past President's Report
- **Nominating Committee Report**
  Immediate Past President Denise Gardner (University of Tennessee) recognized and thanked the members of the 2013 nominating committee. The SAIR membership voted the following as newly-elected officers and nominating committee: Vice President/President-Elect/Program Chair – Sara Gravitt (Wake Forest University), Treasurer – Paige Borden (University of Central Florida), Members-at-Large – Matthew Campbell (Auburn University) and Mitzy Johnson (Mississippi State University) and Nominating Committee members – Bernie Braun (Louisiana State University), Rick Burnette (Florida State University), Daina Henry (College of William and Mary), Jana Marak (Baylor University) and Jamie Redwine (Washington and Lee Unversity).

- **Future Conference Sites**
  Denise Gardner (University of Tennessee) announced that SAIR 2016 will be held October 8-11 at the Westin Charlotte Hotel in Charlotte, North Carolina.

2013 SAIR Conference Report
Vice President/President Elect/Program Chair Mary Harrington (University of Mississippi) thanked everyone for attending and contributing to the conference. She thanked Gary Donhardt (University of Memphis), Local Arrangements Chair. Mary recognized SAS and Scantron as the sponsors of the 2013 Awards Breakfast and encouraged attendance at the sessions after the Business Meeting adjourns.

Mary Harrington reminded attendees the conference evaluation would be conducted post-conference and electronically again this year. She encouraged attendees to complete the evaluation so results can be considered in planning and decision making. Mary announced there are still conference t-shirts for sale and extra conference bags available.

Recognition of Travel Grant Recipients and William Fendley Newcomer's Grant Recipient
Travel Grant Chair Lee Sanders (Southern Arkansas University Tech) recognized the 2013 Travel Grant Award Recipients as follows: Sheri Craig – National Park Community College; Jessica Guillory – Dallas County Community College District; Jennifer Hannigan – Methodist University; John Moore – Lincoln Memorial University; Leonard Munghor – Sowela Technical

Community College. The Bill Fendley Travel Grant was awarded to Austin Ryland – University of Alabama and the Larry Jones Graduate Student Travel Grant was awarded to Jaya Soni – Huston-Tillotson University.

Awards
Member-at-Large Andrew Luna (University of North Alabama) served as Chair of the 2013 Awards Committee and announced winners of the various awards:

- Best Electronic Fact Book: First Place: College of Charleston, Second Place: Texas Tech University, and Third Place: University of Alabama.

- Best Institutional Research Website: First Place: Georgia Institute of Technology, Second Place: College of Charleston, and Third Place: Florida State University.

- Best Printed Fact Book: First Place: Jacksonville State University, Second Place: Radford University, and Third Place: University of West Georgia.

- Best Mini Fact Book: First Place: Mississippi State University, Second Place: University of West Georgia, and Third Place: Texas Tech University.

The 2012 SAIR Best Paper Award was given to Elayne Reiss (University of Central Florida) for her paper: "Best Practices in Enrollment Modeling".

Past President Denise Gardner presented two special awards to SAIR members. Andrew Luna (University of North Alabama) received the Distinguished Member Award and Michelle Hall (Southeastern Louisiana University) received the James Montgomery Outstanding Service Award. Dr. Jim Montgomery assisted Denise with the award presentation.

AIR 2014 Invitation
Sandi Bramblett (Georgia Institute of Technology), AIR President, recognized the long history of SAIR members involved at all levels of service within AIR. Sandi invited the SAIR membership to attend the 2014 AIR Forum, May 27-30, 2014 in Orlando, Florida at the Rosen Shingle Creek Resort. Sandi also encouraged participation in the Call for Proposals which is open through October 24.

Recognition of SAIR Board Members
President Kathleen Morley recognized the outgoing members of the SAIR Board and offered appreciation of service to Edwin Litolff – Member-at-Large (Workshops), Julianna Proctor – Member-at-Large (Awards/Vendors), Bethany Bodo – Treasurer, and Denise Gardner – Immediate Past President.

SAIR 2014 in Destin, Florida
Sara Gravitt (Wake Forest University), 2014 Program Chair, and Diane Hodgins (Northwest Florida State College), Local Arrangements Chair, invited attendees to the 2014 SAIR Conference at the Hilton Sandestin Resort, October 4-7, 2014. Sara presented a promotional video for Destin.

Door Prizes
Drawings were held for door prizes.

Other
No other business was discussed.

The meeting was adjourned at 8:40am.