

**Official Minutes of the
SAIR ANNUAL BUSINESS MEETING & AWARDS BREAKFAST**
Arlington, Virginia - October 17, 2006
Respectfully Submitted by Cathy Tanner, Secretary

The 2006 SAIR Annual Business and Awards Breakfast meeting was called to order at 7:55 a.m. President Jim Eck (Rollins College) welcomed attendees.

AIR 2007 Preview:

On behalf of the local arrangements committee for the upcoming AIR Forum, Christine Keller (University of Kansas) extended an invitation to SAIR members for the 2007 AIR Forum. Christine referred to the AIR website and AIR webmail for additional information on the Forum and closed her presentation with a video featuring highlights of Kansas City.

Secretary's Report:

The minutes of the 2005 SAIR Annual Business Meeting and Awards Breakfast were presented to the membership by Member-at-Large Cathy Tanner (University of Alabama at Birmingham) for Secretary Julie Fulgham (Mississippi State University) who was unable to attend the meeting. The minutes were approved with no changes upon a motion made by Bob Armacost (Higher Education Assessment and Planning Technologies) and seconded by Bill Canuette (Mount Olive College). The motion carried.

Treasurer's Report:

Treasurer Bernie Braun (Louisiana State University) presented the current financial statement for SAIR and indicated that the 2006 conference broke the record for the highest number of attendees with 464.

Audit Committee Report:

President Jim Eck recognized the members of the Audit Committee which included Debbie Dailey (Georgetown University), Gerry Dizinno (University of Texas at San Antonio) and John Kalb (Southern Methodist University). The report from the Committee indicated that SAIR is spending funds appropriately.

Past President's Report:

- **Nominating Committee** - Past President Ross Griffith (Wake Forest University) recognized the members of the nominating committee and commended each person for their service to the organization. Ross reported that during the 2006 election process, there were 234 voters and a 42.9 percent response rate for the election. The newly elected SAIR officers and nominating committee members were introduced as follows: Vice President/President Elect/Program Chair – Sandi Bramblett (Georgia Institute of Technology); Secretary - Cathy Tanner (University of Alabama at Birmingham); Members-at-Large – Jon Acker (The University of Alabama) and Kathleen Morley (Baylor University); Nominating Committee members: Cathy Ellett (Copiah-Lincoln Community College), Denise Gardner (The University of Georgia), Mary Gunn (Coastal Carolina University), Kris Mascetti (University of Alabama at Birmingham) and Kim Thoma (The University of Alabama System).

- **Future Conference Sites** – Ross gave an overview of the conference sites that have been selected for the next three conferences. Future sites include the following: Little Rock, AR (2007); Nashville, TN (2008) and Dallas, TX (2009). Ross commented that a joint conference with NEAIR is being considered for 2010 and an assessment will be forwarded to the membership by October 31, 2006 to collect information that will assist the SAIR Board in making a decision by January 2007.

2006 SAIR Conference Report:

Vice President/President Elect/Program Chair Lorne Kuffel (College of William and Mary) thanked everyone for their attendance and contribution to the record number of attendees for this conference.

Lorne made announcements and recognitions as follows: session changes, room changes, added sessions and deleted sessions; an appeal to complete conference evaluation forms; recognition of Members-at-Large Michelle Hall (Southeastern Louisiana University) and Mary Harrington (University of Mississippi) as continuing members of the SAIR Board; Presented the winner for the Vendor Scavenger Hunt prize as Carol Carrere (Mount Olive College); and Presented the iPod winner as Cathy Ledbetter (Middle Georgia College) for the Vendor drawing sponsored by Evisions, Inc.

Lorne closed his report by thanking the Local Arrangement Committee, Planning Committee, Volunteers and everyone who participated in making the 2006 SAIR Conference a great success!

Awards:

Member-at-Large Sandi Bramblett (Georgia Institute of Technology) served as chair of the 2006 Awards Committee. Sandi recognized the 13 judges who assisted with the judging process and announced award recipients as follows:

- **Best Fact Book:** First Place – Mississippi State University, Runner-Up – The University of Alabama; **Best Mini Fact Book:** First Place – Southeastern Louisiana University, Runner-Up – University of South Carolina-Columbia; **Best Electronic Fact Book:** First Place – Kennesaw State University, Runner-Up: Mississippi State University; and **Best IR Website:** First Place – Kennesaw State University, Runner-Up – Georgia Institute of Technology.
- **2005 SAIR Best Paper Award** was presented to Andrew Luna (University of West Georgia). Sandi commented that Andrew represented SAIR well in Chicago at the 2006 AIR Forum.
- **The Larry G. Jones Graduate Student Travel Grant** was awarded for 2006 to Deborah Worley (University of Mississippi). Deborah was presented with a \$500 check and a plaque as the inaugural recipient of this award.
- **The Unsung Hero Award** was presented to Donald Boeckman (Southeastern Louisiana University) for his significant ongoing contributions to SAIR over an extended period of time.
- **The James Montgomery Outstanding Service Award** was presented to Debbie Dailey (Georgetown University) for her consistently outstanding service to SAIR in a variety of roles.

Recognition of SAIR Board Members:

President Jim Eck thanked the outgoing members of the SAIR Board for their service to the organization: Sandi Bramblett (Member-at-Large) in charge of awards; Cathy Tanner (Member-at-Large) in charge of Newcomers and Travel Grants; and Ross Griffith (Past President) in charge of future conference sites and the nominations process. In addition, Jim lauded Ross for the successful 2004 conference in Biloxi, MS and his exemplary service to SAIR.

SAIR Communication Specialist Darla Keel (University of Memphis) was recognized by President Jim Eck for her commitment to SAIR as well as her expertise in the job functions that she performs for the organization.

2007 SAIR Conference in Little Rock, Arkansas:

Sandi Bramblett, 2007 SAIR Program Chair, recognized the local arrangements committee for the upcoming conference in Little Rock, Arkansas and gave an overview of conference plans which include The Peabody Hotel in Little Rock as the conference hotel with the Monday night event at the William 'Bill' Clinton Library. Sandi reminded the membership that the success of the SAIR conference depends on our individual contributions for the collective benefit of the organization. Sandi closed by asking the membership to submit papers for the 2006 Best Paper Award to Kathleen Morley as soon as possible for award consideration.

The meeting was adjourned at 8:58 a.m.

Approved by SAIR Membership on October 9, 2007