

**SAIR Annual Business Meeting
Norfolk, VA**

October 9, 2018

The 2018 SAIR Annual Business and Awards Breakfast meeting was called to order at 8:11AM and followed by a welcome to attendees by SAIR President Matthew Campbell (Auburn University). He noted his thanks to the organization for the honor of serving as SAIR President for the past year, and praised his predecessors for their guidance, especially past SAIR Presidents hailing from Alabama: Cara Mia Braswell, Jim Purcell, Sam Lowther, and Bill Fendley. He noted that the opportunity has been all consuming and incredibly rewarding. He also thanked the current board members and encouraged members of the organization to take advantage of the opportunity to put their stamp on the SAIR organization and move it forward by serving in a SAIR office. Finally, he noted that the present SAIR Secretary, Jayne Perkins-Brown (Georgia Southern University) retired this year and was presently traveling.

Secretary's Report

The minutes of the 2017 SAIR Annual Business Meeting and Awards Breakfast were presented to the membership by President Matthew Campbell for Jayne Perkins-Brown. The minutes were approved with no changes upon a motion by Michael Hadley (Methodist University), seconded by Denise Gardner (University of Tennessee Knoxville). The motion passed unanimously.

Treasurer's Report

Treasurer Lynne Crosby (Austin Peay State University) reported that there were 355 dues paying registrants. She shared that the SAIR Board of Directors reviewed the third quarter financial statements at their pre-conference meeting. She also thanked all the Registration Desk volunteers by name (Eric Atchison, Kelly Birchfield, Bethany Bodo, Ginny Cockerill, Heather Epstein, Denise Gardner, Maren Hess, Sherry Kendrick, Mary Lucus, Sarah May, Linda Rowland, Suzanne Simpson, Lisa Sklar, Galiya Tabulda, and Laura Wilkins).

President Matthew Campbell noted that the report from the Financial Advisory Committee will be posted to the SAIR webpage after the conference.

Immediate Past-President's Report

Immediate Past-President Lisa Lord (University of Louisiana at Lafayette) welcomed all attendees and thanked the members of the 2018 Nominating Committee. The SAIR membership voted in the following newly elected officers and Nominating Committee members: incoming Vice President/Program Chair Rick Burnette (Florida State University) and Secretary Susan Lounsbury (Southern Regional Education Board); additionally Members-at-Large Barrie Fitzgerald (Valdosta State University) and Susannah Livingood (University of Oklahoma). The 2019 Nominating Committee members are Bethany Bodo

(Virginia Tech), Nijah Bryant (Valdosta State University), Michael Hadley (Methodist University), James Hunt (Florida State University) and Jennifer Moore (Mississippi University for Women).

Immediate Past-President Lisa Lord (University of Louisiana at Lafayette) announced that the 2021 SAIR conference will be held at the Galt House Hotel in Louisville, KY on October 9-12, 2021. She noted that the venue is nearby food, activities, the Kentucky Derby Museum, and Churchill Downs. Also, this is SAIR's first trip to Kentucky since 1980.

Immediate Past-President Lisa Lord (University of Louisiana at Lafayette) thanked SAIR for the opportunity to serve the organization for the past seven years as a board member.

Vice President/Program Chair Report

Vice President/Program Chair Julie Fulgham (Ret.) welcomed everyone, thanked the staff and the accommodations, and emphasized how each SAIR conference is about the membership. Notably, she commended the expertise that emerges and new ideas that are shared from newcomers to experienced members alike. She noted that the evaluations are to be completed using the QR codes in the conference booklet to improve sessions and the conference as a whole for next year. She also thanked the board for their "it takes a village" approach to deliver a successful conference and appreciated their willingness to help. Finally, she thanked the SAIR attendees for the contributions to the organization, noted that t-shirts were still available to purchase, and hoped all attendees have enjoyed the conference experience.

Member-at-Large: Vendor Relations

Member-at-Large Laverne Macon-Jamison (Livingstone College) recognized the sponsors of the 2018 SAIR Conference and thanked them for their participation for assisting SAIR in keeping costs low, quality high, and introduce new ideas to the SAIR membership. She is looking forward to working with the sponsors in Greenville next year. For the 2018 SAIR Conference, there were 10 gold, 2 silver, and 2 exhibitors. Next year we are looking for continued and expanded sponsor support to show us how we practitioners can do our tasks more efficiently. Specifically, she also recognized Rhonda Belton (Elon University), President-elect for NCAIR, for her assistance. President Matthew Campbell again thanked the sponsors for sharing their messages with our introverted group of professionals.

Member-at-Large: Newcomers

Member-at-Large Wendy Kallina (Kennesaw State University) asked all newcomers to stand for recognition. She noted that over 80 newcomers attended the 45th SAIR conference. Finally, she thanked all the participants of the activity at the Sunday evening Newcomer's Reception, and noted that the team led by Maren Hess (Campbell University) had the best score on the activity and survived. All members of that team were invited to come accept a Starbucks gift card after the meeting.

Member-at-Large: Travel Grants

Member-at-Large Wendy Kallina (Kennesaw State University) recognized each recipient of the travel grants for the 2018 SAIR conference: Heather Epstein (Florida State University), Smriti Ingrole (Florida State University), Nancy Linden (Savannah State University), Yangling Ma (Georgia Gwinnett College), Emily Wilkens (Auburn University), Melandie McGee (Northshore Technical Community College), and Lauren Maroon (University of Central Florida). All recipients were presented with certificates and checks.

Member-at-Large: Awards

Member-at-Large Maren Hess (Campbell University) recognized her committee for their assistance in determining the award recipients: Eric Atchison (Mississippi Institutions of Higher Learning), Eric Lovik (Radford University), and Lesley Shotts (Drake State University).

The Best e-Factbook

- 1st Georgia College
- 2nd Pellissippi State Community College
- 3rd Radford University

Best IR Website

- 1st Georgia College
- 2nd University of North Georgia
- 3rd University of Kentucky

Best Mini Factbook

- 1st Texas Tech University
- 2nd Emory University
- 3rd Radford University

Best Paper Factbook

- 1st Georgia College
- 2nd Southern Regional Education Board
- 3rd Regent University

Best Paper Award (from the 2017 conference presentations)

Dr. Ti Yan, Higher Education Consortia, University of Delaware. *Program-level Peer Selection in Benchmarking Costs of Instruction*. Dr. Yan presented the paper at the AIR Forum in Orlando, FL in May 2018. Tom Eleuterio (University of Delaware) accepted the award on her behalf.

Finally, she announced that beginning in 2019, there will be two awards instead of four, to reduce the influence of modality. The two awards will be for Website and Factbook (of any medium).

Member-at-Large: Professional Development

Member-at-Large Rick Burnette (Florida State University) thanked workshop presenters and asked them to stand and be recognized. Matthew Campbell also recognized Marc Turner for presenting two workshops back-to-back on Tableau.

Recognition of outgoing SAIR board members

President Matthew Campbell recognized Maren Hess and Rick Burnette for their service to the organization. He gave special thanks to Lisa Lord for her seven years of service to SAIR with a recognition reading "The Southern Association for Institutional Research gratefully recognizes Lisa Lord and the many contributions she made to the organization in its service as Vice-President and Program Chair in 2016, President in 2017, and Past-President in 2018." SAIR attendees were encouraged to attend the sessions occurring on Tuesday following the Awards Breakfast.

SAIR 2019 in Greenville, South Carolina

Incoming Program Chair Rick Burnette invited everyone to have a great time in Greenville next year, and challenged each member to find at least one person to bring with them for the great learning opportunity. He shared a video clip with highlights on Greenville focusing on #yeahTHATGreenville. He is excited for the conference next year, and is counting on the membership for another strong program in 2019.

Other Business

President Matthew Campbell extended his thanks to Sara Gravitt (Wake Forest University) for selecting the location in Greenville and reiterated that the city is very excited for SAIR to hold its 46th Conference there next year.

No other business was discussed.

A motion to adjourn was made by Glenn James (Tennessee Tech University), and seconded by Mary Sapp (University of Miami). Meeting adjourned at 8:53AM.

- Minutes submitted by Maren Hess, Member-at-Large 2016-2018