



## **TEXAS ASSOCIATION FOR INSTITUTIONAL RESEARCH**

**39th Annual Conference  
Minutes of the Annual Business Meeting  
Tuesday, February 28, 2017  
3:30 p.m.  
Hilton Houston NASA  
Clear Lake, Texas**

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**Call to Order:** The meeting was called to order at 3:30pm by President Soon Merz.

**Approval of the Minutes from the 2016 Business Meeting:** Secretary Amanda Clark presented the minutes from the 2016 business meeting David Brown made a motion to approve the 2016 business meeting minutes. The motion was seconded by Tracy Stegmair and passed unanimously.

**Comments from the TAIR President:** President Soon Merz thanked each of the vendors for sponsoring various events for the conference.

### **TAIR Executive Committee and other Committee Reports:**

**Secretary/Membership Report:** TAIR Secretary Amanda Clark reported there are 251 people registered for the conference (including 14 no-shows) and 37 additional members, for a total of 288 TAIR members as of February 28, 2017.

**Treasurer's Report:** Final financial report posted later in the summer which covers through March 31. Final expenses for the hotel are not yet posted

**Financial Review Committee Report:** Tracy Stegmair provided the report. The Financial Review Committee includes Tracy Stegmair, Jana Marak, and Rick Leyva. They met on February 27, 2017 and recommended that there be a plan to handle any unforeseen circumstances that could occur and would impact travel to the conference. The FR committee also recommended that there be a back-up to the treasurer with access to the accounts for accountability purposes.

**Communications Officer Report:** Kate Proff reported that this is the 2<sup>nd</sup> year of using the app and Al Walser in charge of the app. So far there were 133 unique downloads of the app-more than half of conference attendance. Printing fewer brochures is a help for budget. Faron Kincheloe manages the listserv. Complete redesign of TAIR website is in process. TAIR moved everything over to a new webhost and it is easier for updates and EC transition from year to year. Domain name was transitioned to TAIR as the owner rather than belonging to an individual member. Kate thanked Our Lady of the Lake University, College of the Mainlands UT system, Austin Community College, University of North Texas, University of Houston-Downtown, and Baylor University for providing projectors for the conference which saves around \$6,000.

Kate thanked the membership for her term as communication officer.

**Professional Development Officer Report:** Marc Turner reported that PD committee has been reviewing the certificate program. Requirement for Excel shifted to use of data analysis tools and methods to include all levels of users. Requirements have been streamlined and there are now two certificate levels. For the 2016 summer professional development conference, there were eight workshops with 55 people participating and 90 total registrations. At the 2017 conference, there are 13 workshops offered with 85 attendees with 152 registrations. Tom Martin asked if any workshops would be focused on predictive analytics. Marc responded that we can definitely look at adding them. Marc will be sending out a survey to ask for help from volunteers to offer workshops.

**Vice President/Program Committee Chair:** TAIR Vice President/Program Committee Chair Kara Larkan-Skinner began by recognizing and thanking the members of the TAIR Program Committee. Kara thanked the sponsors, members of the Executive Committee, presenters, facilitators and the hotel staff.

**Election Results:** President Soon Merz announced the TAIR 2017 election results are as follows:

**President-** Kara Larkan-Skinner  
**Vice President/President Elect,** Teresa Isbell  
**Communications Officer,** Morgan Carter  
**Treasurer,** Paul Turcotte, TAMU Central Texas  
**Nominating Committee,** Lea Campbell  
**Nominating Committee,** Rick Leyva  
**Nominating Committee,** Rebecca Richter  
**Nominating Committee,** Cindy Ullrich

**Next Year's Conference:** The next annual TAIR conference will be February 11-14, 2018 at the Omni Hotel in Corpus Christi, Texas. Leona Urbish is the Local Arrangements chair for the conference next year.

Soon Merz adjourned the meeting at 3:56 p.m.

Respectfully submitted,

Amanda Clark

TAIR Secretary