

CERA Board Meeting Agenda

August 14, 2007

11:30 a.m. to 1:00 pm

Telephone call in number: **1-712-432-2600** (Mid-West); Access code (password to session): **10101**

	Action	Person	Est. Time
Welcoming	Overview of agenda	Jim	1 minute
I. Old Business	Minutes of last meeting (attached)	Paula	2 minutes
II. New Business	Treasurer's Report	Paula	2 minutes
	Summary of 2007 Sponsors (who, \$\$, their role, CERA mementos?)	Jim	4 minutes
	Summary of 2007 Exhibitors	Mary/ Paula	5 minutes
	2007 Conference planning		
	--- Registration packet Send out to members again? When?	Paula	3 minutes
	--- Hotel status Backup hotels, posting on website	Jim	10 minutes
	--- President's reception/ CERA social event	Jim	2 minutes
	--- New coordinators' training (who will conduct, members' notification of training, registration)	Paula	4 minutes
	--- Proposal submission update	Mary	2 minutes
	--- Website needs When to post new sponsors; Lifetime Achievement bio, research assistance postings?	Jim/ Paula/ Li	3 minutes
	--- Newsletter Contents; who's writing what, how to get it out to members, when to send?	Irina, Kate	10 minutes
	--- NCLB Survey status	Jim	4 minutes
	--- Panels' status.	Jim	2 minutes
	--- Outstanding Paper status	Kate	5 minutes
	--- Bylaws	Tom	10 minutes
	--- Next year's conference/ future CAIR joint conf?	Tom	5 minutes
	--- Revisiting 2007 conference tasks/ responsibilities for the next three months: Need to document?	Jim	5 minutes
III. Next Meeting	Burbank Airport Hilton? October 12 th or 15 th ?	Jim	2 minutes

