

# CERA Board Meeting Agenda

January 29, 2008

9:00 a.m. to 3:30 p.m.

	Action	Person	Est. Time
Welcoming	Overview of agenda	Tom	10 minutes
I. Old Business	Minutes of last meeting	Paula	5 minutes
II. New Business	<p>Treasurer's Report</p> <p>---Last year's conference costs</p> <p>---Current balance in account</p> <p>---Trends in bank reserve</p> <p>---Part-time CERA staff affordable?</p> <p>2007 Conference review---what went well and what can we do better?</p> <p>---Session and overall evaluations</p> <p>2008 Conference Planning</p> <p>---Conference theme</p> <p>---Keynote speakers</p> <p>---"Featured" sessions? Panels? etc.</p> <p>---Lifetime achievement nominees</p> <p>--- Executive Board responsibilities and Committee tasks</p> <p>---Timeline/Responsibilities for Newsletter</p> <p>---Revisiting registration fees and dues (time to raise fees and dues?)</p> <p>---Target attendees (K12 and postsecondary balance at conference)</p> <p>---Conference Size: How big is "just right?"---to grow or not to grow?</p> <p>---Vendors and sponsors (more? or fewer?)</p> <p>---Commercialism (vendors' place in a research conference)</p> <p>---Promoting the conference (posters, AERA strategies, etc.)</p>	<p>Paula</p> <p>All</p> <p>All</p>	<p>10 minutes</p> <p>10 minutes</p> <p>~10 minutes per topic</p>
III. Noon tour and Lunch	<p>Tour of the hotel (11:30 a.m.)</p> <p>Lunch (12:15 p.m.)</p>		
IV. More New Business	<p>---Continuation of morning topics/Other conference issues (outstanding paper committee, etc.) (begin 1:15 pm)</p> <p>Infrastructure issues</p> <p>---CERA website</p> <p>---CERA insurance (Board insurance besides event insurance?)</p> <p>---Discussion of IRS rules/503 (c)(3)</p> <p>---Sign Signature Card at Bank (3:00)</p>	<p>All</p> <p>All</p> <p>Mary</p> <p>Tom, Mel, Paula</p>	<p>35 minutes</p> <p>10 minutes</p> <p>10 minutes</p> <p>20 minutes</p> <p>30 minutes</p>
V. Adjourn	3:30 p.m.		



## **January 29, 2008 CERA Board Meeting Handouts**

- CERA Board Meeting Agenda January 29, 2008
- Minutes of the Executive Board Meeting of CERA November 20, 2007
- CERA Statement of Officers Installed November 28, 2007
- CERA Cell Phone List
- Email Subject: RE: CERA Bylaws
- CERA Bylaws
- CERA 87<sup>th</sup> Conference Year Committee Tasks
- 2008 CERA Conference Tasks
- CERA 200708 Request for Reimbursement
- Cash Flow Summary Report
- Cash Flow Report
- Bank and PayPal Detail