



California Educational Research Association

*Tom Barrett, President
Mary Tribbey, Vice President
Paula Carroll, Secretary
Melvin Webb, Treasurer
Jim Parker, Past President
Rachel Perry, Member-at-Large
Roger Yoho, Member-at-Large
I. Phillip Young, Member-at-Large
Nazanin Zargarpour, Member-at-Large
Irina Okhremtchouk, Graduate Student Representative*

Minutes Of the Executive Board Meeting Of the California Educational Research Association A California nonprofit corporation (May 14, 2008)

A regular meeting of the Executive Board was held on **May 14, 2008 at the Disneyland Hotel in Anaheim, California**, for the purpose of planning the 2008 Annual Conference and for transacting all proper business of the corporation. Written notice was sent or personally delivered to all members of the Board of record on the books of the corporation at such time and with such contents as required by the bylaws of the corporation.

There were present representing a quorum of the Executive Board:

*Tom Barrett, President
Mary Tribbey, Vice President
Paula Carroll, Secretary
Roger Yoho, Treasurer
Nazanin Zargarpour, Member-at-Large*

Members Absent:

*Jim Parker, Past President, Rachel Perry, Member-at-Large, Phillip Young, Member-at-Large
Irina Okhremtchouk, Graduate Student Representative*

President Tom Barrett opened the meeting at 1:25. Mary Tribbey joined the meeting at 1:35.

The minutes were reviewed. Nazy Zargarpour noted that the word "them" needs to be changed to "theme" on page three of the minutes. Roger Yoho moved to approve the minutes and Nazy Zargarpour seconded the motion. Minutes were approved.

Paula Carroll moved that Roger Yoho have complete access to and the ability to make changes to all Wells Fargo accounts, including the investment CD. Tom Barrett seconded the motion and it was approved. Tom Barrett moved that Mel Webb be removed from all Wells Fargo accounts, as he resigned his position as CERA treasurer in January, and that Roger Yoho be appointed as the treasurer for CERA for the remainder of the 2007-08 term. Paula Carroll seconded the motion and the motion was approved. Roger Yoho presented the current fiscal report for CERA. Paula Carroll indicated that there is still an open Bank of America account with approximately \$900.00 in it.

Tom Barrett moved that CERA continue to use and pay for Computer Gal services. Needed changes to the CERA website were discussed and agreed upon.

Tom Barrett presented information about companies who have already contributed sponsorship funds, who have made a verbal commitment to sponsor or who have expressed an interest in sponsorship.



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Mary Tribbey, Roger Yoho, and Tom Barrett will contact various companies to inquire about their interest in sponsoring the 2008 conference.

The group also discussed committed and potential vendors for the conference. Roger Yoho has contacted all past exhibitors and he will follow-up with a phone call. Tom Barrett and Roger Yoho will contact the hotel to request information about vendor space allocations. Platinum sponsors will be given first priority for vendor table location choice.

Members discussed the need to formalize agreements with both paid and invited speakers and include any necessary tax forms, if needed.

This year's conference proposal deadline is a lot earlier than in the past and the group discussed the possible need to extend the deadline. The decision was to wait to see the number of proposals submitted by the May 23 deadline and if an extension is needed, that June 30 be the extension deadline.

Roger Yoho confirmed his district that will support his advancement in the CERA Board. At the next conference, the Board will elect a Secretary and Treasurer from the At Large CERA Board members if an At Large member is nominated (self or Board member nominated) for the position. If no one accepts nomination, there will be an open election at the conference. If someone accepts the position, this will create an At Large open position. The election will be (tentatively) held in September. Candidates will be invited to speak for about a minute to the conference membership. The position of the graduate student representative was discussed. The Board will need to appoint Irina Okhremtchouk, if she is interested in continuing as the graduate representative for 2008-09.

Proposed changes to the CERA Bylaws and election candidates for an unfilled CERA Board positions will be on the 2008 conference ballot. It was agreed, in agreement with a previous meeting's discussion, that 30 percent membership approval will be needed to make bylaw changes and that the typo in the previous bylaws (that listed 5%) will be corrected by vote (if approved) at the next conference. It was agreed that Tom Barrett would be responsible for receiving Board member candidate ballots and designing the voting ballot.

The group discussed the benefit from a common CERA calendar, such as Google.docs, Google calendar or Yahoo calendar. Nazy Zargarpour will set up and communicate information about gmail and Google.docs for CERA Board members.

Mary Tribbey presented information about CERA tax reporting requirements for contributions from sponsors to a 503b corporation because of the sponsor advertising in the CERA program. Tom Barrett will get more information from CERA's tax consultant. The group discussed potential uses of the accumulated monies from past conference income. The group decision was that an executive director position would be the best use of the monies, although the need may vary from year to year. Nazy



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Zargarpour will write the plan, share it with Mary Tribbey and it will be discussed for action at the next Board meeting.

The CERA newsletter for spring is being mailed out to members this week and the next newsletter is scheduled to be distributed between September and October 2008, after the conference presentations are selected and before the registration deadline (November 18).

The Board selected Cathedral Hill hotel in San Francisco as the conference site for the 88th annual CERA conference on November 18-19, 2009. Tom Barrett will update the conference tasks and committee list for Board members.

The group decided that Tom Barrett would investigate expected conference attendance numbers in order to make a decision about adjusting the hotel room block.

In an effort to promote the CERA conference, make vendor and sponsor contacts and keep the organization's technical information updated, Roger Yoho moved that CERA pay for the president's attendance at an educational conference. Paula seconded the motion. Motion approved.

The 2008 conference will have conference insurance, arranged by Roger Yoho. There was a discussion about concern regarding any possible personal liability for CERA Board members, though the Board needs more information in order to discuss this item.

Nazy Zargarpour presented the K-12 invited presenter list and a letter the presenters' received. The MOU needs to be clear about the need for all presenters to both pay and register. The Board discussed the need to send thank you notes to all presenters (email) and a written card for the invited and keynote speakers and vendors.

Paula Carroll made a motion that CERA pay for two hotel nights for two staff members from Corona-Norco to assist with CERA registration.

7. Adjournment

Having concluded the official Board business, the meeting was adjourned at approximately at 4:55 p.m.

**Respectfully Submitted,
Paula Carroll, Secretary**