



**Minutes  
Of the Executive Board Meeting  
Of the California Educational Research Association  
A California nonprofit corporation  
April 13, 2010**

A meeting of the Executive Board was held by teleconference, for the purpose of planning the 2010 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:

*Paula Carroll, President*  
*Roger Yoho, Vice President*  
*Eric Crane, Secretary*  
*Darrell Brown, Treasurer*  
*Mary Tribbey, Past President*  
*I. Phillip Young, Member-at-Large*  
*Wendell Callahan, Member-at-Large*  
*Donna O'Neil, Member at Large*  
*Rebecca Luskin, Graduate Student Representative*

Members Absent: Rachel Perry.

The meeting was opened at 3:00 p.m. by President Paula Carroll.

**1. January 2010 Minutes.** The January minutes were approved. The "motions summary," a table listing each motion, its mover, second, and any details about the vote, was incorporated into the minutes. The Board discussed and supported making this table a part of each minutes. Yoho moved approval of the minutes, O'Neil, seconded, and the motion was approved by unanimous voice vote.

**2. Treasurer's Report.** Darrell Brown presented information on the current and historical balances of the corporation. Paula Carroll reported that she is reviewing the application for the corporation to purchase liability insurance and indicated that she would summarize the application for the May meeting. Darrell Brown reported that May 15 is CERA's tax deadline and that he would be meeting with the corporation's tax preparer around the end of April or beginning of May. The biggest task, he reported, was identifying revenue from dues versus other sources. Darrell Brown reported that to apply for a credit card with Wells Fargo, three members of the Board not authorized to use the card would need to sign a letter authorizing the application for a line of credit of \$16,000. O'Neil, Callahan, and Young agreed to sign an authorizing letter. Carroll, Yoho, Crane, and Brown would be authorized to use the credit card. Darrell Brown explained the security risks from e-banking with a computer that is not dedicated to that task and asked the Board to consider purchasing a laptop dedicated to CERA e-banking. Yoho moved the purchase, Callahan seconded, and the Board approved by a unanimous voice vote. Darrell Brown explained that it would be advantageous to CERA to have the ability to collect payments and have onsite conference registration via the cera-web.org web site. Darrell Brown will investigate what is needed to make this happen. Paula Carroll and Darrell Brown will work together on a plan for scanning corporation records so that CERA can take advantage of electronic recordkeeping.

**3. Reports.** Darrell Brown reported that a CERA postal box has been purchased. Eric Crane reported that he has set up a group for CERA on LinkedIn.com. Paula Carroll reported that she has worked on the CERA Web site with staff from SJCOE. She has also sent to Board members forms from last year regarding committee assignments. Roger Yoho reported that he is considering locations for the 2011

conference. Donna O'Neil reported that the Board has the list of all nominees for the Lifetime Achievement award for the past four years, and she will send the names of unsuccessful nominees from previous years. Wendell Callahan reported that he is reviewing the application form for the Outstanding Paper award and will make any necessary changes. Paula Carroll asked Wendell Callahan to review the award criteria and make sure that the Board is comfortable. Nominations are due Friday, September 17. Roger Yoho reported that the Nominating committee has not submitted names of prospective candidates for the Board. Paula Carroll will contact a representative from CAIR (California Association of Institutional Research) about the possibility of a joint session or meeting, as their conference is the same dates also in San Diego. Paula Carroll reported that Irina Okhremtchouk and Kate Esposito are finishing the edits to the newsletter.

**4. 2010 Conference.** Mary Tribbey indicated that she has written thank you notes to all sponsors of the 2009 conference. She will survey the vendors about their experience at the conference. Darrell Brown indicated that he will be working on registration and exhibitors. Eric Crane reported that he has had conversation with Paula Carroll about tasks leading up to the conference. Wendell Callahan indicated that he has not spoken with NWEA regarding sponsorship of the 2010 conference, but he will bring it up with NWEA in an upcoming user group. Darrell Brown asked about benefits and costs for sponsors by sponsorship level. Paula Carroll suggested that the Board should correspond with last year's sponsors, thanking them again for their support last year, pointing out the perks of sponsorship and dates of the conference, and exploring whether they are interested in sponsoring the conference this year. She reported that the CDE will not be holding the evaluator conference this year, which had previously been held in conjunction with CERA. The Board discussed the scheduling of the conference, and there was consensus that ending at 2:30 on Friday was advisable. Paula Carroll reported that Laura Goe, an expert in policy regarding teacher performance and evaluation with Educational Testing Service, would be one keynote speaker. No second keynote speaker is as yet confirmed. The Board expressed consensus that the pre-sessions were well received and should be done again this year.

**5. Graduate Student Outreach.** Rebecca Luskin reported that she, Wendell Callahan, and Philip Young have met as a task force to discuss graduate student outreach. She emphasized that there are different types of graduate students with very different needs. She explained that currently there is not a lot of outreach directly to graduate students. Philip Young and Rebecca Luskin explained that their discussions with Wendell Callahan included the possibility of a second outstanding paper, this one limited to graduate student recipients. The task force agreed to present more specific ideas at the May meeting. Paula Carroll moved to add a second outstanding paper, for graduate students; Eric Crane seconded, and the motion carried unanimously. Paula Carroll agreed to look into a second covered registration at AERA for the outstanding graduate paper. Other ideas, though not approved, included that an organization could sponsor a graduate student at CERA and that presenters could be asked on the conference proposal forms whether they would like to have a graduate student discussant. The task force also has discussed having a student poster session at the annual CERA conference, where light refreshments and a chance to present work would support a networking opportunity. Rebecca Luskin moved that there be a poster session at the conference; Mary Tribbey seconded, and the motion carried unanimously.

The meeting adjourned at 4:35.

Respectfully submitted,

Eric Crane, Secretary