Minutes, CADREI Executive Committee Meeting

Renaissance Palm Springs

Saturday, October 15, 2016

Treasurer’s Report

Randy Kamphaus reported that the transition from former Treasurer Wanda Blanchett and her team at Rutgers to his team at University of Oregon went smoothly over the summer and into the fall. Annual dues are still being collected, but costs for the 2016 annual meeting in Palm Springs are projected to be lower than the 2015 meeting in Stowe, VT. Randy provided a detailed balance sheet, and the organization is in good fiscal shape.

President’s Report on Planning for Palm Springs

Marcy Driscoll included this item on the agenda because the experience of planning for the Palm Springs meeting was so different from that of planning the Stowe meeting in terms of interactions with the hotel. The CADREI president works with a consultant firm to research possible sites for the annual meeting and to negotiate our contracts. The consultant also provides ongoing service in monitoring our experience with the hotels and assisting when necessary. This year, his assistance was critical in securing additional hotel rooms when our room block was reached and when attendance at a nearby concert began to take over all available rooms.

Also, in contrast to last year, the hotel staff was very late in planning for meal events and AV needs, waiting to little more than a week out to begin the process and providing no assistance in making menu selections. According to the consultant, this is not the norm, so he is adding items to his checklist to be sure things happen in a more timely way in the future. Marcy asked the Executive Committee to be alert to any complaints or issues any of our members might experience with the hotel.

Affirmation of Pamela “Sissi” Carroll as incoming President-elect

The Executive Committee voted to affirm Sissi Carroll as President-elect, taking Hardin Coleman’s position as he steps down. In addition to the confidence the Executive Committee has in Sissi’s leadership, she was the runner-up in the election for president, garnering the second-highest number of votes. Thank you, Hardin, for your service to CADREI. You will be missed!

Discussion and Recommendation on CADREI membership criteria proposal from Futures Committee

The report and proposal submitted by the Futures Committee was discussed at length. The Executive Committee voted to bring to the CADREI membership the following proposed criteria for CADREI eligibility (these were modified slightly from the committee report). This will be reported at the General Business Meeting on Tuesday, October 18. Then the proposed changes will be incorporated into the Constitution in a revised draft, sent electronically to members for review by the end of the calendar year, and voted on during the March 2, 2017 CADREI meeting at AACTE per normal procedure for modifying the Constitution.

1. CADREI will retain as its primary criterion for membership the R1/R2 Carnegie classification of the home institution.
2. CADREI will permit SCOEs in R3 and other “research-aspirant” institutions to apply to the Executive Committee for affiliate status. CADREI affiliates will be non-voting members of the organization, pay the same dues as voting members, and participate in all meetings, professional development opportunities, subcommittees, etc.
3. Only voting members of CADREI may serve in elected office on the Executive Committee.
4. All members (voting and affiliate) will be subject to review in five-year intervals coinciding with 5-year updates to Carnegie classifications.

Recommendation on New Member Application

The one pending application for membership in CADREI is St. John’s University, which does not meet the current criteria of membership for CADREI but would be eligible for affiliate status if the proposed changes are adopted. Hence, this application will remain on hold until after the vote in March.

Executive Committee Elections

Hardin Coleman is rotating off the Executive Committee in March 2017 as the representative of a private institution. Marcy asked him to serve as chair of the nominating committee to put together a slate of candidates for his replacement. The election will occur by electronic ballot in January.

Recommendations for Changes to Bylaws and Constitution

CADREI has a ‘Procedures and Operating Policies’ document instead of bylaws that the Executive Committee updated to reflect the current operations of the organization. The revisions were accepted and the updated document will be uploaded to replace the current version on the CADREI web site. Proposed changes to the Constitution were handled in a previous agenda item.

2018 Fall Meeting

An analysis of properties in Tucson, AZ was circulated to the Executive Committee, along with a detailed proposal from the Westward Look Wyndham Grand Resort & Spa that was recommended by our consultant. The Committee voted to accept the Wyndham proposal for the Fall 2018 meeting.

Respectfully submitted,

Marcy Driscoll

CADREI President

October 31, 2016