

The Minutes of the 2nd Conference Call of the Steering Committee of OCAIR Year 2000-2001

Taken by Ruan Hoe

Participants Listed Alphabetically:

Ruan Hoe, Coordinator
Brian Hu, Immediate Past Chair
Jing Luan, Current Chair
Larry Xiong, Member At-large
Meihua Zhai, Chair Elected
(The initial letters of their first names will be used in the minutes)

Time: 3:00 pm - 5:00 pm EST, the 7th of March, 2001

Agenda:

- 1) Review of goals and positions responsible
 - Three goals of this term
(Telecomm protocol, Needs survey and Membership Form)
 - Bylaws and amendments
 - Newsletter
- 2) Discussion of issues and initiatives
 - The Small Fund Grant
 - Recognition of excellence in service
 - Website and webmaster
- 3) Planning for election

Telecomm protocol

J: We have experimented and implemented our tele-communication protocol as we planned for this term. Now we have some thirty members signed with IMS (Instant Messenger Service). What lessons have we learned?

M: I have a list of 25 members on IMS because I tested their setup with them and they had to give it to me. In terms of lesson learned, first, people need to know each other's well in order to feel comfortable to use IMS. Besides, they will need to know the other party's hot-mail addresses to use it. In our group, not everyone knows everyone's hot-mail account. In order to do that, we need to ask members' permission to share their hotmail accounts. In addition, some members are aware of their work and boss constrains in using IMS.

J: People don't seem to know they need to exchange addresses? Do we need to exchange IMS/hotmail addresses on the OCAIR listserv?

M: To get members' permission, we can add an item on the Membership Registration Form asking if they want to have their hotmail address published for IMS.

Meihua motioned that in the upcoming on-line Membership Form we add an item asking members' permission for sharing hotmail address for IMS. Jing seconded the motion. Motion was unanimously passed.

Needs survey

J: Thanks to the help from all of you, especially, Andrew, Meihua and Ruan, we successfully conducted this survey. What is everybody's impression on the survey results?

B: Pretty good. It is largely a satisfaction survey. We see some members want more help on work-related needs. It seems we need to have professional development projects in the future.

R: Overall the members are satisfied with the operation of OCAIR. We might want to look more closely at the results to pinpoint the needs.

L: You guys did a good job. Now we know more about our members.

M: The Survey was just a means. The end is to find what to do with the results and how to answer to our members' voice. We need to come up with some concrete group projects, which will involve more members and let them know that their participation and support will be crucial in doing those projects.

Membership Form

J: What is the current status of the Membership Form design?

R: It is where it was last fall. We have not done anything since we decided to do the Needs Survey first. Now we need to decide how we want to do it. We could either just design an on-line form to collect the same information we collected from the current members or we could add items to collect knowledge/skill data from the members so that members will know who has what expertise by looking at the database.

M: Our current membership information on-line is very outdated. We need to update that. To make them more useful in satisfying members' professional needs, just demographic information is not enough. We need to have more systematic information on professional interests, knowledge and skills.

B: We need to make the form simple. Questions have to be general, not too detailed. For instance, we can use open-ended questions to collect information about people's skills and knowledge.

M: Data from open-ended questions are hard to use. We want to make sure the form is short but the data are useful.

J: Let us decide whether we just want an on-line registration form or registration form plus data on interests/skills/knowledge.

Jing motioned that we go with a registration form plus additional information on knowledge and skills. Meihua seconded the motion. The motion was unanimously passed.

M: Jing, Ruan and I will continue working on the form and we will ask Brian and Larry to proofread the drafts.

Bylaws and amendments

J: Brian and Meihua have put a lot of thought and time in the constitution and by-law amendments for the past few weeks. Is it ready to roll out?

B: Yes, we are about ready. We can put it on the Listserv for a week for feedback and then we should be ready for vote.

M: There are still some issues on election, ballots collection, and result announcement. By the current by-law, the candidate who receives the second largest number of votes automatically becomes the SC member-at-large. Xiaoyun Yang proposed that we should have separate ballots for chair and member-at-large. Also for the tie issue, Jeff and I proposed different ways of dealing with it. We need to have our members' consensus on those issues and they ought to be included in the draft.

R: I suggest on each items amended in your draft, put the names of the members who proposed the amendments.

M: Agree.

J: Meihua puts the final touches on the draft and sends the draft to SC and let Brian post it to the group.

M: How about I work on it first and let Brian give the final touches and the SC may look at it before it goes out?

B: We will also need a time line for feedback and a time line for vote.

Newsletter

J: Larry, a job well-done. Very professional.

L: I enjoyed it. All the contributors did good jobs. I just put them together. I shall give contributors my acknowledgement.

J: Will that be the only issue we have for this term or we want to have another one?

L: I don't mind doing another one as long as I get enough submissions to make one.

The Small Fund Grant

J: I have talked with Andrew regarding his proposal on how to spend the \$400 AIR Small Fund grant. It seems neither his software nor his hardware is sufficient to perform the online survey and membership form. For example, we cannot have two members submitting the survey at

the same time. The submission will not go through and system will halt. We will run into the same problem when we put the Membership Form on.

M: The machine that Andrew uses as the server is a 90MHz, quite outdated. His software is not good enough either to handle the survey.

J: I think Andrew knows the best his hardware and software needs to perform the tasks for OCAIR. I suggest we let Andrew decide how to update his system with the grant.

The SC reached a consensual agreement that Andrew is allowed to decide how to update his software/hardware with the Small Fund Grant for the work that he has to perform for OCAIR.

Recognition of Excellence in Service

The SC discussed a proposal on recognizing excellence in service. The final decision is that for this year, we will give out our first Excellence in Service Award based on the SC's decision only. A member was nominated and discussed. More details will be worked out later.

Website and Webmaster

J: Our current webmaster has worked for OCAIR for three straight years without a break and did an excellent job for us as we all know. The result of the Needs Survey shows that our members are very happy about our web page. (Jing relayed his understanding of Jie's workload and the SC members all understood). We need to consider how to manage our home page in the future without rendering extra burdens to those who are trying to help.

B: We might not need to relocate our home page. As far as I know we can update the web off site and FTP it to the server.

M: But BGSU does not allow anyone to publish to its site. We still need people on site to put it on. For the webmaster work, I suggest we form a committee to do the web-site face-lifting job and have one person to chair the committee. It will be an opportunity for all members on the committee to learn from each other and to work with each other. We have to make sure that Jie is still the Web master. The committee's job is to share her workloads.

Meihua made a motion that a web committee of two or three members to be formed to manage the web page and the committee chair reports to the SC. Meihua also recommended Ruan to be the chair. Brian seconded the Motion. The motion was unanimously passed.

Planning for Election

M: I cannot call for election unless we have the by-law amendments on election procedures passed, because without them we don't know how to prepare the ballots. I need these by-laws to as our guidance.

R: I don't think it is a good idea to call for election without those amendments passed. Is there a chance to let the group review the amendments in a week and then go for the vote the week after? I mean to get the by-laws amended in two weeks and then Meihua can proceed with the call for election.

B: Yes, it is possible.

J: Then let us just do that.

M: The next question is how to collect the ballots. Are we still asking YongShan Lin and Yolanda Liu to collect the ballots for us?

R: Do they have the right to vote when they are collecting the ballots?

J: Yes, they still have the voting right.

R: Then it shouldn't be a problem to let them collect the ballots again.

M: They both have new jobs and are very busy. I have to ask them if they are willing to do it again.

J: (Looking at the agenda) It seems we are done. Anything else needs to be addressed? No? I think this was a very effective and productive meeting. Thank you all for attending. I will see you Sunday night in Long Beach.

The 2nd Conference Call is adjourned.