

**IRA Committee Meeting Minutes**  
**Tuesday, February 12<sup>th</sup>, 2013**  
**8:00am**

Members present: Simone Aloisio, Kristina Cervi, Callie Juarez, Jana Plat, Tobin Streamland, Ashley Walters, Brennan Wood.

Staff present: Lisa Ayre-Smith, Dan Wakelee

Guests: Janson Chapman.

I. Welcome (Chair)

Meeting called to order at 8:04am.

II. Approval of the Minutes of December 6<sup>th</sup>, 2012

Approval of the minutes was tabled, as the minutes had not been emailed out.

III. Business

**A. Proposal 522 appeal (UNIV 392- France and Switzerland)**

Chair read the proposer' response towards their proposal not being funded. S. Aloisio commented that IRA has limited amounts of money. Added that it was a good proposal, but there were proposals of more merit and would be happy to meet with sponsor personally in order to address her concerns. C. Juarez added that the information presented in the email was not present at the time of the proposal and added that there was a similar trip before that went to Italy.

Chair Plat will respond back to the proposer, and copy the rest of the committee.

**B. Island Fox – Proposal 471 budget question**

K. Cervi motioned to approve the Island Fox Journal's request to use \$1000 out of their Independent Contractor Award (of a total \$4000 for Proposal 471) towards \$500 in an Art Designer fee, \$120 for T-shirts for the Island Fox Team, \$50 for Advertisements in the CI View, and \$30 for printing flyers. Motion was seconded by A. Walters.

No one blocked consensus. Motion passed.

**C. Set Amount for OPC now? Item for discussion**

Discussion of when to set an amount, and how much should be set aside for OPC charges. K. Cervi said she is in favor of setting an amount now, as the amount can always be amended later. Suggests \$5000 as preliminary amount.

Discussion about actual OPC amounts for those funded. D. Wakelee advised that OPC provides monthly reports on each event. C. Juarez added that going forward, OPC Billing is going to be by space.

**D. Budget presentation**

L. Ayre-Smith confirmed that the \$1500- originally set aside for Proposal 535- was not included in the calculation of rollover funds that will apply towards next year, so that increased the rollover amount

shown on the spreadsheet. As that amount will be used towards funding of Proposal 547, spreadsheet will be modified to reflect that change.

#### **E. Geoff Dougherty- Proposal 521 revision**

Proposer is asking for funding for five students instead of six on this internship activity. K. Cervi suggested \$1500 from the cancelled water funding proposal. L. Ayre-Smith commented that that funding was already used for Proposal 547 but committee could re-allocate those funds if they so choose.

S. Aloisio commented that the sponsoring program could use department funds to fund the difference. C. Juarez recalled that the Committee had originally not wanted to pay for faculty member. Discussion as to long-term sustainability of the program.

T. Streamland added that IRA is funding the opportunity; a smaller number of students would increase competition in a positive way.

K. Cervi voiced that the budget remains the same and that the activity is up to the faculty member's discretion, and that the Committee can evaluate results and build on the success rate for next time. K. Cervi motioned to grant wish for flexibility in number of students, and usage of the funds for student transport & partial lodging.

A. Walters seconded the motion, but added the condition that the extra money should only go toward student travel. Any other expenses for faculty should come from Physics department. K. Cervi concurred.

\$1600 is for faculty travel; \$9600 remains for student travel.

No one blocked consensus. Motion passed.

#### **F. Review website**

There have been some updates to the IRA website. Members suggested adding titles and roles of each member to the website. L. Ayre-Smith mentioned new fillable PDF version of IRA application.

#### **G. Announcement- meeting with Center for International Affairs**

Chair will be meeting with Antonio Jiménez-Jiménez from the CIA on February 19<sup>th</sup> 2013. Chair and Mr. Jiménez-Jiménez will discuss any further items IRA would like to see from CIA with regard to the application process and asked the committee to share their comments.

#### **H. IRA Guidelines**

Chair will send out her comments and suggestions for modifying the IRA guidelines. Guidelines to be discussed next week's meeting on 2/19.

#### **I. Reserve Policy- introduction**

Committee will discuss the reserve policy on 2/26. L. Ayre-Smith will send out copies of reserve policy.

#### IV. Other Business?

##### **A. Comments on New Application Deadline**

A comment/concern from a Performing Arts faculty member was shared concerning the earlier deadline for IRA applications this year. S. Aloisio commented that the Fall course schedule is due a week from Friday and suggested that faculty should prep as if classes are going to go forward. Commented that we should keep to current deadline as the committee will need maximal time to review all applications thoroughly.

S. Aloisio added that he would be happy to talk to faculty member. K. Cervi shared that the Committee could possibly have a week's grace period after the deadline to receive applications and noted that having applications in sooner also means that sponsors' proposals get funded.

Committee was resolved in that we should stick to current deadline, and that faculty member should be informed that the Committee discusses proposals in depth and needs to start meeting on proposals as soon as possible.

#### V. Adjourn

8:49am