



**IRA Committee Meeting Minutes
Tuesday, March 5th, 2013
8:00am**

Members present: Simone Aloisio, Sean Anderson, Kristina Cervi, Callie Juarez, Andy King, Corey Kniss, Jana Plat, Tobin Streamland, Ashley Walters.

Staff present: Dan Wakelee, Lisa Ayre-Smith

I. Welcome (Chair Report)

Meeting called to order 8:06am

II. Approval of the Minutes of February 26th, 2013

Motion to approve by T. Streamland. K. Cervi seconded. Motion passed by consensus vote.

III. Business

A. Proposal updates

Chair gave brief background on proposal 535update- Water Conflict and Policy Implications. The proposal was originally cancelled, but the cancellation was in error. The event was honorarium-related, and did take place.

Chair gave background on the revised funding request from Geoff Dougherty regarding proposal 521 and opened floor for discussion. K. Cervi motioned to approve the request for \$6400 in IRA funding, for two undergraduate students and one faculty member. Motioned seconded by C. Kniss. Discussion about organization of proposal as well as merits of trip, and potential benefit to campus. It was noted that this was the first time trip, which presents some organizational challenges. T. Streamland asked if it is paid internship? General consensus that no. Discussion of lottery funds. T. Streamland suggested they find new funding sources for next year. Discussion of financial burden to students.

Motion passed by consensus vote.

B. IRA criteria for late proposals.

Chair gave brief overview of proposal types, review process, and priority categories.

C. Does the committee need names of students on reports?

D. Wakelee gave background of conversation he had with Registrar's office. Student names cannot be posted on website without waivers. K. Cervi suggested not having names on reports, and asking instructor for that information upon requests. Chair gave note that the reason for asking for names was to limit the number of recurring students going on field trips.



INSTRUCTIONALLY RELATED ACTIVITIES

C H A N N E L
I S L A N D S

S. Anderson entered the meeting at this time.

A. Walters suggested that on the Center for International affairs application for trips should note whether students have gone on more than one trip, and sponsors should be asked to keep aware of this matter and consider other students.

It was suggested by A. Walters and K. Cervi that adds that a list of attending students should be asked for as one of the requirements on the report form, but only regarding activities that last over 24 hours; also an asterisk/ parentheses/ disclaimer be added stating that that information would only be used for IRA purposes, and that student information will not be posted. It was suggested that the instructor could also provide a Excel spreadsheet of names as an addendum to the form. Discussion.

S. Aloisio motioned to amend the motion to make the list of attendees complete with major and graduation date for overnight activities; also to add the phrase “per activity segment if multiple activities are funded”. Motion seconded.

Motion passed by consensus.

Motion passed by consensus to change #2 on the report form.

D. Reserve Policy

Discussion of potential and mandated reserve policy percentages. Discussion of scenarios in which Instructionally Related Activities would need to keep a reserve of 5%.

E. IRA Policy & IRA Operating Guidelines

S. Aloisio suggested discussion online through email. Discussion of operating budget.

F. 533B revised proposals.

There was a request that both revenue and potential OPC Chargebacks be included in the latest IRA spreadsheet.

F. Adjourn

-8:56am