I. **Call to Order:** The 28th Annual Meeting was called to order at 12:06 p.m. by President Tamara Lehner at Casper College in Casper, Wyoming. Tamara introduced the current Board, the past president, honorary members, retired members, and the AACRAO representative Ange Peterson, Vice President for Admissions and Enrollment Management. Distribution of certificates of appreciation was given to presenters at the opening session.

The current board members present introduced by Tamara were:

Scheherazade Downey, President Elect, University of Denver
Kathleen Sena, Past President, University of New Mexico
Ed Preble, Treasurer, New Mexico Military Institute
Steve Ellis, UCCS, representing Nolan Oltjenbruns, CSU, Secretary
Mary Angell, Vice President, New Mexico, College of Santa Fe
Sherri Waggoner, Vice President, Colorado, Ft. Lewis College
Tammy Aagard, Vice President, Wyoming, University of Wyoming
Sally Page, Newsletter Editor, University of Colorado at Boulder

II. **Minutes of the 2003 Annual Meeting:** The minutes of the 2003 Annual Meeting in Durango, Colorado, were submitted by Steve Ellis, Historian, on behalf of the Secretary, Nolan Oltjenbruns. They were approved as submitted without any changes.

III. **Report from the Treasurer:** The budget was submitted and approved by the membership as submitted by Ed Preble with no changes.

IV. **Report from the AACRAO Representative:** Ange Peterson extended greetings from the AACRAO president, board, and national office. She mentioned four new AACRAO publications, and a new “viewbook”. And reported that AACRAO is now financially healthy, fiscally strong, and has weathered the recent financial crisis. Ange then proceeded to share two very important mission messages to the membership. First, an encouragement to increase the membership of admissions professionals
and their participation in admissions/enrollment management workshops. Second, the importance of voting for AACRAO positions and offices.

V. **Report from the President:** Tamara Lehner shared a story about an experience she had in New Orleans restaurant which resulted in a life time aspiration to make people happy. She thanked the board and membership for supporting her and the organization this past year.

VI. **Nominations and Elections Report:** Tamara announced the following new board officers: Mary Angell, President-Elect; Brad Bankhead, Vice President for New Mexico; and Robert Hensley, Secretary.

VII. **Passing of the Gavel:** Tamara then formally passed the gavel of leadership to Scheherazade Downey along with the tiara and other accruements of the office.

VIII. **Report from the New President:** Scheherazade Downey acknowledged and thanked the board, the past presidents, the president, AACRAO, the LAC, the hotel, and the membership for their support and confidence in electing her to this position. And she encouraged members to volunteer their services to the organization. She spoke about common ideals we all share such as the importance of a liberal arts education, mentoring students to be our future leaders, positive values, and service. In budget crisis times it is critical to support each other and to be a community of professionals. Finally, she encouraged everyone to volunteer and to get involved in the organization. She also reminded everyone to attend the Lynn Swanson session on working together.

IX. **Local Arrangements Committee:** Marty Frank and Allison McNulty welcomed everyone to Casper, and then covered conference program items and events.

X. **Recognition of Distinguished Service Awards:** One award was given to Sally Page for her significant contributions and accomplishments to AACRAO and as Editor for the RMACRAO newsletter.

XI. **Old Business:** Sally Page reported that she and an adhoc group of members have investigated the feasibility of having AACRAO host the RMACRAO website on the national website at a cost of $20 per month.
She recommended that we do so for several valid reasons. A motion was made, seconded, and passed to be hosted by AACRAO.

XII. **New Business:** There were three items of new business to come before the membership.

1. Kathleen Sena recommended that it was time for the Board to review, revise, and recommend to the membership any changes to the Articles of Incorporation, By-Laws, and fiscal year changes. There was a motion made, seconded, and passed to review the aforementioned items at a future board meeting and retreat. Another motion was made, seconded, and passed to change the fiscal year from July 1 to June 30 to October 1 to September 30.

2. Ed Preble presented a budget report proposal in which he expressed a concern about expenses exceeding revenue. He recommended an increase in annual membership fees. He also expressed a desire for a balanced budget that does not exceed expenses. A motion was made, seconded, and passed to increase the membership fee to $60/ $60/ $90/ $120/ $180 based on enrollment. Another motion was made, seconded, and passed to balance future budgets. A motion was made, seconded, and passed to approve the 2004-2005 budget, effective October 1, 2004, as submitted. Please note, the 2003-2004 budget was a five quarter budget rather than the standard four quarter budget.

3. Two applications for membership to RMACRAO were submitted. After discussion a motion was made, seconded, and passed to approve the membership of Mesaland Community College, a two year public community college in Tucumcari, New Mexico and the Institute of American Indian Art, a four year public college in Santa Fe, New Mexico.

XIII. **Presentation of RMACRAO 2005:** Vince Calvo, University of Colorado at Boulder, promoted the next annual meeting to be held in Boulder, Colorado, July 19-22, 2005.

XIV. **Adjournment:** A motion was made, seconded, and passed to adjourn. The meeting adjourned at 1:20 p.m.

Submitted by:

Robert Hensley
Secretary