MINUTES
RMACRAO
Annual Business Meeting – 2008
July 19, 2007
Estes Park, Colorado

I. Call to Order: The 32nd Annual Meeting was called to order at 12:15 p.m. on Thursday July 17, 2008 by President Tammy Aagard of the University of Wyoming, at The UW Conference Center in Laramie, Wyoming. Tammy indicated that a quorum was present as established by the association by-laws.

Tammy recognized the current board members present:

- Lara Medley, President-Elect and Program Chair for the 2008 annual meeting, Colorado School of Mines
- Kay Leum, Vice President for Wyoming, Western Wyoming Community College
- Kelly Christman, Vice President for Colorado, University of Northern Colorado
- Rosie Corrie, VP for New Mexico, Clovis Community College
- Dawn Carver, Secretary, University of Wyoming
- Kathleen Sena, Exhibitor Liaison, University of New Mexico
- Carolyn Gutierrez, Treasurer, University of New Mexico
- Sally Page, Newsletter Editor, University of Colorado at Boulder
- Mary Angell, Past President, College of Santa Fe
- Kathleen Sena, Exhibitor Liaison, University of New Mexico
- Steve Ellis, Historian, University of Colorado at Colorado Springs
- Corey Wahl, Web Developer, University of Colorado at Boulder
- Gay Gralheer, 2008 LAC, University of Wyoming

Tammy introduced the distinguished guest, Paul Aucoin, Past President for AACRAO. Paul is from Samford University where he is the dean of Academic Services and the Registrar.

II. Report from the Secretary: The minutes of the 2008 Annual Meeting in Estes Park, Colorado were submitted by Dawn Carver, Secretary to the membership for revision and/or approval. Christina Hoskinson moved and Joe Jolesch seconded to approve the minutes as presented. The motion passed unanimously.

III. Report from the Treasurer:

A. The 2007-2008 budget was submitted by Carolyn Gutierrez, Treasurer. Carolyn noted that the revenue was short as dues for three institutes were still outstanding. Carolyn reported that the expenses for the 07-08 fiscal year were
$8,141.03 which was under budget. The current checking balance is $21,649.27.

B. The 2008-2009 proposed budget was presented by Carolyn Gutierrez, Treasurer. Revenue for year will be higher when outstanding dues are collected. We will be incurring bank filing fees for our credit card processin. The 2008 AACRAO reception came in at $190 under budget. Christina Hoskinson moved and Lane Buchanan seconded the approval of the proposed 2008-2009 budget as presented. The motion passed unanimously.

IV. Report from the AACRAO Representative: Paul Aucoin indicated that is his second time attending the RMACRAO Annual Conference. AACRAO will be celebrating its Centennial Celebration in New Orleans in 2010. The current membership is around 10,000 from 2400 institutions and 35 countries. Paul stressed that AACRAO runs on volunteers for their committees and encouraged RMACRAO members to get involved. He also indicated that AACRAO has many online resources for use by all membership.

V. President’s Report: Tammy indicated that we are looking toward the future and changing times. The board worked hard to get credit card payments for dues and annual meeting attendance active for membership. They also examined the cost of attending the meeting to be sure it is both affordable for membership and feasible for supporting the costs of the conference.

Tammy highlighted some of the changes the board is working on and has passed

1. Increasing the amount of the AACRAO travel grant.
2. Strategic planning for long term health and sustainability of the organization.
3. Change in by-laws to add treasurer elect position.
4. Create job descriptions for each board position for membership to read when considering a board position.
5. Re-examine our non-profit status and approve use of tax professionals to prepare taxes.

Tammy took a moment to acknowledge the executive committee members who will be leaving the board after the meeting:

Dawn Carver – Secretary
Rosie Corrie – Vice President for New Mexico
Mary Angell – Past President
Lara Medley – President Elect

VI. Nominations & Elections Report: Tammy invited Mary Angell to announce the results of the Nominations and Elections Committee.

President Elect – Nolan Oltjenbruns, University of Northern Colorado
VP for New Mexico – Denise Esquibel, New Mexico State University
Secretary – Jennifer Schufer, University of Colorado – Boulder

Tammy declared these candidates having received a majority vote to be elected.

VII. **RMACRAO 2006 Review**
   A. Program Committee – Lara thanked all presenters and facilitators for volunteering to share their knowledge with the membership. She credited them with the success of the program.
   B. Local Arrangements Committee – Gay Gralheer, LAC, provided an update to the conference activities, thanked the LAC members for their significant contributions to the annual meeting.

VIII. **Recognition of Retirees:** Mary Angell was asked to recognize the individuals who will be retiring and to come forward for their certificate if in attendance.
   Barbara Arnold – University of New Mexico
   Ellen Cook – University of Colorado at Boulder
   Marilyn Cotant – Eastern Wyoming College
   Cookie Gowdy – University of Colorado at Boulder
   Louise Martin – University of New Mexico
   Harry Horton – University of New Mexico
   Reina Pepke – University of New Mexico
   Robin Ryan – University of New Mexico
   Sharon Simmons – University of Colorado at Denver

IX. **Distinguished Service Awards:** Kathleen Sena was asked to present to Distinguished Service Award to Mary Angell.

X. **Old Business:**
Corey Wahl was asked to give an update on and a brief overview of RMACRAOForum.org and the RMACRAO website.

Corey reported that he will be updating our website over the next few months and will be getting the forum up and running soon. The forum will be offering several categories including the annual meeting evaluation and blogs for each state and for registrars and admissions along with a section for job postings. Members can sign up for and RSS feed from the forum delivered directly to their Outlook. Corey is still working on finalizing the access credit card payments for dues and annual meeting fees.

XI. **Passing of the Gavel:** Tammy invited Lara to the podium for the passing of the gavel and the presidential dowry.

Tammy took the time to thank the RMACRAO membership for their confidence in her and added her items to the dowry. She also thanked Dr. Axelson and
President Tom Buchanan from the University of Wyoming for giving her the flexibility and approval to accept the position.

Lara thanked Tammy for her service.

Lara also indicated that she will be working on mentorship and professional development for members interested in occupying a board seat. She also indicated that she will be attending the AACRAO leadership conference in December.

XII. New Business:
A. By-law Changes:
The Board of Directors has recognized the increasing complexity of the role of Treasurer for the organization and the need for continuity in this position. The Board of Directors is proposing a change in the by-laws to add the position of Treasurer-Elect for a one-year term. The individual would then serve as treasurer for two more years.

It is also proposed that the by-laws be amended to indicate that the office of state Vice-President be voted on only by the member institutions in the state the VP will represent.

The Treasurer-elect position will be an elected voting member of the board under Section 4.201 Number and Qualifications. The election of the state VP by votes from the representing state shall be under Section 4.02 Election and Term of Office. The election of a Treasurer-elect will be added to Section 5.02 Types and Duties of Standing Committees.

These changes will also include a proposed change to the Articles of Incorporation under Article VIII.

Denise Esquibel moved and Skip Ackler seconded the motion to approve the above proposed by-law changes. The motion passed unanimously.

B. New Membership Applications:
Carolyn Guitierrez presented the application Colorado State University – Global Campus. Randy Kouba moved and Ed Preble seconded the motion to approve the application. The motion passed unanimously.

The application for Jones International was presented. Skip Ackler moved and Vince Calvo seconded the motion to approve the application. The motion passed unanimously.

The application for Doña Ana Community College was presented. Denise Esquibel moved and Christina Hoskinson seconded the motion to approve the application. The motion passed unanimously.
XIII. **RMACRAO 2009:** Lara Medley introduced Elana Sandova-Lucero of Metropolitan State College of Denver who will be the 2009 Local Arrangements Committee Chair.

Elana indicated that they have a couple of great venues in mind and is looking forward to working with the membership.

XIV. **Adjournment:** A motion was made by Joe Jolesch and seconded by Christiana Hoskinson to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 1:05 pm MST.

Respectfully submitted by:

Dawn Carver
Secretary