I. Call to Order  Kelley Christman, President, called the meeting to order at 11:53AM. She also introduced the current Board of Directors: Lane Buchanan, President-elect; Barbara Tucci, Past president; Stacy Maestas, Vice President for Wyoming; Carolyn Gutierrez, Vice President for New Mexico; Kathy Kendall, Secretary; Susan Foster, Treasurer; Lara Medley, Exhibitor and Local Arrangements Committee; Paul McCarty, Newsletter Editor; Nolan Oltjenbruns, Historian; Corey Wahl, Web Developer; Jason Maxwell, Marketing and Communications Coordinator; and Nicole Candelaria, Local Arrangements Chair. Katie Velarde, Vice President for Colorado was absent from the meeting.

II. Minutes from the 2011 Annual Meeting  Kathy Kendall, Secretary, presented the minutes from the 2011 Annual Business meeting to the membership for revision and/or approval. Kyla Foltz, Casper College, made the motion to approve the minutes; Dawn Carver, University of Wyoming seconded the motion; unanimous approval by the membership.

III. Treasurer’s Report  Susan Foster, Treasurer, presented the RMACRAO budget report for 2011-12 and the 2012-13 proposed budget to the membership for approval/acceptance: Lane Buchanan made the motion to approve the 2012-13 budget; Carolyn Gutierrez seconded the motion; unanimous approval by the membership.

IV. AACRAO Representative Report  Kelley, President, introduced Nancy Krogh, AACRAO Vice President for Finance.

Nancy encouraged the membership to nominate themselves or someone else from the membership for AACRAO board positions. Michael Reilly is the new chief executive officer of AACRAO. She also reminded the membership to attend the AACRAO conferences. There are new online courses—be sure to look those up and make use of them. There are new publications that have just been released. The Records & Retention e-book has now been published. Two new initiatives have been approved—one is an online journal for Strategic Enrollment Management. AACRAO is establishing a partnership with an organization that provides voter/voting information to students through higher education institutions. There is a draft bill circulating on how to transfer credits up on the hill. There is more to come on it at a later date. AACRAO needs the collective wisdom of the membership to make a recommendation to the board.

Kelley presented Nancy with a gift of appreciation for attending and speaking at RMACRAO.

V. RMACRAO President Report  Kelley Christman, President

Board of Directors worked on a strategic planning process; Kelley showed the pyramid of purpose and talked about the budget restrictions; acknowledged those that are leaving the BOD – Barbara Tucci, Past
president, Carolyn Gutierrez, Vice President for New Mexico, and Kathy Kendall, Secretary.

VI. Nominations & Elections Report Barbara Tucci, Past President, presented the Nominations & Elections report.

She announced new BOD members: President-elect, Sally Page; Vice President for New Mexico, Jacobo Varela; Charlie Couch, Secretary; and Barbara recognized the recent appointment to the BOD, Jason Maxwell, Marketing & Communications Coordinator

Kelley recognized Barbara as the Past President and presented her with a plaque.

VII. RMACRAO 2012 Review & Recognition Lane Buchanan, President-Elect - recognized those on the Program Committee – Tammy Aagard, University of Wyoming; Kelley Christman, University of Northern Colorado; and Pepper Six, University of Wyoming; Lane also recognized the session presenters and facilitators.

Nicole Candelaria, LAC Chair - recognized the LAC committee: Tammy Aagard, Shondra Yeager, Marilyn Bryant, Erin Olson, Linda Donn, Shirley Thomas, and Dawn Carver.

Kelley presented Nicole with a gift of appreciation for her hard work as chair of the LAC.

VIII. Recognition of Retirees Kelley Christman, President, recognized the following retirees:
Mary Allen, Western State College
Randel Proctor, Metropolitan State University of Denver
Debby Hammett, Metropolitan State University of Denver
Alison McNulty, Casper College
Jane Campbell, Central New Mexico College

Kelley also recognized Tammy Aagard for making an enormous impact on RMACRAO during her time at the University of Wyoming. We all wished her luck as she leaves to take her new position as the Associate Vice President for Enrollment Management at the University of Florida.

IX. Other Awards Kelley invited Lara Medley to present the RMACRAO Distinguished Service Award. Lara then invited others that have received the award in the past to help give Barbara Todd her award.


He and Jason Maxwell are working together to make sure the membership has the right tools to communicate with each other and the board. One tool is the list serve and another is the new website. The tools should be available after the start of the fall semester.

XI. Old Business Kelley Christman, President, stated there is no old business.

XII. Passing of the Gavel Kelley Christman, President, thanked the membership and the University of Northern Colorado for supporting her work for RMACRAO. She presented Lane Buchanan with the Presidential Gavel and asked the membership to congratulate and welcome Lane as the President of RMACRAO for 2012-13.
XIII. 2012-2013 President Remarks Lane Buchanan, President, thanked Kelley for her work over the past year and presented her with a plaque. He also expressed his gratitude to the membership for the opportunity to lead the organization. He also recognized the University of Wyoming, his supervisor and the rest the Registrar’s Office staff for their support.

XIV. New Business Lane Buchanan, President, asked Susan Foster to present the applications for membership:

a. New Member Application for:

   Nazarene Bible College--
   Motion to accept the application by Sherri Gaugh, San Juan College
   Seconded by Diana Anglin, Colorado School of Mines
   No discussion; unanimous approval by membership

   Santa Fe University --
   Motion to accept application by Barbara Tucci, Santa Fe Community College
   Seconded by Jason Maxwell, University of Colorado- Colorado Springs
   No discussion; unanimous approval by membership

   Colorado Technical University --
   Motion to accept application by Lara Medley, Colorado School of Mines
   Seconded by Carolyn Gutierrez, University of New Mexico
   No discussion; unanimous approval by membership

XV. RMACRAO 2013-Colorado Springs Lane invited Jason Maxwell to tell the membership about the 2013 Annual meeting. Jason noted that UCCS is hosting the meeting. Back to the Bluffs is the theme.

XVI. Announcements Lane Buchanan, President made some last announcements:

1) Return lanyard at check in table;
2) Turn in your yellow forms for the exhibitor prize
3) Door prizes-check the easel for your name
4) The annual RMACRAO group photo will be taken at 6:00 at the War Memorial Stadium by Jolesh
5) After this meeting, all board members, outgoing and incoming, will sit for group photos
6) Dessert will be served in the exhibitor area. It is sponsored by AVOW Systems.

XVII. Adjournment Lane Buchanan, President, asked for a motion to adjourn the 2012 Annual Business meeting.

Motion to adjourn made by Nicole Candaleria, University of Wyoming
Seconded by Christina Hoskinson, Sheridan College
Adjourned by Lane Buchanan at 12:41 PM