1. Lane Buchanan called to order the 2013 Annual Business Meeting at 11:52am. Lane determined through consultation with the LAC Chair and Vice Presidents that a quorum exists.

Lane Buchanan recognized the current RMACRAO Board of Directors
- Lane Buchanan; president for this year’s meeting, representing the University of Wyoming
- Sally Page, President Elect and Program Committee Chair for the 2013 Annual Meeting, University of Colorado Boulder
- Kelley Christman, Past President, University of Northern Colorado
- Stacy Maestas, Vice President for Wyoming, Laramie County Community College
- Jamie Yarbrough, Vice President for Colorado and Local Arrangements Chair, Colorado State University
- Jacobo Varela, Vice President for New Mexico, New Mexico State University
- Charlie Couch, Secretary, University of Northern Colorado
- Carolyn Gutierrez, Treasurer, University of New Mexico
- Lara Medley, Exhibitor & Local Arrangements Committee Liaison, Colorado School of Mines
- Paul McCarty, Newsletter Editor, University of Denver
- Nolan Oltjenbruns, Historian, Colorado School of Mines
- Corey Wahl, Web Developer, Colorado School of Mines

2. Charlie Couch came forward and presented the 2012 Annual Business Meeting Minutes. Twila Humphres from Pikes Peak Community College made a motion to approve; Cary Reyn from Western State seconded. Minutes were approved.


   a. Kathleen Sena (NNMC) – asked about the input of removing the peer evaluation amount of $300 for next year.
   b. Lane Buchanan responded (Wyoming) – if schools invite member schools to do an evaluation the requesting institution will pay any associated costs, not RMACRAO.
c. Corey Wahl (School of Mines) – it’s been over ten years since this line item has been used.
d. Kelley Christman (UNC) – dues have not increased for some time. For benefits that are used continue, the Board eliminated expenses to improve overall services.
e. Carolyn Gutierrez (NM State) – insurance has doubled; needed to cut costs somewhere else.
f. Steve Ellis (UCCS) – suggested keeping peer evaluation as a line item but zero out funding.
g. Dee Menzies (CU Boulder) – web support; budgeted $800, only used $30. Can adjustments be made in line items such as these?
h. Dennis Becker (NM State) – if our insurance has doubled why aren’t we looking elsewhere?
i. Carolyn Gutierrez (NM State) – are looking at other carriers
j. Eric Humeyumptewa (MSU Denver) – motion to approve proposed budget
k. Kathleen Sena (NNMC) – seconded
l. Budget approved.

4. Lane Buchanan presented a report of association happenings for the past year.

Re-cap: easily the biggest challenge our organization encountered this past year was the unauthorized transfer of $20,000 from the RMACRAO checking account and subsequent recovery of that money almost seven months later. As a quick recap, there were 20 electronic withdrawals of $1,000 from our account to a single business over a span of 2 ½ months, ending in September. During this period we were getting the final bill from the 2012 annual meeting and we determined we owed $19,000 to the hotel in Laramie for the annual meeting, but we did not have enough funds to fully pay the hotel and two other vendors.

We paid the hotel approximately half of what we owed them, with an explanation being given of our situation and our intention to pay off our debt to the hotel, somehow. Meanwhile, we were in close contact with our bank’s fraud division and a few law enforcement agencies to determine how to recuperate the funds.

It was a rather dire situation for our organization and we board members learned more about banking and electronic fund transfers than we ever cared to, but I fell I can speak for the entire board when I say that it is all rather quite perplexing still.

In the middle of January, $20,000 was deposited into our checking account without any notification to the board. While we on the board felt, and continue to feel, that the original withdrawals were illegal, the business claimed that it was simply an
accounting mistake and a new accountant was hired. As with many legal-types of things, there is seldom a nice, gratifying conclusion to unfortunate situations and this is no different. We are ecstatic that we got the money back, but there was no way to assign proper blame to the business.

As can happen in difficult situations, some good things came out of this for RMACRAO. I believe there are currently three board members who receive electronic notifications of any activity relating to our organization’s checking account, so I feel this same type of situation will not occur again.

Also as a part of this, we learned that RMACRAO nonprofit status through the New Mexico Office of the Secretary of State was in the process of being revoked. However, we were able to submit the proper documents for each year back to 2009, pay the requisite late fees, and become an active Domestic Non-Profit Corporation in the State of New Mexico again. As part of this, the filing of the proper paperwork will be on the agenda to complete at the October board meeting from here on out.

In a moment we will discuss the results of the nominations and elections report. We had some fine candidates for this year’s open board positions and I thank them for their consideration. I would encourage all of you to think about putting our name in the ring to serve on the board sometime in the next couple of years. It is a very rewarding experience and learning opportunity.

5. Lane Buchanan acknowledged the Executive Committee members who will be leaving their positions on the Board after this meeting.
   - Kelley Christman, Past President
   - Stacy Maestas, Vice President for Wyoming
   - Lara Medley, Exhibitor and LAC Liaison

6. Lane invited Kelley Christman to present the Nominations & Elections report. She announced the results of the Nominations & Elections Committee and voting by your institutional members.

   This year we had 22 votes from institutions in all three states. This represents 37% of the possible votes we could have received. The outcome of the voting is:
   - President Elect: Charlie Couch, University of Northern Colorado
   - Treasurer Elect: Chris Seng, Colorado State University
   - Vice President for Wyoming: Kyla Foltz, Casper College
   - Vice President for Colorado: Jamie Yarbrough, Colorado State University
Kelley Christman presented Lane with a plaque in recognition of your service to the RMACRAO Board of Directors.

7. Lane Buchanan introduced Sally Page to discuss the Program Committee. She recognized members of the Program Committee.

- Jamie Yarbrough, Colorado State University
- Sherri Gaugh, San Juan College
- Pepper Jo Six, University of Wyoming
- Carolyn Gutierrez, University of New Mexico
- Kim Diawara, University of Colorado Boulder
- Chris Seng, Colorado State University

8. Lane Buchanan introduced Jamie Yarbrough about the Local Arrangements Committee. Jamie Yarbrough recognized the members of the Local Arrangements Committee.

- John Avery
- Marc Barker
- Jenn Bissell
- Karen Fawcett
- Sharon Foreman
- Donna Lary
- Shannon Miller
- Terri Pecora
- Chris Seng
- Janet Stoneberg
- Brooke Taylor

9. Lane Buchanan invited Corey Wahl to come forward to present the Web Developer Report

a. reduction in fees by $10 and $300 for services
b. multiple users can update new website
c. we now have a RMACRAO listserv
d. free tech support, etc.
e. 75% of web is complete
f. notification to members will go out when complete
g. 4 listservs; CO, WY, NM, and BOD
h. By August can send messages to each group
i. lost Jason Maxwell due to new responsibilities as UCCS
j. informal vote on whether RMACRAO can do webinars?
k. Susan Dorsey (CU Boulder): Who would be responsible? Program Committee?
1. Corey Wahl – initially option would be supported by presenter

10. Lane Buchanan – noted that we have no old business to take care of.

11. Lane Buchanan passed the gavel and the Presidential Dowry to incoming President, Sally Page. Lane Buchanan took a moment to thank everyone for the opportunity to lead this organization.

12. Sally Page took a moment to thank Lane for his work over the past year and present him with a plaque signifying his service to RMACRAO.

13. Sally Page discussed new business

Voting on proposed changes to the RMACRAO Bylaws.

The first proposed change as referenced in section 2.01 of the Bylaws and Article IV in the Articles of Incorporation, relate to removing the non-profit designation for inclusion in Institutional Membership. This change would allow proprietary institutions to be considered institutional members rather than associate members, and allow them voting rights they do not currently have.

Corey Wahl (School of Mines) motioned to approve. Lara Medley (School of Mines seconded. Motion approved

The second proposed change as referenced in section 5.02 of the bylaws concerning Nominations and Elections simply cleans up the wording regarding the deadline for accepting ballots, noting that it will be at 11:59 PM of the deadline date, rather than 12mid-night.

Amber Thompson (Lamar CC)- motion to approve. Sheri Gaugh (San Juan CC) – seconded. Motion approved.

Carolyn Gutierrez presented the applications for membership. The institutions applying for membership are University of St. Francis and American Sentinel University.

Dahl Grayckowski (School of Mines) motioned to approve the application from University of St. Francis for institutional membership to RMACRAO. Kelley Christman (UNC) seconded. Motion approved

Nolan Oltjenbruns (School of Mines) - motion to approve the application from American Sentinel University for associate membership to RMACRAO. Dahl (School of Mines) – seconded. Motion approved.
14. Sally Page - The final item to mention under new business is that the Board of Directors is considering a proposal to increase our membership dues. The dues have not been increased in quite some time, even with the Association’s expenses increasing. More information will be distributed to the membership as a proposal is considered.

15. Sally Page invited representatives from the University of New Mexico to the podium to tell us about the 2014 Annual Meeting.

16. Sally Page – shared a few announcements
   • First, will all board members, both outgoing and incoming, please come to the stage after we adjourn for photos.
   • Second, reminder that the bus will be departing from the hotel at 6:00 to take us to Old Town for our evening event.
   • A quick reminder that dessert will be served in the exhibitor area following the close of this meeting.

   Are there any other announcements to be made to our membership at this time?

17. Sally Page - the 2013 RMACRAO Business Meeting is now adjourned