

Annual Business Meeting
Crown Plaza Albuquerque, New Mexico

July 17, 2014

I. Call to Order. Sally Page called to order the 2014 Annual Business Meeting. A quorum for any Association meeting, annual or special, shall include the presence from at least one delegate from 25% or more of the member institutions, with each state represented by at least one institution. Sally determined through consultation with the LAC Chair and Vice Presidents that a quorum exists. Sally recognized the current RMACRAO Board of Directors:

a. Sally, president for this year’s meeting, representing University of Colorado Boulder.
b. Charlie Couch, President Elect and Program Committee Chair for the 2014 Annual Meeting, University of Northern Colorado.
c. Lane Buchanan, Past President, University of Wyoming.
d. Kyla Foltz, Vice President for Wyoming, Casper College.
e. Jamie Yarbrough, Vice President for Colorado, Colorado State University.
f. Jacobo Varela, Vice President for New Mexico, New Mexico State University.
g. Paula E. Martinez, Secretary, Metropolitan State University of Denver.
h. Chris Seng, Treasurer Elect, Colorado State University.
i. Carolyn Gutierrez, Treasurer and Local Arrangements Committee Co-Chair, University of New Mexico.
j. Denise Esquibel, Local Arrangements Committee Co-Chair, New Mexico State University.
k. Corey Wahl, Web Developer and Exhibitor and Local Arrangements Committee Liaison, Colorado School of Mines.
I. Paul McCarty, Newsletter Editor, University of Denver.
m. Nolan Oltjenbruns, Historian, Colorado School of Mines.
n. Nonie Wainwright, Marketing and Communication Coordinator, University of Boulder.

II. Minutes from the 2013-2014 Annual Meeting. Paula E. Martinez came forward to present the 2013 Annual Business Meeting Minutes. There was a correction to the minutes to remove IV AACRAO Representative Report as there was no AACRAO report. Kelly Christman, University of Northern Colorado made a motion to approve the notes; Kelley Brundage, Colorado State University seconded the motion. Motion approved as amended.


a. 2013-2014 Current Budget
   1. We are using Quickbooks Online. Quickbooks provides the ability to produce a variety of reports in one click.
   2. Chris Seng, Treasurer Elect from Colorado State University (CSU) hired Tanner Towui a CSU accounting student to assist with treasurer duties.
   3. Switched credit card payments from Wells Fargo to Paypal. Paypal credit card fees are 4% compared to 12% with Wells Fargo.
   4. Carolyn presented significant cost savings.
   5. Filed for tax exempt status in New Mexico so that we won’t pay state taxes.

b. 2014-2015 Proposed Budget
   1. Revenue will go up.
2. Question on web support: The Board is considering using a web meeting tool like Goto meeting. This way, we can have RMACRAO events available online.

3. Question why peer review was added on to next year’s budget? Last year, it was zeroed out to make adjustments for professional development. The Board made a decision to put it back on and made other adjustments. A comment was made that it has not been used in 10 years. The Board thought it would be important for the membership. The Board will advertise to membership to take advantage of it. It is a valuable resource. There was a comment to explain what peer evaluation is. It allows membership to bring in people from other institutions to look at business process. It may help to pay for travel expenses. Nolen provided some examples: This is a way to prepare for the review to determine institution needs, accreditation process, etc.

4. Question: do we have a separate budget for the conference. The budget for the conference will be in the newsletter including conference outcomes.

Sally reminded that due to the fiscal year ending on September 30, we may need to alter the expected line items in October for the current year budget expenditures. Sally reiterated cost savings and that we will not be increasing membership dues.

Sally asked for approval/revision to the 2014-2015 Proposed Budget. Lane Buchanan from University of Wyoming made a motion to approve; Amelia Jackson from University of Colorado Boulder seconded. Budget approved.

IV. RMACRAO President Report: Sally presented association happenings for the past year.

a. We took a look at our banking and transaction fees, and switched from our merchant account with Wells Fargo to PayPal for all credit card services.

b. We looked at membership fees from other regional associations. This helped to determine if what we charge for membership dues and the services we provide are in line with other associations. We decided that there would be no increase in membership dues at this time.

c. Started using “Google Apps for Education”. This enables us to store documents on the cloud for purposes of documenting processes, (e.g. checklists for LAC, board member responsibilities, templates, etc.) keeping track of records (e.g. copies of federal tax ID, copy of insurance policy, etc.)

d. We began using a list serve to help keep connected with our members.

e. We developed the Marketing and Communications Coordinator position and began generating targeted communication to members.

f. We created a document outlining the benefits of being a RMACRAO member that can be used to recruit new membership.

g. Three RMACRAO board members attended the AACRAO meeting in Washington DC and brought back some great information and ideas to the Board.

h. We have awarded all of the available travel grants to both RMACRAO and AACRAO annual meetings. We also provided professional development scholarships.

i. We have been able to restore the funding for the Peer Review opportunity for our membership.

Sally acknowledged the Executive Committee members who will be leaving their positions on the Board after this meeting: Lane Buchanan, Past President; Jacobo Varela, Vice President for New Mexico; Carolyn Gutierrez, Treasurer, and; Paul McCarty, Newsletter Editor.
V. **Nominations and Elections Report:** Lane announced the results of the nominations and elections voted by institutional members.

This year we had 31 votes from institutions in all three states (out of possible 63 at the time). This represents 49% of the possible votes we could have received. The outcome of the voting is:
- President Elect: Denise Esquibel, New Mexico State University
- Vice President for New Mexico: Kathleen Sena, Northern New Mexico College
- Secretary: Paula E. Martinez, Metropolitan State University of Denver.

Sally Page presented Lane Buchanan with a plaque in recognition of service to the RMACRAO Board of Directors. Sally thanked all the facilitators and session presenters for participating with this year’s Annual Meeting.

VI. **RMACRAO 2014 Review and Recognition.** Charlie Couch recognized members of the Program Committee: Chris Seng, Colorado State University; Nolan Oltjenbruns, Colorado School of Mines, and; Kathleen Sena, Northern New Mexico College. He also thanked all the session presenters and facilitators.

VII. **Local Arrangements Committee.** Denise Esquibel recognized Sylvia Castillo and Jamie Yarbrough for assisting with the front desk. Carolyn Gutierrez gave a shout out to Corey Wahl for helping with local arrangements. Sally Page gave a big thank you to Carolyn and Denise.

VIII. **Old Business.** Sally Page noted that we have no old business to take care of.

IX. **Passing of the Gavel.** Sally Page passed the gavel and the Presidential Dowry to our incoming President, Charlie Couch. Sally thanked everyone on the Board, and the dedication from the membership, and Barbara Todd and current boss, and to colleagues at the University of Colorado Boulder. It has been an honor to serve as the President.

X. **2014-2015 President Remarks.** Charlie Couch took a moment to thank Sally Page for the behind the scenes hard work and dedication with a plaque signifying her service to RMACRAO.

XI. **New Business.**
   a. Applications for membership:
      1. Colorado Heights University: Twila Humphrey, Pikes Peak Community College made a motion to approve the application. Paul McCarty, University of Denver seconded the motion. Motion approved.
      2. Denver School of Nursing. Thomas Hartman, American Sentinel University made a motion to approve the application. Kelly Christman, University of Northern Colorado seconded the motion. Motion approved.
      3. Dona Ana Community College. Jacobo Varela, New Mexico State University made a motioned to approve the application. Hector Sanchez, New Mexico State University seconded the motion. Motion approved.
      4. Rocky Vista University. Corey Wahl, Colorado School of Mines made a motion to approve the application. Lane Buchanan, University of Wyoming seconded the motion. Motion approved.
5. St. John's College. Nolan Oltjenbruns, Colorado School of Mines made a motion to approve the application. Kathleen Sena, Northern New Mexico College seconded the motion. Motion approved.

6. Westwood College. Amelia Jackson, University of Colorado Boulder made a motion to approve the application. Erin Olsen, University of Wyoming seconded the motion. Motion approved.

7. University of New Mexico Taos. Alex Gonzales, University of Mexico made a motion to approve the application. Kathleen Sena, Northern New Mexico College seconded the motion. Motion approved.

XII. **RMACRAO 2015 Conference.** Charlie Couch invited representatives, Matthew Cox and Jason Maxwell, from the University of Colorado-Colorado Springs to the podium to present the 2014 Annual Meeting. A video was presented and information was provided in the exhibitor booth for the meeting to be held July 15 - 17, 2015 at Colorado Springs Marriott Hotel.

XIII. **Announcements.** Charlie Couch shared a few announcements.

a. All board members, both outgoing and incoming, must stay for photos after the meeting adjourns.

b. Dinner will be served at the New Mexico Museum of Natural History. The bus will depart the hotel at 6:00 p.m.

c. Dessert will be served in the exhibitor area following the close of the meeting.

XIV. **Motion to adjourn.** Amelia Jackson, University of Colorado Boulder made a motion to adjourn the meeting. Jason Maxwell, University of Colorado-Colorado Springs seconded the motion. Motion approved.