Minutes of the RMACRAO Executive Committee  
November 13, 2000  
Grand Junction, Colorado

I. **Call to order:** President Linda King called the meeting to order at 8:13 a.m.

II. **Formal Approval of July 21, 2000 Minutes:** Secretary Nolan Oltjenbruns reported that the minutes were emailed to each Executive Committee member on September 25. Corrections have been received and recorded. Minutes were approved.

III. **Old Business:**

   A. **Final report from Annual Meeting in Cheyenne:** Copies of the 2000 Annual Meeting Conference Summary and Session Evaluation Summaries were distributed. Comments from participants were generally very positive.

   B. **By-Laws & Constitutional Changes:** Nolan has contacted Jeff Bunker, in order to obtain the final text of the changes from him or Luz Barreras. These updates will be reflected in the forthcoming member directory, and also provided to Sally Page for posting on the web site.

   C. **Incorporation:** In Luz’ absence, no report was available.

   D. **Other:**

      1. **Directory:** Nolan reported that the directory should be distributed sometime in December. The committee agreed that each Vice President will email the institutional contacts in their respective states, asking them to review the members’ directory information as displayed on the web site, and report any needed changes to them. This will allow the published directory to be as accurate as possible.

      2. Linda has received a resignation letter from Matt Gallegos, formerly Vice President for New Mexico.

IV. **President’s Report:**

   A. **Letters to Institutional Presidents:** Linda will send these letters, thanking the presidents for allowing staff to commit their time and energy to the RMACRAO Executive Committee.

   B. **Newcomers:** Linda is developing a mentoring program that would match newcomers to the organization with “old-timers”.
V. **Past President’s Report:** In Luz’ absence, Linda reported on Luz’ AACRAO committee work, as well as her contribution to recent Department of Education initiatives.

VI. **President Elect Report:** Steve Ekerholm reported that planning is underway for the RMACRAO reception at next April’s AACRAO conference. As an alternative to a conference hotel meeting room, he is looking at off-site restaurant facilities.

VII. **Newsletter Update:** Sally reported that the Fall 2000 newsletter will be mailed out the week of November 13. She will soon be collecting information for the spring newsletter, with a due date sometime in February 2001.

The idea of a membership drive was discussed. A question to be resolved involves membership requests from for-profit institutions, which appears to be contrary to the RMACRAO constitution. This will be discussed further at the February meeting.

VIII. **Treasurer’s Report:** Treasurer Kathleen Sena was absent, but had prepared and submitted the 2000-2001 proposed budget in advance. The motion to approve the budget was seconded and approved.

Travel grants were discussed. The Vice Presidents will advertise to membership in their states, and bring any applications to the February meeting.

RMACRAO stationery -- current supply is adequate. The budget line may not need to be used this year.

IX. **RMACRAO 2001:** Jeff Hammer and Misty Curtin updated the committee on plans for the annual conference. Although construction is in progress, the group was able to tour the Adams Mark facility and view the meeting rooms. The contract with the hotel will specify that if 80% of the quota of 180 rooms for 2 nights is met, there will be no charge for the meeting rooms. Room rates will be $75 per room. Tentative plans for social events, transportation/shuttle service, and keynote speaker were discussed. Jeff and Misty plan to send an initial postcard in January/February; then distribute registration materials in April, with a due date of July 10.

Steve also reported on his progress in developing the program. Four tracks are being planned: vendor, registrar, admissions, and professional development. Scheduling will allow for up to four concurrent sessions. Session ideas from the membership are always welcome. In particular, members who attend AACRAO next April are asked to watch for good presenters from neighboring states/associations that we could use as resources.

X. **Vice President Reports:** None
XI. **Legislative Review:** In Noah Buckley’s absence, no report was available. However, Linda indicated that she will request that a report be included in the Spring 2001 newsletter.

XII. **Historian Report:** None

XIII. **New Business:** None

XIV. **Next meeting:** The next meeting is tentatively set for March 2, 2001, at the home of Sally Page in Westminster, CO. The back-up date, if needed, is March 5, 2001.

**Meeting was adjourned at 11:57 a.m.**

Submitted by:

Nolan Oltjenbruns
Secretary