Minutes of the RMACRAO Executive Committee  
March 2, 2001  
Westminster, Colorado

I. **Call to order:** President Linda King called the meeting to order at 9:09 a.m.

II. **Formal Approval of November 13, 2000 Minutes:** Secretary Nolan Oltjenbruns reported that the minutes were emailed to each Executive Committee member in early December. No corrections were submitted. Minutes were approved.

III. **Old Business:** Incorporation -- Luz Barreras indicated that in New Mexico, RMACRAO could be incorporated for a flat fee of $300, plus filing fees, for a cost of approximately $400. More information will be gathered from the attorney, so that a more detailed proposal draft can be presented at the next meeting. It’s expected that a final proposal will be ready for membership vote at the July 2001 Annual Meeting.

IV. **President’s Report:**  
A. Letters to Institutional Presidents: Linda King has not yet sent these letters, but plans to do so before the next meeting in April.  
B. Newcomers: Linda has developed a mentoring program that would match newcomers to the organization with “old-timers”. Her article in the latest newsletter describes the program.

V. **Past President’s Report:** Nominations and Elections -- Luz requested that all of us consider possible candidates for office, and provide those recommendations to her.

VI. **President Elect Report:**

A. Expansion of RMACRAO: Steve Ekerholm clarified that the issue involves either expanding the organization or joining a larger regional organization with greater resources. He plans to present the issue in the next newsletter, and will survey the membership to assess what direction the executive committee should take.  
B. RMACRAO Reception in Seattle: Steve is researching off-site restaurants that could accommodate 80 attendees at a reasonable cost. Elliott’s Oyster House is being held for us with a deposit; contract will be finalized by March 24.

VII. **Newsletter Update:** In Sally’s absence, Linda reported that the newsletter is not yet at the printer, but will go out in the mail during the week of March 12.

VIII. **Treasurer’s Report:** In Kathleen Sena’s absence, no Treasurer’s Report was available.
IX. **RMACRAO 2001:**

A. **Local Arrangements** -- Misty Curtin reported that Dr. James Rouse will be the keynote speaker. Eight vendors have paid fees for space, and other possible vendors are still being pursued. Space is available for 14 vendors. The hotel expects to have eight breakout rooms for sessions, after their remodeling has been completed. A corporate sponsor for transportation to the winery is also being sought. 100 polo shirts will be ordered for sale to conference attendees.

B. Steve reported that ideas are still needed for Professional Development sessions, as well as for the Registrar track. Most time slots in the program have four concurrent sessions.

X. **Vice President Reports:**

A. Wyoming: Tamara Lehner reported having received one travel grant application for AACRAO Conference.

B. Colorado: Cher Downey also reported one AACRAO travel grant application.

C. New Mexico: Ruth Gribble reported one application for AACRAO travel.

XI. **Legislative Review:** In Noah Buckley’s absence, no report was available.

XII. **Historian Report:** In Darlene Lucero’s absence, no report was available.

XIII. **New Business:** None

XIV. **Next meeting:** The next meeting is tentatively set for noon, Monday, April 23 at the AACRAO Conference. Also, a June 15 conference call was tentatively scheduled, in lieu of an on-site meeting.

**Meeting was adjourned at 11:33 a.m.**

Submitted by:

Nolan Oltjenbruns
Secretary