Minutes of the RMACRAO Executive Committee  
July 19, 2001  
Grand Junction, Colorado

I. **Call to order:** President Steve Ekerholm called the meeting to order at 4:32 p.m.

II. **Formal Approval of June 4, 2001 Minutes:** Secretary Nolan Oltjenbruns distributed copies of the minutes. Minutes were approved.

III. **President’s Report:**

   A. **Expansion/Merger Issue:** Steve has spoken with Randy Kouba, who originally proposed the idea of merging RMACRAO with PACRAO. Randy had agreed to let this issue be deferred until the 2001-2002 year. A committee will now be formed to pursue this question and poll the membership for its views.

   B. **Membership Issues:** Luz spoke of the need for follow-up with all the first-time attendees from this year’s annual meeting, in order to ensure their continued involvement. The first-timer group needs to be analyzed state-by-state, to identify trends. Mentors need to maintain contact, in order to help keep them involved. Institutions that expressed interest in hosting the annual meeting (Air Force Academy and Fort Lewis College) could be tapped to assist with local arrangements next year at Angel Fire.

   C. **State/Regional Officers Workshop:** Steve indicated that this workshop provides valuable information, and that the President Elect is a logical person for RMACRAO to send. Kathleen will plan to attend this workshop, to be held 11/30/01 through 12/02/01.

IV. **Past President’s Report:** Linda reported that letters have been sent to Presidents or division directors at each Executive Committee member’s institution, expressing RMACRAO’s appreciation for the time commitment we’ve undertaken.

V. **President Elect Report:** Kathleen Sena raised the possibility of outreach to non-member institutions. We should consider establishing an annual process to identify and contact these potential institutional members.

VI. **AACRAO Report:** In Mike Allen’s absence, Linda indicated that he is interested in knowing how AACRAO can support us. Some suggested ideas included getting the Registrar 101 materials for use in a pre-conference workshop. Another idea involved getting additional funding from AACRAO to assist first-time attendees to the AACRAO Annual Meeting.

VII. **Newsletter Report:** Sally Page posed the question as to whether we should continue to list the Legislative Liaison position in our Executive Committee listing on the web site. She will check websites for other state and regional associations to see how they are handling this issue.
VIII. **Treasurer’s Report:** Kathleen Sena reported that all member institutions have paid dues. In the transition of Treasurer duties, she and Cher will arrange to keep the account at Wells Fargo Bank. In the future, the travel grant application deadline will be June 1.

IX. **LAC Report:**

A. 2001 – Grand Junction: Jeff Hammer reported that the conference will be very close to break-even. This will be determined as soon as the remaining bills have been settled. Jeff indicated that the late registration fee was generally not collected, due to the difficulty of determining what was late due to delays in institutional accounting processes. Kathleen and Jeff will review this issue and determine how it should be handled in the future.

B. 2002 – New Mexico: Kathleen reported that she has a couple of leads for the keynote speaker. She also has some ideas for commemorating the 25th anniversary of RMACRAO.

X. **Vice President Reports:**

A. New Mexico – There were no travel grants for New Mexico attendees this year.

B. Colorado – Colorado had two $100 travel grant recipients: Thomas Hartman of Aims Community College and Judy Allred of Colorado Northwestern Community College. In addition, two late applicants received $50 grants: Catherine Hogan and Deborah Anderson, both of University of Colorado – Boulder.

C. Wyoming – Two Wyoming attendees received $100 travel grants: Martin Frank of Casper College and Jennifer Williams of the University of Wyoming. Two late applicants also received $50 grants: Tim Downing and Sandy Eisenman, both of Sheridan College.

XI. **Historian Report:** Steve requested suggestions for filling this position.

XII. **Old Business:** Steve requested that Luz Barreras update us on incorporation status. Linda King, Luz Barreras, and Laurie Watkins agreed to review the proposed incorporation document, as provided by the attorney Luz has worked with, and will distribute a draft for discussion at the next Executive Committee meeting.

XIII. **New Business:** None

XIV. **Next Meeting:** The next meeting is tentatively set for Angel Fire, NM, on Friday, November 9, 2001. The proposed alternate date is Monday, November 12, 2001.

**Meeting was adjourned at 5:55 p.m.**

Submitted by:

Nolan Oltjenbruns
Secretary