Minutes of the RMACRAO Executive Committee
November 9, 2001
Angel Fire, New Mexico

I. Call to order: President Steve Ekerholm called the meeting to order at 9:35 a.m.

II. Formal Approval of July 19, 2001 Minutes: Secretary Nolan Oltjenbruns distributed copies of the minutes, which had been previously sent out to the Executive Committee via email. Minutes were approved.

III. President’s Report:

A. Expansion – Committee Report: Steve distributed a copy of the committee’s final report on the results of the survey in which members had been polled concerning the expansion/merger issue. Results were considered inconclusive, due to the large number of emails to members that were returned as undeliverable. After considerable discussion, the group agreed that we should consider having a session on this topic at the 2002 annual conference. Additional related topics could also be included, such as: how to increase attendance at conferences; how to increase opportunities to gather as a group; and how to increase conference participation during the final half day (Friday morning). Steve charged the committee to continue thinking about the direction the organization should take. It was recommended that the topic be raised in at least one newsletter prior to the conference, so that the membership can also think about the issue and can come to the conference prepared to discuss it.

B. Final Report – 2001 Annual Meeting in Grand Junction: Misty Sellden’s final report, showing a net loss of $2,210.65, was discussed, with particular attention to several line items. Two problem areas were identified: low sales revenue from polo shirts and refunds of vendor registration fees. Kathleen Sena suggested that, in the future, polo shirt sales should be tracked as an organizational expense that is not incorporated into the budget for the conference itself. Steve asked if there are existing guidelines governing the refund issue, so that it’s clear to future local arrangements committees how refunds should be handled. The LAC handbook that was developed in the past needs to be reviewed and updated. Finally, Cher Downey moved that, for next year’s budget, various conference budget lines be collapsed into a single item, so that conference expenses can be more accurately matched against conference revenue. Motion was seconded and carried.

C. September 11 Aftermath: Steve raised the issue of a possible response on the part of RMACRAO to the appeal from New Jersey-New York ACRAO for contributions to the Families of Freedom Scholarship Fund. It was determined that, as no authority currently exists for such an expenditure, the issue needs to be brought to the membership for a vote. This could be handled as a one-time expenditure, or as an on-going budget line for scholarships. These possibilities will be presented in the next newsletter, so that it can be voted on at the 2002 conference.
possibility of a town meeting at that conference was also discussed, so that members could discuss this issue, as well as the expansion/merger issue and the role of the Member Relations Committee.

D. Institutional Membership: Kathleen distributed a list of potential institutional members, using as her source the nonmembers listed in the 2000 Higher Education Directory. The list includes many non-profit institutions that could qualify for associate membership. Nolan and Becky agreed to prepare a brochure draft to submit at the next Executive Committee meeting in February. Kathleen also agreed to search historical files for old brochure samples.

IV. **Past President’s Report:** In Linda King’s absence, no report was available. Steve indicated that he is not aware that any additional progress has been made toward incorporation of RMACRAO. Laurie Watkins agreed to contact Linda to determine the latest status.

V. **President Elect Report:** Kathleen Sena reported that preparations for the 2002 Annual Conference are progressing on schedule. At the conclusion of the meeting, she and Angel Fire Resort staff provided a tour of the facilities.

VI. **Newsletter Update:**

A. RMACRAO Membership Application: In order to maintain accurate and up-to-date web-based information, Sally Page requested that the Executive Committee review the RMACRAO membership application form, to determine if changes are needed. For comparison purposes, Kathleen distributed a copy of the AACRAO application form. Sally agreed to revise the RMACRAO form and present a draft at the next Executive Committee meeting.

B. Travel Grants: An extended discussion was held concerning the effectiveness of the current travel grant program. It was agreed that, in order to encourage higher levels of participation by new members, it might be time to increase the available funds, and also to provide funding for professional development opportunities above and beyond the AACRAO and RMACRAO conferences. Ideas will also be explored for directly benefiting the individual participant, rather than allowing the funds to flow back to the institution’s general fund. Cher and Sally agreed to assemble a budget proposal for expanding travel support; the proposal will include both the budget itself and guidelines for scoring travel grant applications.

C. Legislative Liaison: In response to Sally’s question about the status of the Legislative Liaison position, Steve indicated that AACRAO has provided no additional information or guidelines. We will remove all references to it in our published and on-line information, until additional information is received from AACRAO about the need for the position.

VII. **Treasurer’s Report:** Cher distributed a report showing payment status of all member institutions. Approximately 2/3 of members are current with dues. Those in arrears will receive follow-up requests from both Cher and the
appropriate state Vice President. Cher also recommended that the budget approval process be changed, so that membership approval would be requested for the upcoming year’s proposed budget, rather than approving the prior year’s expenditures. In order to transition to this new process, Cher will prepare the current year proposed budget for approval at the next Executive Committee meeting. Then, she will prepare the proposed 2002-2003 budget for publication in the newsletter and subsequent approval by the membership at the annual meeting.

VIII. LAC Report:

A. 2002 – New Mexico: Kathleen indicated that attracting vendors could be more difficult than in past years, due to the events of September 11, 2001. She plans to review Joe Orndorff’s document “Recruiting and Retaining Exhibitors” in order to be fully aware of best practices. She plans to specify that no vendor refunds will be available within 60 days of the conference date. Kathleen also indicated that program ideas are being gathered, and that she has possibilities in mind for a keynote speaker. A local arrangements committee is being assembled from various UM and NMSU campuses.

B. Pre-conference sessions: Ruth Gribble has been in contact with Mike Allen concerning the possibility of offering the Admissions 101 and/or Registrar 101 workshops as pre-conference sessions. Mike indicated that the materials could be accessed on the AACRAO web site without charge. The Executive Committee agreed to structure a half-day workshop, for which $25 would be charged to cover the cost of materials, as well as a continental breakfast and a mid-morning break. Nolan, Cher, and Becky will meet to review the Registrar 101 materials and determine the topics to be included.

IX. Vice President Reports: No additional activities were reported by the state Vice Presidents.

X. Old Business:

A. First-time attendee follow-up: Steve reminded mentors to maintain contact with their assigned first-timers from the last conference, in order to help keep them interested and involved in RMACRAO.

B. RMACRAO Directory: Sally has provided her web resource person a copy of Nolan’s Access database, in order to determine how to best use that database to keep the web directory display up to date. She will continue to report on progress of this initiative. Nolan will continue to develop the database, which currently includes only the information needed to produce membership mailing labels. The state Vice Presidents also agreed to provide Sally and Nolan any email address updates that they’re aware of.
XI.  **New Business:** Steve provided a list of certificates, plaques and other awards traditionally presented at the annual meeting. The idea of presenting vendor and presenter certificates at the opening session (rather than at the Business Meeting) was endorsed by the Executive Committee. Although the Grand Junction local arrangements committee took on considerable responsibility for award arrangements, the Executive Committee should rightfully handle this, as indicated in Steve’s document.

XII.  **Next Meeting:** The next meeting is tentatively set for Westminster, CO, on Monday, February 11, 2002. The proposed alternate date is Friday, March 1, 2002.

XIII.  **Adjournment:** Meeting was adjourned at 2:50 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary