I. **Call to Order:** In the absence of President Steve Ekerholm, President-Elect Kathleen Sena called the meeting to order at 9:21 a.m.

II. **Formal Approval of November 9, 2001 Minutes:** Secretary Nolan Oltjenbruns distributed copies of the minutes, which had been previously sent out to the Executive Committee via email. Ruth Gribble moved that the minutes be approved. Becky Barnes seconded the motion. Motion carried.

III. **President’s Report:**

   A. Introduction of Historian appointee -- Kathleen announced that Tamara Lehner had been appointed as Historian. Tamara was welcomed back to the Executive Committee.

   B. AACRAO Board Visit – Kathleen requested guidance on which AACRAO Board member would be most beneficial for us to invite. Considering that no presenter with FERPA expertise had yet been found, it was decided to attempt to bring Robert Morley in order to fill that gap. As an alternate, Mike Allen could also be contacted, given that he had expressed interest in returning to our conference.

IV. **Past President’s Report:**

   A. Incorporation: Linda King and Laurie Watkins indicated that a few minor revisions to the incorporation draft prepared by Luz Barreras and the attorney in New Mexico still need to be made. The incorporation papers could still by filed in New Mexico by Kathleen. The Board agreed to finalize the incorporation proposal at the April meeting in Minneapolis, so that this issue can be put to the membership for vote at the July Annual Meeting.

   B. Elections: The following positions will be open for the following year: VP for New Mexico; Secretary; and President-Elect. Tamara expressed interest in the President-Elect position. Several possible candidates for the VP position will be approached. The deadline for nominations in April 12. Ballots will be distributed in late April. The summer newsletter will include mention of the open positions. There will be a mid-May deadline for returning completed ballots.

V. **President Elect Report:**

   A. Program Committee: Discussion was held regarding advance advertising of the Annual Meeting. Ruth agreed to prepare a notice to be included in the summer newsletter. Instead of including a flyer
included with registration materials, which will be sent out in early May, Sally recommended a separate, earlier mailing, announcing the upcoming conference. The timing would similar to that of Misty Sellden’s postcard from last year, which was sent in mid-April. Kathleen indicated that, unlike last year, late registration fees will be assessed and collected, when appropriate. Ruth distributed her planning notes for the workshops. The Board agreed that a minimum registration of 10 per workshop would be needed to proceed. They will be scheduled 8:30 to 11:30, with a mid-morning break. Kathleen discussed several programming ideas, including: the President’s reception on Wednesday; a team-building activity after the business meeting; the Thursday evening barbeque at Moreno Valley; the possibility of a Friday morning guest speaker, to provide a more effective closing event for the conference.

VI. Newsletter Update:

A. Mailing Schedule: Sally Page reported that the spring newsletter would go to the printer by mid-February, and that it would be mailed out by March 1. Nolan agreed to provide her the mailing labels as soon as possible.

B. Travel Grants: Several applications have been received for travel to AACRAO in April: Debbie Barbour (Laramie County Community College); Carol Mash (University of Colorado – Boulder); Sarah Poletti (University of Denver); and Rose Bennett (University of New Mexico). All applications were approved.

VII. Treasurer’s Report:

A. Presentation of 2001-2002 Budget: Cher reported $1060 in unpaid dues, as of the meeting date. Vice Presidents were asked to follow up with the following institutions: Northwest College; University of Wyoming; Albuquerque Technical Vocational Institute; Dine’ College; New Mexico Junior College; University of New Mexico – Carlsbad; Santa Fe Community College; Northern New Mexico Community College; Western New Mexico University; Colorado Mountain College; Front Range Community College; Lamar Community College; Pikes Peak Community College; and the University of Southern Colorado. The Board recommended no changes to the 2001-2002 budget.

B. Proposed 2002-2003 budget draft/discussion: Cher indicated that the summer newsletter will include information for the proposed 2002-2003 budget. Travel grant information, however, will be included in the spring newsletter.
VIII. **LAC Report:**

A. 2002 – New Mexico: Kathleen is pursuing the idea of bringing Michael Hammes as the keynote speaker. His topic would be mental, emotional, and spiritual health. The following vendors will present sessions: SCT; ScripSafe; National Student Clearinghouse; and Hershey (document imaging).

B. Pre-conference sessions: Ruth Gribble requested topics information from the Board members responsible for presenting each of the workshops.

IX. **Vice President Reports:** No additional activities were reported by Ruth for New Mexico. Laurie and Becky both reported that the email distribution lists are working well for them.

X. **Historian’s Report:** No report was available.

XI. **Old Business:**

A. First-time attendee follow-up: Kathleen proposed a first-timers breakfast as a Friday morning enhancement to programming for first-timers.

B. RMACRAO Directory: Discussion was held regarding database enhancements, such as: years of membership; offices held; flagging former presidents. Years of membership would be difficult to track, as individuals are attached to institutional memberships. Nolan will pursue adding officer information to the database. Nolan reported that the database now includes all the information (not just address information for labels) that’s displayed on the web directory. Vice Presidents, in particular, were asked to route corrections back to Nolan and Sally, so that both the database and the web directory display could be kept accurate.

C. Membership Application: Sally reported that the updated version of the membership application would be available on the web site soon.

D. Institutional Membership Brochure: Becky presented a draft of the brochure that she and Nolan had worked on, and requested feedback about the content. It was recommended that the website URL be added. When finalized, information about professional development scholarships should also be added. In addition, the brochure should be available on the web site. Updates to the application have already been incorporated in the brochure layout. A limited stock will be kept on hand, in order to be able to respond to inquiries.
X. **New Business:**

A. **Town Meeting:** The town meeting will be scheduled for late Wednesday afternoon at the Annual Conference. In addition to the topics already being considered, dues structure could be discussed.

B. **Dues reference in by-laws:** Laurie asked for the rational for spelling out the specific dues amounts in the by-laws. She will research this issue in the AACRAO by-laws, and present a recommendation at the next meeting.

C. **2003 Annual Conference:** Board discussed the tentative proposal submitted by Fort Lewis College to host next year’s conference in Durango. Kathleen will gather answers to some specific questions, so that the issue can be decided and an announcement made at Angel Fire in July.

XI. **Next Meeting:** The next meeting is planned as a luncheon meeting at Minneapolis, MN, on Monday, April 15, 2002. Location TBA.

XI. **Adjournment:** Meeting was adjourned at 1:25 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary