Minutes of the RMACRAO Executive Committee  
April 15, 2002  
Minneapolis, Minnesota

I. **Call to Order:** Steve Ekerholm called the meeting to order at 12:04 p.m.

II. **Formal Approval of February 11, 2001 Minutes:** Nolan Oltjenbruns distributed copies of the minutes, which had been previously sent out to the Executive Committee via email. The minutes were approved.

III. **President’s Report:** No report was available.

IV. **Past President’s Report:**

   A. Incorporation: Linda King has updated the incorporation draft, based on Board input. Laurie Watkins will review it, and then submit it to the attorney in New Mexico to be finalized. At that point, the draft can be posted on the web site, prior to being put to a vote of the membership at the Annual Meeting at Angel Fire. If approved by the membership, the incorporation documents will be filed with the State of New Mexico. Linda will prepare a newsletter article on this topic.

   B. Elections: Linda reported that the following have expressed interest in open positions: for Secretary: Nolan Oltjenbruns; for Vice President – New Mexico: Sylvia Castillo; for President-Elect: Tamara Lehner. Ballots will be sent out approximately April 29, and will be due back to Linda around 5/10. Both hard copy and FAX returns will be accepted.

V. **President Elect Report:** RMACRAO Reception at AACRAO – Kathleen Sena reported that all details for the reception are in place at the Rock Bottom Brewery. The reception will start at 6:30 p.m. on Monday. Fort Lewis College is still willing to submit a bid for next year’s Annual Conference.

VI. **Newsletter Update:**

   A. RMACRAO Membership Application: Sally Page reported that the membership application is now available on the web. Also, 5/3/02 is the deadline for newsletter articles.

   B. Professional Development Travel Grants: There was considerable discussion of the committee’s proposal. It was agreed that funding would come from the budget line formerly needed for publication of the hard copy directory. However, a contingency plan should be written into the proposal, so that awards would be given only if funds were available and if people applied for the awards. Steve asked the committee to propose a constitution change, so that the ad hoc committee responsible for this function could be made permanent.
VII. **Treasurer’s Report:**

A. **2001-2002 Budget:** There was no new information to report.

B. **Proposed 2002-2003 budget:** Cher has not yet prepared the proposed budget, pending discussion of specific line items. She will have it ready to submit at the June meeting. Kathleen requested consideration of a student system survey of the membership. A committee will be formed to explore this issue in the coming year, so that the following year’s budget could include funding for it. It was suggested that a new line item – Special Projects – be added, and that the Fraudulent Credentials item be deleted. Cher also indicated that a travel grant was awarded to Christine Muller, of the University of Colorado Health Sciences Center. Follow-up with past-due accounts is on-going. Finally, it was agreed that the reception budget for next year’s AACRAO conference in Washington would need to be boosted by $200, resulting in a reception budget of $2000.

VIII. **LAC Report:**

A. **2002 – New Mexico: ** Kathleen distributed a draft of the conference program. Based on Board discussion, she will adjust the Thursday afternoon schedule to include one session only, so that the buses can depart by 4:30 p.m. for the Moreno Valley event.

B. **Pre-conference sessions:** Ruth Gribble indicated that the topics and presenters need to be finalized as soon as possible. Becky Barnes provided a summary of the Registrar 101 session that she attended.

IX. **Vice President Reports:** No reports were available.

X. **Historian’s Report:** Tamara will arrange to have the organization’s files transferred from Kathleen to her. She is working on a plan to commemorate the RMACRAO 25th Anniversary. An article will be included in the next newsletter.

XI. **Old Business:**

A. **RMACRAO Directory/Database:** Nolan reported that the Access database used for membership data continues to be enhanced and perfected. Possible additional enhancements include tracking of offices held, and tracking of membership category by dues level.

B. **Institutional Membership brochure:** Becky distributed the latest draft. The Board recommended adding, when finalized, a reference to Professional Development grants and the opportunity to serve on the Executive Committee.
C. Town meeting discussion topics: Steve indicated that a newsletter article would serve to prime the membership for the topics to be discussed at the town meeting.

D. 2003 Annual Meeting in Durango: Although the issue of accommodations still needs to be worked, plans to move forward with holding the 2003 conference in Durango are moving forward.

XII. **New Business:** There was no new business.

XIII. **Next Meeting:** The next meeting is planned at the home of Steve Ekerholm Colorado Springs, on Monday, June 10, 2002.

XIV. **Adjournment:** Meeting was adjourned at 1:40 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary