I. Call to Order: President Steve Ekerholm called the meeting to order at 9:42 a.m.

II. Formal Approval of April 15, 2002 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: Steve distributed the latest version of the list of certificates, plaques, and other awards traditionally presented at the Annual Meeting. No changes were made to the list. Steve reminded the board to notify Kathleen Sena as soon as possible regarding any possible candidates for distinguished awards and honorary awards.

IV. Past President’s Report:

A. Incorporation: In Linda King’s absence, Laurie Watkins updated the board on incorporation status. She has had no recent contact with Linda, but indicated that per Linda, the issue is ready to be put to a vote of the membership in July. The final document needs to refer to the current slate of officers, rather than those in office at the time the document was first prepared. No changes to the By-Laws should be needed; however, a By-Law change is recommended for next year, in order to give official standing to the committee that will review the Professional Development scholarship applications.

B. Elections: The following were elected to the open positions: Secretary: Nolan Oltjenbruns; Vice President – New Mexico: Sylvia Castillo; President-Elect: Tamara Lehner.

V. President Elect Report: Although unable to attend, Kathleen Sena emailed the following items related to the conference program:

A. All board members are asked to participate in the first-timers session, and to bring items for door prizes.

B. A meeting time for the Board is needed. 7am Friday was the agreed-upon time.

C. Some workshop registrations have been received. It appears there will be enough interest for both sessions to be held. Presenters were asked to mention the mentoring program when doing opening remarks at the workshops.

D. Workshop evaluations will be handled separately from the conference session evaluations.
VI. Newsletter Update:

RMACRAO Membership Application: Sally Page reported that October 1 will be the copy deadline for the fall newsletter.

VII. Treasurer’s Report:

Scheherazade Downey distributed a report of account activity. She also reported that a few institutions’ dues are still unpaid. They will be dropped from active membership if not paid up by the time of the Annual Meeting. Scheherazade also requested confirmations that two travel grant recipients – Sara Heinert and Debbie Barbour – had attended. Laurie will follow up on this.

VIII. LAC Report: No additional report was available.

IX. Vice President Reports: Each of the Vice Presidents reported a large number of travel grant applications for the RMACRAO Annual Meeting. The board approved transferring $100 from the Miscellaneous budget line, in order to accommodate an additional applicant. The following applications were approved: From New Mexico: Terry Romero (UNM-Valencia); Stewart Nelson (UNM); and Renee Stark (College of the Southwest). From Wyoming: Nicki Castillon (WWCC); From Colorado: Linda Bellush (FLC); Tina Joyce (NJC); and Audrey Champion (CCD).

X. Historian’s Report: Tamara reported that there’s a need for a member institution to step forward and take charge of arranging electronic storage, as well as physical storage, of RMACRAO records, in order to provide a long-term solution to the archiving problem.

XI. Old Business:

Nolan again reminded board members of the existence of the membership database, and of his willingness to provide up-to-the minute information (labels, lists, email contact information, etc.) whenever needed.

XII. New Business:

A. An extended discussion regarding Fort Lewis College’s proposal to host the 2002 Annual Meeting was held. It was generally that the on-campus facilities will be acceptable for most members, and that hotel accommodations in the area are probably not a good option, given the high cost. Becky Barnes moved, and Laurie seconded, to accept the Fort Lewis proposal. The motion was carried. Tamara agreed to pursue getting Chamber of Commerce material for the registration packets.

B. Becky presented the final version of the new RMACRAO brochure. This will be included in the Annual Meeting registration packets.
XIII. **Next Meeting:** The next meeting is planned for 7am Friday, July 19, 2002, at Angel Fire, New Mexico.

XIV. **Adjournment:** Meeting was adjourned at 1:56 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary