Minutes of the RMACRAO Executive Committee
July 19, 2002
Angel Fire, New Mexico

I. Call to Order: President Kathleen Sena called the meeting to order at 7:07 a.m.

II. Introduction of New Board Members: The new board members are:

Sylvia Castillo, Vice President, New Mexico – New Mexico State University

Sherri Waggoner, Local Arrangements Chairperson – Fort Lewis College

Sylvia was not present, as she was unable to attend the Annual Meeting. There was a discussion about formal notification to candidates about election results. It was agreed that this should be the responsibility of the Past President, as a final task in managing the entire election process.

III. Secretary’s Report: Secretary Nolan Oltjenbruns noted that minutes from the June 10, 2002 meeting had been distributed to board members the previous day. He submitted the minutes for formal approval. The minutes were approved.

IV. Treasurer’s Report: In the absence of Treasurer Scheherazade Downey, no report was available. It was noted that the membership had approved the Proposed 2002-2003 budget at the business meeting the previous day. No additional issues had been raised at the business meeting.

V. President Report:

A. State/Regional Officer Workshop: As in past years, AACRAO will offer the State/Regional Officer Workshop in early December. Tamara Lehner indicated that she would plan to participate.

B. First Time/Newcomers Follow-up: Kathleen reminded the board that the newcomers’ wrap-up breakfast would occur at 8am, and that as many of us as possible should participate. Board members were asked to follow up with the newcomers to whom they had been assigned as mentors, in order to encourage them to attend next year’s annual meeting as well. The final count for this year’s meeting is: 147 registrants; 13 vendors; and 35 guests.

C. RMACRAO Survey: Kathleen indicated that the survey that was carried out several years ago provided a great deal of useful information, and that a primary goal of hers for the coming year is to do a new survey of the membership. She will appoint a committee to carry out this task.
D. Historical Documents Preservation: AACRAO is providing some direction on archiving initiatives at the national level, and expects to make this resource available to state and regional associations as well.

E. Kathleen plans to send letters of appreciation to the supervisor of each board member, expressing thanks for the time commitment that each of has been allowed to make. She requested that we provide her the name and title of that person in our respective institutions.

VI. Past President Report: Steve Ekerholm mentioned the following items that need closure, or additional thought for the coming year:

A. Incorporation, having been approved by the membership, needs to be finalized as soon as possible. As soon as Kathleen adds her signature to the documents, they can be filed with the State of New Mexico.

B. Three board positions – Vice President, Colorado; Vice President, Wyoming, and Treasurer, will need to be filled next spring. Steve charged us to think about viable candidates for these positions.

C. We ought to include the AACRAO representative at our board meeting held the day after the business meeting. It’s a good opportunity for dialog and information sharing.

D. AACRAO is working on a plan to host web pages for any state or regional association that would like this service. This may tie in with a solution to our directory update issues.

E. Suggestions are needed for content in the first-timer session. Door prizes, for example, could be given out.

F. Steve reminded the board that by-law changes are needed to establish a committee for reviewing professional development scholarship applications. Kathleen will appoint an ad hoc committee to handle the process for the coming year.

VII. President Elect Report: Tamara indicated that she would provide the newsletter copy on the Professional Development Scholarship that was approved by the membership as part of the 2002-2003 budget.

VIII. Vice President Reports:

A. Becky Barnes reported that one travel grant recipient – Audrey Champion – was unable to attend. As Lindsay Reichert attended in her place, the grant was approved to be used by Lindsay instead.

B. No report was available for New Mexico.
Laurie Watkins indicated that Wyoming institutions achieved nearly 100% participation in this year’s annual meeting. Only one institution was unable to send at least one representative.

IX. **Historian Report:** President Elect Tamara Lehner proposed the scrapbook as a model for the new Historian to use in organizing the wealth of historical materials we now have.

X. **Newsletter Update:** Sally Page distributed the lists of newsletter assignments. She indicated that the fall issue should include biographies of the annual meeting travel grant recipients. Sally also requested ideas for newsletter content, such as member profiles and institution profiles. Finally, Sally indicated that no immediate changes are planned for the directory database update process. She and Nolan will work on developing an on-line form for membership to use when they submit changes.

XI. **Local Arrangements Committee Report:**

A. Kathleen reported that the annual meeting had been as successful as she had hoped it would be. The door prizes provided by vendors were especially good this year.

B. Sherri reported that she is already making contacts with potential vendors for next year’s annual meeting. She provided a summary of the on-campus facilities that will be available to us. Kathleen recommended that we consider increasing the registration fee.

XII. **New Business:** Kathleen requested suggestions for an appointee to the Historian position.

XIII. **Next Meeting:** The next meeting is planned for Monday, November 4, 2002, at Durango, Colorado.

XIV. **Adjournment:** Meeting was adjourned at 8:25 a.m.

Submitted by:

Nolan Oltjenbruns
Secretary