Minutes of the RMACRAO Executive Committee
November 4, 2002
Durango, Colorado

I. **Call to Order:** President Kathleen Sena called the meeting to order at 10:30 a.m. Present: Kathleen Sena, Steve Ekerholm, Becky Barnes, Laurie Watkins, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner. Absent: Scheherazade Downey, Sally Page, Sylvia Castillo.

II. **Secretary’s Report:** Secretary Nolan Oltjenbruns noted that minutes from the July 19, 2002 meeting had previously been distributed to board members via email. He submitted the minutes for formal approval. The minutes were approved.

III. **Treasurer’s Report:** Treasurer Scheherazade Downey was absent, but submitted reports, as follows:

A. Current status of member dues: Vice Presidents were asked to send gentle reminders to institutions whose dues haven’t yet been paid.

B. Checking Account Activity to date: No comments.

C. 2002-03 Expense Budget: It was noted that this budget had been approved at the Annual Meeting in July. The budget line for Directory/Flyer should be changed to Publication/Printing. Scheherazade will be asked to produce a final report for the 2001-02 year, now that all expenses from the Annual Meeting are settled.

IV. **President’s Report:**

Kathleen reported on the status of RMACRAO incorporation. The application has been filed, but was returned by the State of New Mexico, as a result of a number of items that had not been completed. Kathleen will request the Word document from Linda Toohey, finalize the document, and re-submit.

V. **Past President Report:** Steve Ekerholm presented information on the following topics:

A. Slate of officers – The following positions will need to be filled in the next election cycle: Vice President for Wyoming; Vice President for Colorado; Treasurer; and President-Elect. Steve has identified some candidates, but hopes to have more volunteers to run, so that competitive slates can be presented. The Vice Presidents agreed to publicize these openings.

B. Programming for first-timers – Steve reported that the idea of scheduling two sessions (opening and closing) for first-timers worked well, and should be continued.
C. Mentoring of first-timers – Several ideas were expressed about how to make the mentoring concept work more effectively. Steve agreed to write a newsletter article that would explain why mentors are assigned to first-timers, and what we hope to accomplish by doing this. Several board members commented that more time for mentor/mentee contact needed to be built into the conference schedule. In putting the schedule together, Tamara Lehner and Sherri Waggoner will explore doing this in either a Wednesday box lunch or a Thursday morning continental breakfast.

VI. **President Elect Report:** Tamara reported that development of the 2003 Annual Meeting program is underway. She requested ideas for a keynote speaker. Sherri agreed to pursue some local possibilities, in order to keep expenses as low as possible.

VII. **Newsletter Update:** Editor Sally Page was absent, but requested that newsletter deadlines be announced. Assignments for the spring newsletter will be sent out in January, and will be due back to her in February. The fall newsletter was mailed out in early November.

VIII. **Local Arrangements Committee Report:**

A. **Wrap-up from RMACRAO 2002** – Kathleen distributed copies of the pre-conference workshop evaluations. She also reported that the final counts included 155 registrants, 35 guests, and 9 vendors. Support provided by the University of New Mexico and by the vendors was very much appreciated.

B. **Update for RMACRAO 2003** – Sherri distributed copies of cost projections. The board approved an increase in the registration fee, to $85. Sherri provided the committee a tour of the conference facilities, including both the Strater Hotel and Fort Lewis College facilities. Conference check-in will open Tuesday, and will be located near the vendor area.

IX. **Vice President Report:**

A. Colorado – Becky Barnes reported that the travel grants were well received and appreciated.

B. New Mexico – In the absence of Sylvia Castillo, no report was available.

C. Wyoming – Laurie Watkins reported that all eight Wyoming institutions provided information for the fall newsletter. She also received good comments about the travel grant program. Kathleen reminded us that February 1 is the deadline to apply for AACRAO travel grants.
X. **Old Business:**

A. First time attendee follow-up – Kathleen reiterated the previous point that a clearer understanding is needed regarding who the mentors are, as well as what they’re doing throughout the year to maintain contact with mentees.

B. State/Regional Officer Workshop – Tamara has not received any information about this workshop, but will check with AACRAO to determine its status.

XI. **New Business:** Kathleen again requested suggestions for an appointee to the Historian position. She will also contact Sylvia Castillo in order to determine if Sylvia is able to fulfill her commitment to the Vice President position. Finally, Kathleen spoke about the need to survey the membership again, in order to provide members a reference to colleagues’ business practices and policies. She will gather a committee to work on this project.

XII. **Next Meeting:** The next meeting is planned for Friday, February 7, 2003, at Westminster, Colorado.

XIII. **Adjournment:** Meeting was adjourned at 1:49 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary