Minutes of the RMACRAO Executive Committee  
February 7, 2003  
Westminster, Colorado

I. **Call to Order:** President Kathleen Sena called the meeting to order at 9:03 a.m. Present: Kathleen Sena, Becky Barnes, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Sally Page, Mary Angell. Absent: Steve Ekerholm, Laurie Watkins, Sylvia Castillo.

II. **Secretary’s Report:** Secretary Nolan Oltjenbruns noted that minutes from the November 4, 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 submitted two reports, as follows:

   A. Current status of member dues: Dues in the amount of $820 are still outstanding. Final notices have just been sent out. It was also noted that associate members had just received the first billing. Vice Presidents were asked to follow up again with institutions whose dues are still outstanding.

   B. 2002-2003 Account Activity: A final report was distributed. This report requires a correction, and will be re-distributed to the board after this has occurred.

IV. **President’s Report:**

   A. Kathleen reported again on the status of RMACRAO incorporation. The application has now been re-filed, and we are now awaiting further feedback from the State of New Mexico on its status.

   B. Kathleen is progressing with the Institutions Profile project. She plans to distribute a draft of the survey within the next couple weeks. The next annual meeting will include a presentation on this initiative.

V. **Past President Report:** Steve Ekerholm, although not present, submitted a report on his activities:

   A. Slate of officers – Slate of candidates is still being put together. Any members with suggestions for potential candidates should pass that information along to him. He plans to close nominations on April 1, 2003, so that the Executive Committee can approve the slate at its April meeting in Washington, D.C.

   B. Programming for first-timers – Steve submitted a proposed outline of activities for both an opening and closing session geared to first-
timers. He will be asked to prepare a follow-up newsletter article on the mentoring program.

C. Awards – a number of names of retiring members, as well as members who have passed away during the year, were presented. The Vice Presidents were asked to solicit award nominations and retirement information from members in their respective states.

VI. President Elect Report:

A. RMACRAO Reception at AACRAO – Tamara has researched restaurants that could accommodate up to 75 reception attendees. The group reviewed the possibilities and decided to hold the reception at Ireland’s Four Provinces.

B. Annual Meeting Program – Tamara reported that program ideas are still coming in to her. Per Sherri, the possibility of bring Arlie Stops as the keynote speaker is being considered. His presentation includes a strong focus on enrollment management and customer service. He would be willing to do a follow-up session in addition to the keynote address. He normally works with a co-presenter, whom we could choose to include or not.

   1. Pre-conference sessions – Laurie Watkins will again coordinate the Admissions 101 session; Schez, Becky, and Nolan will work together on the Registrar 101 session.
   2. AACRAO Board member – not yet determined.

VII. Newsletter Update: Sally reminded the board members to submit their biographies for the upcoming newsletter. Planning for the next newsletter is underway.

VIII. Local Arrangements Committee Report:

Sherri reported that she is working with vendors for sponsorships, to assist with conference expenses. She plans to arrange for transportation from campus to downtown for the melodrama event.

IX. Vice President Report:

A. Colorado – Travel grants for AACRAO were announced for Randy Lane (University of Denver) and Mary Axelrod (University of Northern Colorado).

B. New Mexico – No news was reported. Kathleen announced that Mary Angell (College of Santa Fe) has accepted the appointment as Vice President – New Mexico, following Sylvia Castillo’s resignation. Because of the transition, the deadline for New Mexico travel grants will be extended.
C. Wyoming – Travel grants were approved for Lane Buchanan (University of Wyoming) and Alison McNulty (Casper College).

X. Historian Report

No report was available. It was agreed that an appointment offer would be made to Ruth L’Esperance-Gallegos.

XI. Old Business:

A. Membership database: Sally reported on AACRAO’s offer to provide archiving and website assistance to the regional and state associations, and will follow up with them to get more information.

B. Recruiting new member schools: Mesa Technical College was discussed as a possible candidate for full membership. They have achieved regional accreditation, and so there’s no reason to restrict them to the associate member category. Action will be deferred until the June meeting.

XI. New Business:

A. Wyoming host for 2004 RMACRAO Annual Meeting: Tamara has put out feelers for host sites. Jackson Hole, Sheridan, Laramie, Casper, Saratoga, and Cody are being considered.

B. Constitution/By-law changes: Text describing the scholarship needs to be written. Sally agreed to work on this. Also, it was agreed to codify the scheduling of five executive board meetings per year. Finally, there’s a need to update the officer election rotation calendar.

XII. Next Meeting - ACRAO Annual Meeting, April 6 – 9, 2003: Most board members plan to attend. Laurie indicated that she will not be able to go. It was agreed to schedule a Monday (4/7) lunch meeting, from noon to 1:30.

XIII. Adjournment: 1:15 pm.

Submitted by:

Nolan Oltjenbruns
Secretary