Minutes of the RMACRAO Executive Committee  
April 7, 2003  
Washington, D.C.

I. Call to Order: President Kathleen Sena called the meeting to order at 12:10 p.m. Present: Kathleen Sena, Becky Barnes, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Sally Page, Mary Angell, Steve Ekerholm. Absent: Laurie Watkins, Ruth L’Esperance.

II. Secretary’s Report: Secretary Nolan Oltjenbruns submitted the minutes of the November 4, 2002 meeting. Tamara noted that Sheridan and Laramie needed to be added to the list of potential sites for the 2004 Annual Meeting. With these corrections, the minutes were approved.

III. Treasurer’s Report: Treasurer Scheherazade Downey submitted two reports, as follows:

   A. Scheherazade reported a current bank balance of $12,703.37. Some member dues are still outstanding; she requested that the Vice Presidents contact these institutions by May 1, so that their eligibility to participate in the upcoming election can be resolved. Those dues are still outstanding.

   B. Regarding the scholarship awarded this year: as Teri Burleson will not be able to attend the Registrar’s Institute as planned, the funding that we had intended to provide her in support of that intent will be carried over to next year.

IV. President’s Report:

   A. Kathleen reported that the status of RMACRAO incorporation is still pending, after the most recent re-filing with the state of New Mexico. When approved, the notice of incorporation will be posted on the RMACRAO website.

   B. Kathleen also reported that completed surveys (the Institutions Profile project) are already coming in. She requested that the Vice Presidents send out a reminder message for the benefit of those that have not yet responded.

   C. Kathleen will prepare a newsletter item describing the proposed by-law changes, so that the membership can be educated about this issue prior to the Annual Meeting.
V. Past President Report

A. Steve reported that he was able to put together a full slate of candidates. Ballots will be distributed in late April, and will be requested back by the end of May. Election results will be reported to membership at the Annual Meeting. Concern was expressed about the fact that only one presidential candidate appears on the slate. It was acknowledged that, given current budgets, it’s difficult to identify candidates who are in a position to make the necessary commitment of time and energy. The slate of candidates was approved.

B. Programming for first-timers – The follow-up session for this group will be a catered lunch on Wednesday. A door prize will be awarded, based on criteria yet to be determined. All board members will be expected to attend, and mentor assignments will be given at that time. Becky, Shari, and Kathleen agreed to brainstorm ideas for an icebreaker to kick off the session. Depending on what icebreaker they agree on, there may be a closing session awarded presented from the results of an “icebreaker contest”.

C. Awards – retirees will be recognized, even if not in attendance at the Annual Meeting. The Distinguished Service Award will be presented to Lynn Denzin, of Metropolitan State College in Denver.

VI. President Elect Report:

A. Annual Meeting Program – Tamara presented a draft of the Annual Meeting program. A number of details were adjusted, based on feedback from the Board. A revised draft will be sent out soon.

B. Tamara reported that she expects costs for the Tuesday evening RMACRAO reception (at AACRAO) to be well under budget. Preparations for the reception are complete.

VII. Newsletter Update: Sally reported that assignments are out for the summer newsletter, and are due back to her by May 6. Barbara Todd’s letter in support of the award designation for Lynn Denzin will be included.

VIII. Local Arrangements Committee Report:

Sherri reported the Annual Meeting contract with Fort Lewis College is ready to sign. It was decided that the Vice Presidents would email the membership, requesting a tentative commitment to attend. This step is needed because of the specifications for the theatre contract.

IX. Vice President Report:

A. Colorado – Becky requested an updated email list, due to the number of recent changes and rejected emails from her recent postings.
B. New Mexico – Mary reported that she rarely receives responses from the membership messages she has sent. But, she’ll continue to send them out as directed by the Board.

C. Wyoming – In Laurie’s absence, no report was available.

X. Historian Report

In Ruth’s absence, Kathleen reported on conversations the two of them have had regarding the RMACRAO archives. They will review these materials in order to weed out duplicate information. Kathleen indicated that she will take photographs at the RMACRAO reception, in order to document the presence of the travel grant recipients.

XI. New Business:

A. The Board discussed the new AACRAO service for hosting web sites for state and regional organizations, at a cost of $75 per month. A decision will be made at the May 30 meeting, as to whether or not to pursue this idea, and to shift newsletter funds in the budget to a new budget line for web maintenance, if appropriate.

B. For next years Annual Meeting, Sheridan, Casper, and Laramie continue to show interest in hosting. We’ll request a proposal from each, with dates and entertainment options indicated.

XII. Next Meeting – May 30, 2003, at the home of Steve Ekerholm in Manitou Springs, Colorado, 9 a.m.

XIII. Adjournment: 2:43 pm.

Submitted by:

Nolan Oltjenbruns
Secretary