Minutes of the RMACRAO Executive Committee
May 30, 2003
Manitou Springs, CO

I. Call to Order: President Kathleen Sena called the meeting to order at 9:23 a.m. Present: Kathleen Sena, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Mary Angell, Steve Ekerholm, Laurie Watkins. Absent: Ruth L’Esperance, Becky Barnes, Sally Page.

II. Secretary’s Report: Secretary Nolan Oltjenbruns submitted the minutes of the April 7, 2003 meeting. Typographical errors were noted and corrected. The minutes were then approved, and will be submitted to Sally Page for display on the RMACRAO web site.

III. Treasurer’s Report:

A. Current status of membership dues: Scheherazade reported that the following members have been re-invoiced: Luna Community College, UNM-Gallup, and Western New Mexico. Colorado Mountain College and ENMU-Roswell have also communicated their intent to renew. Denver Seminary will not renew. Among associate members, ACT will be re-invoiced, and Mesa Technical College still owes. Mesa will be approached about pursuing a regular membership.

B. Current status or organizational finances: Scheherazade reported a current bank balance of $10,831.67. She commented that insurance costs were lower than expected this year. It was confirmed that AACRAO travel grants were used by Mary Angell, Randy Lane, Lane Buchanan, and Allison McNulty. Because $200 allocated for AACRAO travel grants was not used, the board agreed that those funds could be made available for RMACRAO travel grants. The Vice Presidents will email the membership regarding the June 13 deadline to apply.

IV. President’s Report:

A. Status of Incorporation: RMACRAO is now officially incorporated, per Kathleen. Yearly reports must now be filed with the State of New Mexico. This duty will be assigned to the Secretary position.

B. Profile Project: A limited amount of data has been returned to Kathleen. She requested that the Vice Presidents send out a follow-up reminder.

C. AACRAO Sponsored Web site: There is a $1,500 initial cost, plus $75 per month to contract for this service. Costs could be covered by the current budget line for newsletter cost (postage and production). Tamara will ask Robert Morley (our AACRAO representative at this year’s annual meeting) to bring a downloaded demo of the web site to
Durango. Kathleen will draft a position paper to educate the membership about the concept.

D. Historian position: Kathleen reported that Ruth L’Esperance has left her position at UNM-Los Alamos, and thus has also resigned from the Historian position. The board agreed that non-elected candidates for RMACRAO office could be contacted for possible interest in serving the organization in this capacity.

E. Impact of incorporation on RMACRAO constitution and by-laws: Kathleen indicated that the Articles of Incorporation need to be added to the web site. In the coming year, a committee will need to be formed to work on updating the by-laws to reflect our incorporated status. Two tasks were identified: 1) verify that all items in the constitution and by-laws are reflected in the Articles of Incorporation; and 2) research how AACRAO handled their transition to incorporated status.

V. Past President Report

A. Nominations and Elections: Steve reminded the board that June 2 is the deadline date for submitting ballots.

B. First-timer activities at Annual Meeting: Room assignments for both of the first-timer sessions have been set. Food for both sessions has also been ordered. The summer newsletter will include a call for mentors for first-timers. Kathleen plans to offer closing remarks at the continental breakfast for this group, including a request for feedback about the conference, what they learned, etc. Tamara and Scheherazade will also contribute to this presentation.

C. Honors and Awards: A final list of retirees still needs to be compiled. Retirees will be acknowledged at the business meeting; in addition, a framed list will be on display at the registration area. Barbara Todd has written a citation in recognition of Lynn Denzin. In response to questions, Kathleen clarified who is responsible for presenting the various awards.

VI. President Elect Report:

A. RMACRO Reception at AACRAO Wrap-up: The board congratulated Tamara for a well-organized, well-attended reception.

B. Annual Meeting Program: Tamara discussed a number of details related to specific sessions. An extended discussion was held on the subject of the “Safe to Relate” vendor presentation. Because this presenter does not plan to register as a vendor, it was agreed to attempt to find an institutional member that would be willing to serve as a co-presenter for the session. Other details: 1) Robert Morley, our representative from the AACRAO board, will be asked to present the
state/regional web site proposal; 2) the closing session on Friday will involve a team-building exercise; 3) the workshops will be held in “smart” rooms with tiered seating. Planning by the presenters is in progress; 4) the Vice Presidents will solicit volunteers from the membership to serve as session moderators.

C. Site discussion for Annual Meeting 2004 – Wyoming: Tamara presented proposals from Casper and Laramie. The board voted to accept Casper’s proposal to host the meeting.

VII. Newsletter Update: Although absent, Sally submitted a report indicating that the summer newsletter was mailed on June 5. Some discussion was held regarding the need for RMACRAO members to be more visible at the national level. It was acknowledged that this can be difficult, given the more limited opportunities we can provide for subcommittee work within our own organization.

VIII. Local Arrangements Committee Report:

Sherri reported that nine vendors are now committed to attend. She also discussed parking arrangements on campus at Fort Lewis, and indicated that this information would be provided along with the registration confirmation.

IX. Vice President Report:

A. Colorado – No report was available.

B. New Mexico – Angell had no news to report, other than being occupied since the last meeting with collection of outstanding dues.

C. Wyoming – Laurie reported that she continues to communicate with her state members via email, with good success. She did not have a sense of how many from Wyoming will attend the Durango meeting.

X. Old Business

No old business was raised.

XI. New Business:

Travel grants: Because the travel grant deadline has been extended, the board will communicate via email if travel grant award decisions need to be made.

XII. Next Meeting – July 17, 2003, at Durango, Colorado, at 3:30 pm.

XIII. Adjournment: 1:55 pm.

Submitted by:

Nolan Oltjenbruns
Secretary