Minutes of the RMACRAO Board of Directors
April 20, 2004
Las Vegas, NV

I. Call to Order: President Tamara Lehner called the meeting to order at 1:49 p.m. Present: Kathleen Sena, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Mary Angell, Tammy Aagard, Sally Page, Marty Frank, Ed Preble, Steve Ellis.

II. Secretary’s Report: Secretary Nolan Oltjenbruns submitted the minutes of the February 13, 2003 meeting. He noted that those minutes had previously been distributed to the Board via email. It was moved and seconded that the minutes be approved. Motion carried. The minutes will be submitted to Sally for display on the RMACRAO web site.

III. Old Business:

A. Peer Review Discussion: Sherri submitted three documents representing the work of the peer review subcommittee: outline and specifications for peer review; an institution application form; and an application/agreement for peer reviewers. A few minor corrections were suggested by board members, and these changes will be incorporated into a revised proposal to be submitted to the membership at the annual meeting in Casper. Sherri will email the revised proposal to the board as soon as the changes are in place.

B. Web Partnership with AACRAO: Sally reported on the information presented to several board members by Christopher Just of the AACRAO staff. He indicated that AACRAO would charge $45 per hour for getting our site set up, and that $20 per month would be assessed on an on-going basis. The service offered by AACRAO would also include listserv capability. This topic will be included in the town meeting agenda at the annual meeting, along with a discussion of the possibility of an electronic (not printed) newsletter.

IV. President’s Report: No President’s report (aside from annual meeting preparations) was presented.

V. Past President’s Report: Kathleen reported that the slate of candidates is coming together.

VI. President Elect Report: Scheherazade reported that Shelly Rodgers, of AACRAO staff, and Ange Peterson will participate at the annual meeting in Casper. Ludie Dickeson has been contracted as the keynote speaker, and will be paid a $500 honorarium plus expenses. In addition to the keynote address, Ludie will also present a “Noel Levitz” customer service session.
VII. Newsletter Update: Sally reported that articles for the next newsletter are due on May 7. Newsletter content will include: changes to the Articles of Incorporation; the application submitted by Mesalands Community College; and the proposed budget for 2004-2005.

VIII. Treasurer’s Report: Ed presented an outline of the budget proposal, including various scenarios for a needed dues increase. He will restructure this information in a less detailed summary format for presentation at the town meeting, and also for the vote of approval at the business meeting.

IX. RMACRAO 2004:

A. Local Arrangements: Marty indicated that arrangements for vendors are continuing to be made. He is also working with the conference site to set up a hospitality suite. Marty and Allison will meet soon to settle on dates for the conference announcement mailing, registration details, etc. Nolan will provide labels to Marty so that the announcement postcard can be sent soon. Planning for the moonlight golf event is also in progress.

B. Program: Scheherazade reported that the conference schedule will be adjusted in order to accommodate a longer town meeting. The regular meeting of the Board of Directors will occur after the conference has ended. Tamara reported that she is working on a pre-conference workshop, with a diversity theme. She also requested additional ideas for admissions-related programming.

C. Mentor/Mentees: Programming similar to what was done last year in Durango is being developed.

X. Vice President Reports:

A. Wyoming: No report was presented.

B. Colorado: No report was presented.

C. New Mexico: No report was presented.

XI. New Business: Randy Kouba and Steve Ekerholm were suggested as possible nominees for lifetime membership. Steve Ellis agreed to prepare drafts of nomination for each of them.

XII. Next Meeting: The next meeting was tentatively planned for May 24, at the home of Sally Page in Westminster, CO. However, due to a number of conflicts, it was later re-scheduled for Tuesday, June 1, at the UCCS campus in Colorado Springs, CO, beginning at 1 pm.

XIII. Announcements: Kathleen Sena reminded all that the hospitality suite would be open after the RMACRAO reception.
XIV. **Adjournment:** The meeting was adjourned at 3:20 p.m.

Submitted by:

Nolan Oltjenbruns
Secretary