Minutes of the RMACRAO Board of Directors
June 1, 2004
Colorado Springs, CO

I. Call to Order: President Tamara Lehner called the meeting to order at 1:10 p.m. Present: Kathleen Sena, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Mary Angell, Ed Preble, Steve Ellis.

II. Secretary's Report: In the absence of Secretary Nolan Oltjenbruns, Steve Ellis distributed copies of the minutes of the April 4, 2004 meeting. 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. Treasurer's Report:

A. Dues Increase – Ed Preble submitted Income/Expense reports for the fiscal year, projecting a net loss of $1,641.75. In addition, two travel grants still need to be paid as soon as expense reports are received. A number of possibilities are being considered in order to balance the books:

1. AACRAO reception – the group believes this is the only place to significantly cut costs without impacting other services and activities. Tamara commented that the reception could be scaled back, but that it’s still important for members to have that opportunity to make contact with each other. She and Kathleen will investigate possible reception sites during upcoming trips to New York.

2. Insurance costs – some savings may also be possible here. Ed will get quotes from other companies, and will also check with AACRAO regarding their insurance coverage.

3. Travel grants – it was suggested that the budget lines for AACRAO conference travel and RMACRAO annual meeting travel could be reduced by $200 each.

4. Newsletter print – because the web-hosting service from AACRAO will involve added monthly expense, it was suggested that the newsletter could be displayed only via the web, and not printed. A membership vote would be required on both the adoption of the web service and the reduction/discontinuation of the printed version of the newsletter.

5. Dues increase – because of the costs associated with the AACRAO reception, the proposals to be submitted at the town meeting will include a pair of proposals for dues increases, as well as a “no-increase” proposal. An additional proposal to have a dues increase tied to the Consumer Price Index, to be effective next year, was not approved by the Board for the town meeting agenda.

6. Annual meeting income – if more vendors could be brought in, more income would be generated.
B. Membership Issues – Mary Angell reported that both Mesalands Community College and the Institute of American Indian Arts have submitted their applications, and wish to pursue institutional membership. This will be put to a vote at the business meeting in Casper.

The Treasurer’s Report was accepted by the Board.

IV. President’s Report:
A. Pre-conference plans – Tamara reported that a $35 fee will be assessed for the pre-conference workshop. This workshop will be open enrollment, with high school counselors especially encouraged to attend. Presenters’ travel and room will be reimbursed. Rather than being paid a stipend, the presenters have requested a donation to the organizations they represent. Registration will open at 8:30 Wednesday, and the workshop will run from 9 to noon.
B. Moonlight golf – for a $50 cost, participants will have a t-shirt and dinner included. Members will be asked to email Local Arrangements by July 1 if planning to participate.
C. Honors and awards – Kathleen submitted a list of honors and awards to be presented. There was discussion about the cost of plaques and certificates. These items are budgeted under the “Miscellaneous” line. Vice Presidents were requested to put out a call for lists of retirees at each institution in their respective states. Finally, Bill Haid was approved by the Board as a nominee for the Distinguished Service award.

V. Past President’s Report:
A. Nominations and Elections - Kathleen reported that the final slate of candidates is strong, although a number of people she contacted could not run at this time. She is pleased with the slate, even though there is just a single candidate for some offices.
B. First-timer activities – Mentor volunteers will be identified ahead of time, so that they’re prepared to make contact with mentees as soon as possible. The registration form will be used to collect information about first-timers attending without any colleagues from their institutions. The Board’s intent is to follow these first-timers closely throughout the week, in order to ensure that they’re well taken care of. ACT mugs will be provided to first-timers at their first meeting. First-timer activities include a pizza party at noon on Wednesday.

VI. President Elect Report:
A. RMACRAO Reception at AACRAO - Schez reported that the AACRAO reception was expensive, although less so than first anticipated. The cost of bartender setup is the major cost that’s involved.
B. Annual Meeting Program – Schez distributed copies of the revised program agenda. She has put out a call for session moderators, as well as volunteers for the forums. There was discussion indicating that the roundtables should not compete with sessions. Based on that, they will
be moved to an early Thursday morning time slot. Schez asked that the Board continue to review the program and contact her if any problems are noted.

VII. Newsletter Update: Although absent, Sally had submitted a newsletter update to the Board in advance of the meeting. She noted that the pdf version of the Summer newsletter was not complete in her email attachments. She also requested copies of any new membership applications, so that the newsletter can include them. Finally, she requested that the Vice Presidents notify the membership about the fact that the newsletter can now be viewed at the RMACRAO website.

VIII. Local Arrangements Committee Report – There was discussion about getting prospective vendors to follow through and sign up, once they’ve expressed an interest. Sherri and Allison will coordinate. There was also discussion of room setup for the roundtables and state forums. Signup information for the golf tournament will be added to the registration form. Tamara indicated that the LAC is well staffed and prepared. Finally, Marty will be asked to include an option on the vendor form for RMACRAO membership.

IX. Vice President Reports / First Timers’ Travel Grant Applications:

A. Colorado – Sherry reported that no travel grant applications have been received.

B. New Mexico – Mary Angell reported two travel grant applicants: Rebekah Ply from College of the Southwest, and Irene Martinez from University of New Mexico – Los Alamos.

C. Wyoming – Two applications have been received: Karen Fulbright (Northwest College) and Eric Tradup (Western Wyoming Community College).

X. Old Business:

A. Newsletter – More information from institutions is needed for the newsletters. The town meeting agenda needs to include this item.

B. Peer Review – There was discussion regarding how to distribute the peer review information in advance of the town meeting. It was decided that, after the Board has provided any needed changes to Sherry, she will email the final draft to Marty for inclusion in the packet.

XI. New Business – The 2005 annual meeting will be held in Colorado. Barb Todd will head up a local arrangements committee for that event. Her group will prepare a presentation to make this announcement at the Casper meeting.

XII. Next Meeting – Parkway Plaza in Casper, 7/23/2004, from 11:15 a.m. to 12:15 pm.

XIII. Adjournment: The meeting was adjourned at 4:00 p.m.
Submitted by:
Nolan Oltjenbruns
Secretary