MINUTES

RMACRAO
Board of Directors Meeting

July 23, 2004

Casper, Wyoming

I. Call to Order: Past President Tamara Lehner called the meeting to order at 11.33 a.m. Board members and guests present were: Tamara Lehner, Kathleen Sena, Scheherazade Downey, Steve Ellis, Brad Bankhead, Sherri Waggoner, Tammy Aagard, Ed Preble, Vince Calvo, Sally Page, Marty Frank, Allison McNulty, Mary Angell, and Robert Hensley.

II. Secretary’s Report: Steve Ellis distributed and submitted copies of the minutes of the last board meeting of June 1, 2004. It was moved and seconded that the minutes be approved. The motion carried.

III. RMACRAO Report: Marty Frank and Allison McNulty reported on the annual summer meeting just completed in Casper, Wyoming. There were 82 attendees and 13 vendors plus Ange Peterson, AACRAO vice president for enrollment management services. We then discussed and evaluated the annual meeting.

a. All breaks were funded by the vendors. The Casper College president paid for the portfolios, $1800. A total of 60 RMACRAO shirts were sold. Judy Shepperd did not charge for speaking at the meeting. All AV equipment was donated. Shuttles and two automobiles were complimentary courtesy of Casper College. And all postage expenses for the mailings were absorbed by Casper College. The balance in the LAC account was $10,250.

b. Marty said that the vendors wanted a cocktail hour with food and beverages in the vendor area and in an open central area without walls. They also want visible signs for the vendor sponsored breaks. He also suggested that communication between the LAC and the vendors needs to be improved. And to remember to ask them if they want to present on any topic or product or service.

c. Marty recommended that all meeting/presentation rooms be equipped with audiovisual and internet equipment and connectivity.

d. Allison suggested that future LAC’s have a sufficient number of LAC members in order to assign duties and divide up the responsibilities.
e. There was a discussion about annual meeting registration deadlines, and whether or not to have a fee payment deadline and to charge for late registrations or to continue with on-site late registrations. There was no consensus to change the way we are doing it now.

f. Marty and Allison asked if it was necessary for the registration booth to be open most of the time of the meeting. The consensus of the board was to keep it open for these extended periods of time in order to accommodate conference attendees. It was suggested to ask the local chamber of commerce or tourists’ bureau to help staff the booth.

g. Finally, both of them recommended that the LAC manual be updated.

h. The Board complimented the LAC and congratulated Marty and Allison for an excellent annual meeting in Casper. Marty and Allison left the meeting.

IV. Retreat Idea: It was discussed and concluded that it was time for the Board to have a retreat on October 14-16 in Boulder, Colorado, to discuss AACRAO issues, to review the LAC manual, forms, and to review the articles of incorporation and bylaws. The Board agreed to combine a retreat with a site visit to Boulder.

V. Budget: Ed Preble reminded the Board that the 2003-2004 budget year would be five quarters instead of four, and the new fiscal year would commence October 1, 2004.

VI. Change Presentation: The Board supported Tammy Aagard and Shelly Dodd to repeat their presentation on “Change” at future meetings.

VII. The 2005 Annual Meeting: The Board discussed the next annual meeting to be held in Boulder, Colorado on July 19-22, 2005. Vince Calvo submitted a report with publications from the hotel and handouts in regard to expenses at the Millennium Hotel. Vince said the current room rate was $109 for a city view and $129 for a mountain view but was negotiating with the hotel to obtain a possible rate of $99 per room. The Board discussed increasing the vendor fee of $250 for the 2005 annual meeting. He also said he was going to pursue vendor financed items such as meals, publications, and notebooks. The Board approved Vince to begin contract negotiations with the hotel, and to begin contacting the vendors for their participation.

VIII. Adjournment: The board meeting was adjourned at 12.02 pm.

Submitted by:
Robert Hensley
Secretary