MINUTES

RMACRAO
Executive Board of Directors Fall Meeting

October 14, 2004

Boulder, Colorado

I. **Call to Order:** Scheherazade Downey called the meeting to order at 7:17 p.m. Board members and guest present were as follows: Brad Bankhead, Vince Calvo, Ed Preble, Tammy Aagard, Mary Angell, Shez Downey, Tamara Lehner, Sally Page, Sherri Waggoner, Steve Ellis, Kathleen Sena, and Robert Hensley. There was a discussion about the meeting and retreat agenda and the goals of same.

II. **Annual Meeting Minutes:** The minutes of the annual business meeting in Casper were approved as amended in section XII.

III. **Board of Directors Meeting Minutes:** The minutes of the July Board of Directors Meeting in Casper was approved as amended in section VII.

IV. **Annual Meeting Summary:** Ed presented the final budget and expenses for the annual meeting in Casper last summer. Ed said there was $1500 set aside in the LAC checking account as seed money for the 2005 LAC in Boulder. A **motion** was made and passed to raise the annual meeting vendor fee to $350 (early) and $400 (late), and to not have a drop dead date but to charge a late fee (which was not determined at this time).

V. **Annual Meeting Program Evaluations:** Mary reported that the overall evaluations of the meeting were very good, and there were many positive comments about the sessions. However, some sessions were missing their evaluations. She also stressed the importance critical nature of communication between the Board and the LAC and the vendors. There was also a discussion about not guaranteeing presentation time to vendors at the meeting.

VI. **RMACRAO Website:** Sally did not have anything to report on the RMACRAO and AACRAO website linkages.

VII. **Professional Development Scholarships:** Tamara reported that there were six applicants for the professional development scholarships and two awards of $750 each were given to Laurie Watkins, Western Wyoming Community College, to attend a NAFSA conference and ADSEC sessions, and to Emily McGrady, University of Wyoming, to attend a national Orientation conference. The due date for future applications will be October 1st.

VIII. **Old Business:** The discussion on first time attendees was tabled until tomorrow’s meeting.

IX. **LAC Boulder:** Vince provided an extensive report on the progress of the Boulder LAC for the 2005 annual meeting. He reported that he had a contract with the Millennium Harvest House for one junior suite, and 30-60-60 hotel rooms for Tuesday, Wednesday, and Thursday of the meeting. Hotel guests
will have internet access in the hotel business office. He thought he had enough vendor space for about eleven vendors. He estimated the food and beverage expense to be about $6,400. There was a discussion about setting the conference fee and to accommodate a reduced fee for those who may want to attend for only one day since there are so many institutions in the Denver metro area. There was a discussion about speakers for the meeting, including but not limited to: James Rouse, Aron Ralston, and Bennie Lambert. Vince said he and Mary are looking at three or four presentations for each time session. It was decided that there would not be a town hall meeting in 2006. The annual meeting theme will be-diversity.

a. It was agreed to raise the early registration fee from $85 to $99, and to raise the late registration fee from $110 to 119. And to charge $30 or $35 for an all inclusive one day registration attendance fee. This increase in fees should cover the cost of the annual meeting and conference.

b. It was agreed to charge vendors $350 and $400 for early and late fees.

c. There was a long discussion about the type of sessions which varied from standard popular ones to some new ones such as: admissions, registrar, project management and planning, support staff, dealing with difficult people, relationships management, gender/diversity, and communication.

d. There was discussion about the appropriate meeting room spaces for registration (Flatirons Room), vendors (15 to 20 in the ballroom), cyber café (ballroom), first timers (coaches corner of the bar), and rooms for the meals in the hotel, including the pavilion and the planetarium at the University.

X. The meeting was adjourned at 9:17 p.m. until tomorrow morning.

Continuation of the Executive Board Meeting
October 15, 2004

The Board conducted a site visit of the annual meeting hotel, Millennium Harvest House, from about 9:00 a.m. until noon.

I. Call to Order: Scheherazade Downey called the meeting to order at 12:15 p.m. All of the board members and Vince Calvo, guest, were present at the reconvened meeting.

II. Presidents Report: Shez asked the state VP’s to send her the name and address of the president for each board member to send a letter recognizing the contribution and service provided by their employee to RMACRAO.

III. AACRAO List Serve: Angel and Shez will be going to an AACRAO board meeting for officers and will provide information for two leadership list serves on admissions and officers.
IV. Past President Report: Tamara discussed a goal of increasing the participation in the organization and at the annual meeting for admissions members.

V. President Elect Report: Angel did not have any report at this time.

VI. RMACRAO Newsletter: Sally announced the Professional Development Scholarship recipients. And that a future article would be about RMACRAO members serving on AACARAO committees.

VII. Treasurer’s Report: Ed handed out a budget report, and reminded board members that the deadline for annual dues submission was approaching-October 30. He also said that RMACRAO has liability insurance but that it only covers the board members and not the non-profit corporation. There was a discussion to pursue expanding liability coverage to include the corporation. Ed reminded the board of the current and past fiscal years. The 2003-2004 FY is June 30 to September 30. And the 2004-2005 FY will be October 1 to September 30, 2005.

VIII. Vice President for Wyoming Report: Tammy reported that there will be a proposal in the next state legislature to attempt eliminating diploma mills in Wyoming. The law passed eliminated the religious loophole but did not address the for profit non-religious schools.

IX. Vice President for Colorado Report: Sherri announced several retirements at Adams State University. She said she would also work on updating the email list serve for Colorado.

X. Vice President for New Mexico: Brad said he would also update his state email list serve.

XI. Historian’s Report: Steve shared some great and funny pictures of the Casper meeting. He is also writing a draft document of guidelines for the organizations historian for RMACRAO. He will also mail the Town Hall Meeting minutes to the board.

XII. New Business:
   a. Brad led a discussion on the existing annual member and non-membership dues structure, and if there was any reason not to invite individuals and institutions from Montana, Idaho, and Kansas. A motion was made and passed to invite Montana, Idaho, and Kansas to the 2005 annual conference in Boulder, and to consider waiving the conference fee. Shez agreed to send the invitation letter to the state or regional association presidents.
   b. Steve recommended that the RMACRO board consider creating a new board position of Web Master.
   c. Steve also led a discussion on having a fiscal year reserve in the budget. He thought that once we had surplus of revenue to create the reserve, and that it be a small amount in the beginning.
   d. Sally discussed the idea of submitting the peer review process to AACRAO for the Ockerman State & Regional Professional activity Award; she and Tamara will investigate. Sally said that currently when an institution becomes a new member that they are informed by a letter
from the state vice president and the treasurer. Did we want to also have the president send a letter?
e. Shez and Kathleen Sena talked about the importance of the 1st Time Attendee function at the annual meeting and conference and to involve them more than in the past and to match them with a mentor while at the meeting to greet them have lunch with them, and to assist with session selection.

XIII. **Next Meeting:** The next meeting will be February 14th at Sally Pages’ house in Broomfield, Colorado, from 9 am to 1 pm.

XIV. **The meeting was adjourned at 1:43 p.m.**

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**Retreat Meeting**

**October 15, 2004**

I. **Call to Order:** The Retreat Meeting was called to order at 2:00 p.m. by Shez Downey.

II. **Agenda:** The purpose of the retreat was to review and discuss updating and revising the LAC (Local Arrangement Committee) Handbook.

III. **First Item:** Kathleen passed out the existing and old LAC HB, meeting agendas, meeting schedules, and promotional publications. The board reviewed and discussed all of these items.

IV. **Second Item:** The board agreed upon the following decisions:

a. To convert the hardcopy handbook to an electronic manual.

b. To update the timelines and schedules.

c. To list the LAC Team with titles, tasks, and duties.

d. To list a meeting/conference to do list.

e. To create the time lines for each task or duty.

f. To develop a standard meeting schedule with times for each function.

g. To use the AACRAO “Recruiting and Retaining Exhibitors: publication with its guidelines.

h. To use Sherri’s Durango guideline list of LAC “position” duties as a baseline for conducting a conference.

i. To provide the exhibitors with a list of the meeting attendees.

j. To use the Project Management method in Microsoft Project as the software for accomplishing the creation of the new LAC Handbook.

V. **Third Item:** The five major objectives in Project Management that the board needs to develop area as follows: a master timeline, roles, tasks, sample publications (letters and templates) and a meeting history. There is one master timeline. Tasks are the list of what to do or the “to do” list. Roles define who does what task. Sample documents provide consistent
use of form functions. And the meeting history is essentially the annual meeting archive of what transpired at the annual meeting and conference.

VI. The meeting was adjourned at 4:55 p.m.

Respectfully submitted by:
Robert Hensley
Secretary