MINUTES

RMACRAO
Executive Board of Directors Meeting

March 28, 2005

New York City, New York

I. Call to Order: Scheherazade Downey called the meeting to order at 10:19 a.m. Board members present were as follows: Schez Downey, Tamara Lehner, Mary Angell, Tammy Aagard, Sally Page, Steve Ellis, Brad Bankhead, and Robert Hensley.

II. Secretary’s Report: The minutes of the executive board meetings of October 14, 2004, and February 14, 2005, were approved as submitted for the first meeting and with one correction (page 4, item I. of the Retreat Meeting was corrected to note that the call to order was executed by Schez Downey rather than Kathleen Sena) approved as amended.

III. Treasurer’s Report: No report submitted.

IV. President’s Report: No report submitted.

V. Past President’s Report: Tamara gave an updated Nominations and Election report. She indicated that she did not at this date have a full slate of nominations for the next election in July, and asked the Board for potential candidates and additional time to identify and obtain assurances of viable candidates. The Board provided her with the names of some possible candidates, and to continue searching for candidates to fill vacant nominations. There was a lengthy discussion on the process of nominations for Board officer positions, and specifically if there was a standard protocol for the Office of President-Elect. It was noted that there is not any by-law in regard to the rotation of the President-Elect position by state, but that past protocol was to rotate this position among the three states of Colorado, New Mexico, and Wyoming. It was also noted that the Board could deviate from past protocol if it choose to do so. And it was noted that every state should have equal representation and/or opportunity to field a candidate in the presidential rotation. If past election protocol was not followed, it is possible that due to the disproportionate number of members by state, it was conceivable that Wyoming due to its small number of voting
members would seldom elect a president and that the current protocol allows for the state-by-state rotation. The Board expressed a commitment to increase representation of admissions and community college professionals in the membership.

VI. **President Elect’s Report:** Angel gave an updated report on the 2005 Annual Meeting in Boulder, Colorado. She said the program still needs one additional admissions session. She handed out a vendor list which looked good but we still need a few more vendors. She handed out a draft of the conference registration form with fees. And we discussed the pre-conference sessions and possible keynote speakers. She asked for moderators to lead the two and four year admission and registrar open forums. At this time the four year registrar forum moderator will be Barb Todd. Angel reminded us of the RMACRAO reception at Bubba Gumps Shrimp Company on Wednesday at 6:30 in Times Square. RMACRAO has pre-paid 50% of the bill for 50 people, and we would need to pay the balance by the end of the evening. We had reservations for 65; 37 from Colorado, 20 from New Mexico, and 7 from Wyoming. Cash revenue from the $10 per person charge would be applied to the bill.

VII. **Newsletter Report:** Sally said she would send out assignments for the summer newsletter in early April and the articles would be due by early May. Sally also reported that our web pages have been transferred over to the AACRAO web site and should be available very soon. She also reminded everyone that the annual membership dues for institutions with enrollments over 10,000 have been changed to $180 and that we need a change the appropriate by-law.

VIII. **LAC Report:** Vince was not present but Sally reported that there would be a vendor sponsored cocktail party at the hotel; that dinner will be at the Del Ward facility; and the save the date postcard will be on the web and be ready to mail May 1. Angel said she would have a preliminary program to Vince by the 3rd week in April which would be posted to the web along with the registration form before sending out the postcard on May 1st.

IX. **Vice President for New Mexico:** No report from Brad.

X. **Vice President for Wyoming:** No report from Tammy.

XI. **Vice President for Colorado:** No report from Sherri.

XII. **Historian Report:** Steve reported that he sent an email with the LAC Guideline Manual attached in a PDF file to board members
with the major tasks and timeline dates. The software will prompt tasks to do or complete. It also includes a GANT chart with major and sub tasks plus notes. He asked that board members review it for tasks, timelines, and start and finish dates. He said the next stage is to check for dates and to integrate them with tasks. Eventually, he wants to store it on a CD for future use. He may want to purchase MS Project SW for RMACRAO for future use. Finally, Steve recommended that we submit the LAC Manual to AACRAO for recognition and an award.

XIII. Old Business: Brad reported on and recommended that the RMACRAO 2006 Annual meeting, July 19-21, be held at the Inn of the Mountain Gods in Mescalero (near Ruidoso), New Mexico. He said room rates would vary from $149 (standard) to $167 (two beds plus a hide-a-bed) to $279 (suite). After discussion, the Board made and passed a motion to approve the Inn of the Mountain Gods for the 2006 Annual Meeting site.

XIV. New Business: There was no new business.

XV. The next meeting is June 20th in Santa Fe at Angel’s house at 8 am.

XVI. Adjournment: The meeting was adjourned at 11:59 a.m. NYC.

Submitted by:
Robert Hensley
Secretary