MINUTES
RMACRAO
Executive Board of Directors
June 20, 2005
Santa Fe, New Mexico

I. Call to Order: Scheherazade Downey called the meeting to order at 9:00 am.
Members present were: Ed Preble, Tamara Lehner, Mary Angell, Steve Ellis, Sherri Waggoner, Vince Calvo, Scheherazade Downey, Tammy Aagard.

II. Secretary’s Report: Minutes from the March 28, 2005 Board Meeting were moved approved as submitted.

III. Treasurer Report: Ed Preble submitted a report of the current status of membership dues. Johnson and Wales have pre-paid $120.00. If they get approved in July their dues will go toward next year. Colorado Mountain College is no longer a member they were a $180.00 school. This has been reflected in the proposed budget. Ed stated that the organization is in a lot better shape than last year. However, we are only ¾ of the way through because of the change in fiscal year. This last year income for the organization exceeded the limit for non-profit organizations. Next treasurer will have to begin filing tax reports. Ed investigated the insurance that AACRAO has. They have the same company that RMACRAO is using. Minimum premium is $500.00. Some areas of the budget have not been spent. Next year’s proposed budget is in line with what was spent this year. One area that is still up in the air is the hosting of the web site by AACRAO. The revenues should be ahead next year. The organization needs to put away a reserve. It needs to be government secured. CD’s are put in an individual’s name could run into the same issue we have with incorporation in that everything goes to that individual. Ed distributed a quarterly breakdown attached and spending by category. We are still having problems with Wells Fargo bank. Sherri suggested that may want to move LAC account to another bank. Angell suggested that LAC chair go to October meeting then go to bank to change name on accounts. Pres. Elect will be second signer on account. Finally, Ed noted that he had received packet from insurer. Don’t do anything that is libelous – through email, brochures – these are not covered by insurance.

IV. President’s Report: Schez Downey noted that the President’s gavel has no more room for names. To purchase a new gavel like the old one, it would cost $300.00. Ed suggested a box to carry the gavel. His wood shop might be able to build it. Shez will give the dimensions of the gavel to Ed. Engraved plates with the Presidents’ names can go on top. Schez indicated that she was not sure how well represented some of the non-RMACRAO member states who were invited to the RMACRAO annual meeting will be. Utah has state meeting this week. Kansas had meeting beginning of June. There meeting is not normally scheduled at that time so this might impact the numbers from Kansas. Angie Peterson, AACRAO President-elect is going to try to encourage Kansas folks to attend our annual meeting. Representatives from other states were interested in next year. Some may decide to attend this year anyway since it is such an inexpensive conference. Vince will send an email with additional hotel locations and information to
encourage attendance. Schez noted that honorary membership for Bill Haid will have to be voted on by the membership. It was not included with the ballot this year, so it will have to wait until next year.

V. Past President’s Report: Tamara received ballots from 11 Colorado schools, 8 New Mexico schools and 4 Wyoming schools. The results were as follows:

Sherri Waggoner – President Elect
Stuart Thomas - Treasurer
Laura Medley – VP Colorado
Sandy Eisenman – VP Wyoming

Tamara will notify winners and other people who ran for offices. Kathleen Sena was suggested as receiving Distinguished Service. Ed moved that the Distinguished Service Award be awarded to Kathleen. Angell seconded. Motion passed. Angell and Sherri will write citation. They will gather information from others to put in the citation. Steve Ellis will also provide information. Tamara will purchase plaque. Citation and frame will be coordinated by Angell and Sherri. The following retirees were identified:

Retirees – Cindy Stuart – Director of Admissions at NM – 30 years.
Glenna Ohaver – Registrar at College of the Southwest – 20+ years
Harold Pope – Associate Director of Recruitment at UNM –

Vice Presidents will survey their states to ascertain if there are other retirees. Angell will get certificates and frames for outgoing board members. Schez will generate certificates for LAC and the gift for AACRAO representative. It was suggested that LAC generate all certificates for consistency.

VI. President Elect Report: Angell gave a report on the RMACRAO Reception at AACRAO. She indicated that it appeared that everyone had a good time. Charging $10.00 cover charge for attendees was not an issue. There were no negative responses from attendees. The total bill for the event was $2,438.30. We had put down a $750.00 deposit. In the future, Treasurer will need to give President-Elect tax-exempt number to avoid paying sales tax. We were required to pay $160.00 in sales tax. It would also be helpful to give the tax exempt paperwork to LAC for annual meeting. The RMACRAO reception had a final cost of $1,720.99. The process of giving receipts to reception attendees for the $10.00 worked well and the Board should think about continuing this practice. It is difficult to gauge how many people will attend the reception. We planned and paid for 65, but 55 attended. The Board members agreed it was better to have extra food then to run out. Angell gave an update on the program for the annual meeting. The pre-conference workshop will feature Gabrielle Bonner. The speakers’ bureau will pay for her airfare. RMACRAO is responsible for room fee (one or two days). Angell will send bio and photo to Vince for the website. Vince will do a publicity blitz to encourage attendance. It will indicate that attendees can pay the pre-conference fee at registration.
This year’s AACRAO rep will be Betty Huff. Shelly Rogers will not be attending. Dale Gough –AACRAO Education Services will be attending. Vince will need to make his reservation. The registration fee for Betty and Dale will be waived and rooms will be provided. Angell was still waiting to hear from Benny regarding the details of his keynote session. Angell asked what exhibitors should be offered sessions. It was decided that Lexnet, SOC, Clearinghouse should be allowed to present sessions because they had paid their registration fees and requested sessions first. Vince will send the Board an updated list of which exhibitors have paid the registration fee. Banner Users Group will be added to the end of the program. There will be no additional registration fee. Schez will moderate newcomers Pizza Party.

VII. Newsletter Update: Schez gave an update on the RMACRAO Web Site in Sally’s absence. Sally’s staff is still working with AACRAO to get site up. There are some technical issues. AACRAO hosted site has been down since May. Sally is proposing that CU Boulder continuing to host RMACRAO site. The Board could ask AACRAO to turn over DNS ownership to CU Boulder. Lack of responsiveness from AACRAO has been a problem. PACRAO is no longer using the AACRAO website services. Payment would only be for rmacrao.org license. Vote on this issue was delayed to get more information regarding CU decision to host on its server. Schez distributed the revised travel grant application. The wording was changed to remove reference to getting reimbursement information from the state Vice Presidents. Recipients will now be referred directly to the Treasurer. Angell moved, Ed seconded motion to approve changes to travel grant form. Motion passed. There was discussion regarding the travel grant recipients. Given that we had three requests from Colorado, one from New Mexico and two from Wyoming, it was suggested that we award all three requests from Colorado for a total of 6. Ed moved to award travel grants to all 6 travel grants. Angell seconded. Motion passed. Travel Grant recipients are:

Colorado:
   Renee Ellis – Front Range Community College
   Vicki Peek – Front Range Community College
   John Salnaitis – Aims Community College

New Mexico
   Laura Nunnelly – College of Santa Fe

Wyoming:
   Greg Cunningham – University of Wyoming
   Terry Glaser – No.Wyoming Community College District – Gillette Campus

VIII. Historian’s Report: Steve continues to refine MS project LAC report. He is adding the sample documents. Once it is complete, Steve will burn it to disk to give to next LAC.

IX. LAC Report: Vince reported that only 17 people are confirmed their attendance at the annual meeting. Sherri indicated that this was normal for this time frame. The
exhibitor letter to request sponsorship of breaks will be going out June 20 or 21. Currently 13 or 14 exhibitors had confirmed attendance. Vince will send exhibitor list to Board. Board members can help contact representatives of those exhibitors that had not responded.

Vince will have a confirmation email sent out to registrants. On the form there is no non-member fee for possible attendees from other states. It was noted that there was an agreement that other states will be charged member fee. Vince asked what to do about exhibitors who want to bring additional staff members. It was suggested to ask the exhibitor to sponsor a break or meal. The sponsorship amounts are listed below:

Sponsor amounts – Lunch $2,200
Pres. Reception $1,500
Morning Break - $800
Afternoon Breaks $1,400
Exhibitor Social Hour $500

It was suggested that next year an additional $50.00 be added into exhibitor fee to sponsor social hour. Dinner menu has yet to be decided. There were 65 left over ID badges in the materials that Vince received. Vince will get more perhaps from conference office. He will also explore the ability to get a free gift from CU for attendees. Colorado schools are contributing items for packets.

X. Vice-President Report:
Colorado - Sherri distributed results of questionnaire regarding the Banner User Group. The response was good. Sherri is looking at topics to be presented. Tammy will look at creating listserv for RMBUG. Sherri is also exploring different ways to split folks up (schools who are implementing; modules being used; etc.)

New Mexico – Nothing to report
Wyoming- Nothing to report

XI. Old Business: - None

XII. New Business: Tamara asked the Board to encourage more representation on the Board by Admissions professionals.

XIII. Next Meeting Date: The next meeting will be July 22, 2005 at 11:00 am after the Annual Meeting. Vince will make arrangements.

XIV. Adjournment: Meeting was adjourned at 11:20 am.

Respectfully submitted by Tammy Aagard