MINUTES

RMACRAO
Executive Board of Directors Summer Meeting

July 22, 2005
Boulder, Colorado

I. Call to Order: Mary Angell, President, called the meeting to order at 11:27 a.m. Members present were: Mary Angell, Sherri Waggoner, Scheherazade Downey, Steve Ellis, Ed Preble, Stuart Thomas, Brad Bankhead, Sandy Eisenman, Lara Medley, Sally Page, Tammy Aagard, Vince Calvo, Denise Esquibel, and Robert Hensley.

II. Welcome: Angel welcomed the three new board members, Lara Medley, Sandy Eisenman, and Stuart Thomas.

III. Acknowledgment of Retirees: Cindy Stuart, University of New Mexico, 30 years, Glenna Ohaver, College of the Southwest, 20+ years, and Harold Pope, University of New Mexico, 25 years, all have retired from RMACRAO and their respective institutions.

IV. Secretary’s Report: Minutes written by Tammy Aagard from the June 20, 2005, board meeting in Santa Fe were moved, seconded, and approved as submitted.

V. Conference Overview: Angel asked for an evaluation of the annual meeting conference just concluded. Comments will be summarized in three categories: what was positive, what was a problem, and recommendations for future meetings.

a. Points of Excellence:
   i. The program and the quality of the sessions overall were excellent
   ii. Restricting the exhibitor presentations to one session (time slot) and one hour was very good.
   iii. There was positive feedback from the enrollment management presentations and members requested more of this type of topic in the future.
   iv. The pre-conference workshop was also excellent, the topic was germane, but there could be more promotion of these workshops.
   v. The overall arrangements and organization of the conference was very good.
vi. The LAC, and especially Vince did an outstanding job…kudos Vinny and crew! The location and venue was good, the music was hot, and the food was sumptuous; and the Texas Hold’em was a hit!

b. Points of Difficulty:
   i. We still need more corporate sponsors.
   ii. There was no set goal for how much or at least a minimum amount of funds to be solicited from the sponsors.
   iii. Exhibitors complained about having to work with a different person each year on exhibits.
   iv. There were some billing problems with the hotel, and some confusion on room assignments.
   v. There were a large number of no shows for the dinner banquet, and we lost a lot of money (102 out of 150). We need a better RSVP system.

c. Future Recommendations:
   i. The program committee should be expanded to include two representatives from each state, one each from admissions and registrar offices with the president-elect as the chair for a total of seven.
   ii. Increase the number of corporate sponsors.
   iii. There was a discussion to create the position of Exhibitor Chair or Liaison and to identify someone who would be the primary contact for exhibitors for a period of two to three years. Angel will write a job description. Board members are to send suggestions and ideas to Angel on the role and responsibilities for this position, and whether they should be a board member or a standing committee chair similar to the LAC chair.
   iv. Develop a better way to predict the number of people attending the dinner banquet and all other meal arrangements for future meetings.

VI. Old Business:
Steve Ellis updated us on the LAC manual in MS Project: he said it was still in progress but closer to being finished. There was a reminder to communicate the two travel grants for RMACRAO and AACRAO to the membership. Ed explained that the University of New Mexico – Extended Campus was not a separate member and under the UNM membership. And Angel reminded everyone of the five meetings of the board every year: the annual meeting in July, the fall meeting at the next annual meeting site in October or November, the winter meeting in February in the Denver/Boulder area, the meeting held each year at AACRAO in March or April, and the June meeting held prior to the annual meeting in July at a location to be determined.
VII. **New Business:**
The importance of communication between and among the board members was emphasized.

VIII. **Next Meeting:**
The fall meeting will be held at the Inn of the Mountain Gods in Mescalero, New Mexico, on October 14.

IX. **Adjournment:** The meeting was adjourned at 12:33.

Respectfully submitted,
Robert Hensley
Secretary