MINUTES

RMACRAO
Executive Board of Directors Fall Meeting

October 13-14, 2005
Mescalero, New Mexico

I. Call to Order: Mary Angell, President, called the meeting to order at 6:15 p.m., October 13. Members present were: Mary Angell, Sherri Waggoner, Brad Bankhead, Lara Medley, Sally Page, Sandy Eisenman, Denise Esquibel, Vince Calvo, and Robert Hensley. Kathleen Sena attended the meeting on the 14th but was not present on the 13th.

II. Secretary’s Report: The minutes of the July 21 Annual Business Meeting and the July 22 Executive Board meeting in Boulder, Colorado, were submitted by Robert Hensley. The Annual Meeting minutes were moved, seconded, and approved with two corrections: removal of Kathleen Sena as a sitting Board member, and deletion of a regional representative from Nebraska. The Executive Board meeting minutes were moved, seconded, and approved as submitted.

III. Treasurer’s Report: There was no formal Treasurer’s report submitted. However, Stuart Thomas submitted an email which listed the five $100 travel grant recipients for the annual meeting last July in Boulder: Carolyn Gutierrez, University of New Mexico, Vicki Peek and Diana Ragin, Front Range Community College, Greg Cunningham, University of Wyoming, and John Salnaitis, Aims Community College. Terry Glaser from Sheridan College was also selected but had not submitted her paperwork as of October 13. Stuart also noted the two recipients of the $750 Professional Development Scholarship: Terry J Ruch, Northeastern Junior College and Teri Burleson, University of Denver, Health Sciences Center. The following account balances were also included in the email: RMACRAO Main account was $13,743.70 and the LAC account was $571.97 (as of October 12 and 13 respectively).

There were also the following discussions. Angell reminded everyone that annual dues are now due on October 1 due to the change in the fiscal calendar year. And that the annual dues statement would be mailed out on October 17, 2005. She noted that he Treasurer is responsible for notifying each member institution. Angell also said she would remind Stuart to file a federal 990 IRS form in October.

The deadlines for the reminder to the membership about the travel grants are as follows: AACRAO is February 1st and for RMACRAO is June 1st.
IV. Old Business:

A. Annual Meeting Final Report.
Vince Calvo discussed the annual meeting and said he would submit a final written report in the near future. Vince said costs were excessive in several areas but mainly due to the number of no shows, 58, for the dinner on Thursday night. Due to the lack of a corporate sponsorship for the dinner and the no shows, there was a loss of $1450. He also said there were a few outstanding registration fees not paid by a few institutions which amounted to about $571. Vince said the current LAC account balance was about $571 with about $447 in outstanding debts. The hidden charges from the Millennium Hotel were also unexpected, including extra electricity charges for the meeting rooms. However, Vince was able to “jawbone” the hotel manager and to successfully reduce the bill from $5087 to $3691 (kudos to Vince). Vince asked to have Allison and him taken off the LAC bank account and to add Denise and the president-elect on the LAC account. Vince suggested a tiered exhibitor sponsorship plan with three levels of contributions: for example, Gold at $5000, Silver at $2500, and Bronze at $1000 as a way to increase revenue. Angell also suggested that the board create either a new board position or a liaison position to develop relationships and sponsorships with exhibitors. It was suggested that this position be a board appointment, similar to the Historian and Newsletter Editor positions, rather than an elected position.

The board approved a motion to add a new board member with the title of Exhibitor Liaison to promote RMACRAO to vendors and to develop corporate sponsorships for the annual meeting. This position exists as a temporary position until the membership can formally approve an amendment to the by-laws to add a new board member at the next annual meeting in 2006.

B. Program Evaluations-Boulder
Sherri submitted her report on the annual meeting program evaluations. She said the evaluations were very good overall for the conference. There was a discussion about changing the golf sponsorship fund to another type of function that benefits a larger number of the membership, and possibly funding another event or function at the conference. A hike or a bicycle ride or a balloon ride may appeal to more people than golf. Golf could be offered on a fee basis paid by conference attendees while obtaining corporate sponsorship for an activity that would draw more attendees. Sherri also made some suggestions to the program schedules. She also suggested re-arranging the registration, president’s reception, and the main activity such as the golf tournament. The board said it would consider changing the program schedule at the next meeting in the spring [the
following day this idea was discussed again and there was not as much support for a significant schedule change due to the possibility of negatively impacting the attendance].

C. First Time Attendees Follow-up

Angel reported on the successful activities for the first time attendees. In Boulder there was a pizza gathering and a breakfast social. She also suggested sending the first time attendees a follow-up letter indicating the board’s appreciation for attending the annual meeting and to encourage them to continue as active participants in the future. The Boulder first time attendees agreed to serve as mentors at the 2006 annual meeting for next years’ first timers. Angell suggested that a letter be sent from the President or the state Vice President to reconnect with them. The list of first time attendees with email addresses will be sent to Shez so she can email them.

Vince suggested additional “sessions” for first, second and third time attendees to discuss their learning experiences and connections to the organization; something along the lines of a roundtable type session. Vince will work with Sherri on developing this type of session.

The Board also agreed that it would be a good idea to introduce the first time attendees at the Presidents Reception by each state vice president, and to give them a certificate with a state flag “sticky’ or state flag pin, for their name tag. Each state VP was asked to begin trying to find their state flag pins/sticky. The LAC will provide the list of conference attendees.

D. RMACAO URL

Sally explained the transfer of the RMACRAO URL from AACRAO to continue to be hosted on the CU-Boulder registrar’s web site, in lieu of AACRAO hosting the RMACRAO web site. The cost for acquiring /maintaining the URL (www.rmacrao.org) is unknown at this time. Her contact is Chris Just at AACRAO.

E. Professional Development Scholarship

There were two applications for the Professional Development Scholarship. The Board approved and awarded Terry Ruch, NJC, and Terri Burleson, UCD, as recipients of the PDS for 2005-06. Both plan on attending the SEM conference in Chicago in November. It is preferred that members are reimbursed after attending the conference or workshop. Each will be asked to either write an article for the RMACRAO newsletter or to present a session at the next annual meeting in Ruidoso.
F. LAC Guideline Manual
Sherri provided the Board with a handout from Steve. He would like to receive all of the changes by November 18. All formal documents, forms, and letters should be sent to Steve for inclusion.

G. Request
Sherri asked the Board to reimburse Angell for some of the expenses for the last Board meeting in Santa Fe since Angell paid for all of the refreshments and food at her house. The board approved a motion to reimburse her in the amount of $100 toward expenses.

V. Presidents’ Report:
Angel asked for the Board to update and/or correct the addresses, email and physical, and telephone numbers on the RMACRAO web page. The RMACRAO President will send a letter recognizing the service and contribution of each board member their respective college/university president. Angell said one of her goals was to encourage greater participation of the membership in the regional organization. She also wants to update the webpage with the current committee membership and objectives.

The Nominations and Elections Committee is chaired by the Past President and that individual should try to include a member from each state to help obtain nominations. Angell reminded the Board that officer positions to be elected in 2006 include President Elect, Secretary, and the Vice President from New Mexico.

Sherri will chair the Program Committee. She wants at least one admissions and one registrar “type” person from each state on the committee. She also asked for each state VP to identify people in their state to serve on the committee.

Angel and Sherri will attend the state and regional officers meeting in Washington, D.C., in December. Angel also suggested that we invite people from the surrounding states to attend the regional meeting next year in Ruidoso from Texas, Kansas, Arizona, and Nebraska.

VI. Past President’s Report:
There was no report from Shez.

VI. Banner Users of Mountain States (BUMS):
Sherri reported that the first BUMS meeting was highly successful, and had about 200 participants in September at the University of Denver. But that there was not enough interest to a group to go to SETA in Salt Lake City. It was agreed to continue adding a BUMS meeting after the conclusion of the annual meeting. She also suggested providing a link on the RMACRAO web site to the BUMS.
VII. **AACRAO Annual Meeting:**
Sherri reminded the Board of the annual meeting date, April 17-20, 2006, in San Diego. She provided the Board with several options for the RMACRAO reception. The Shout House in the Gas Light District was identified as a good one for her to pursue in terms of cost and a contract. They will need the RMACRAO tax ID number.

VIII. **State Vice President Reports:**
**Brad, New Mexico VP** updated the Board with the progress of the New Mexico Registrars meeting on general education and the common course numbering system initiative in New Mexico, the transcript notation system, and the declining number of high school graduates in New Mexico. **Lara, Colorado VP** reported on the new state funding formula challenges in Colorado and the Banner state wide implementation program. **Sandy, Wyoming VP** reported on the pending state legislation in regard to the private school licensing problem in Wyoming with diploma mills and the new Hathaway Scholarship program for Wyoming high school graduates.

IX. **Newsletter Update:**
Sally extended the deadline for newsletter articles and information to October 24th.

X. **Historian’s Report:**
Sherri reported for Steve. Steve said he is missing video and/or picture files for the historic period of 1997-2001. And asked if anyone knew where these records may be stored or located. Steve wants to archive photos and asked if anyone knew of a photo archive or imaging system for DVD’s and CD’s or a hosted archive site. Also, Robert will check with Tamara Lehner to see if she has the boxes which contain the missing historian records. The Board approved a motion for Steve to purchase a digital camera for RMACRAO.

XI. **Adjournment:** The meeting was adjourned at 10:28 p.m.

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**October 14, 2005 Board Meeting**

I. **Call to Order:** The meeting was called to order at 8:18 a.m. by Mary Angell. Kathleen Sena joined the Board for this meeting after accepting the Exhibitor Liaison appointment.

II. **RMACRAO Annual Meeting 2006:** The Board discussed the 2006 Annual Meeting.
   A. The primary topic of discussion was the facility, the Inn of the Mountain Gods in Mescalero, New Mexico. The Board agreed to a June 25 cut-off date for hotel room reservations. Right now the
room reservation plan is to reserve 56 rooms for Tuesday, 100 rooms for both Wednesday and Thursday, and 56 rooms for Friday. It was also agreed to have complementary rooms, deluxe suites (one on Tuesday, two on Wednesday and Thursday, and one on Friday) for the AACRAO representative, the keynote speaker, and the RMACRAO President. Denise said we would receive one complementary room for every 50 rooms reserved for the conference meeting. The room rate will be the same for a single or a double occupancy ($139) but there would be an additional extra $10 charge per person for more than two people in a room. The IMG did agree to a later check out time of noon instead of the standard 11:00 am. The Group Master Account will be RMACRAO.

B. The exhibitors will be charged $500, and $600 after 02/01/2006 for the 2006 Annual Meeting. And will have a choice of the type of electrical service they want. We may want to increase the exhibitors’ fee in order to accommodate the additional expenses related to the exhibitors. Denise also said that the audiovisual rental fees are very expensive. Options were discussed as to using AV from New Mexico State University or another outside vendor.

C. Denise said if we spend less than $15,000 we would pay for the meeting rooms, otherwise they would be free if our bill exceeds $15k. In order to waive the deposit the IMG would need a copy of our tax exempt form and the Article of Incorporation in order to waive the deposit. It is ok to use IMG’s pictures from their website on the RMACRAO website.

D. Steve and Randy will check on the financial and liability feasibility of RMACRAO renting a bus to bring members to the annual meeting conference since it is located so far south. The idea would be for a bus to begin in Cheyenne and stop throughout Colorado and New Mexico on its route to Mescalero.

E. The green fee for the golf tournament would be $65. And it was suggested to offer an alternative such as a hike in the mountains for those not interested in golf. The pre-conference workshop would also be held at the same time.

F. The Board then discussed the annual meeting program. Sherri discussed the list of possible speakers for the keynote and certain sessions. It was debated as to whether or not we should offer Registrar 101 and Admissions 101 again—no decision. We discussed providing a pre-conference workshop on FERPA. The Board agreed to change the vendor sessions from 45 minutes to 60 minutes with four presentations all at the same time. Sherri recommended at least four session tracks: admissions, records & registration, enrollment management, and general. She also recommended asking Dale Gough, international student services, from AACRAO, and Larry Erenberger, admissions, from
NCRUAA to return for presentation on their areas of expertise. Other possible session topics included CAPP, enrollment management, professional development, BUMS, disaster recovery, and organizational readiness. We also discussed having the Presidents reception on Wednesday rather than Tuesday evening.

G. The Board then took a tour of the IMG facility, and the meeting rooms. An ideal location for the Presidents reception would be near the waterfall. And to consider a tethered balloon over the lake for a fund raiser.

III. **New Business:** The LAC checking bank account signoff was transferred from Vince to Denise.

IV. **Announcements:** Vince Calvo was given a big thank you for his leadership on the last LAC, for attending the meeting, and for his insight and contributions to the new LAC and the next annual meeting.

V. **Next Meeting:** The spring meeting will be on **February 6th** at Sally Pages home in Broomfield (off of I-25 on 136th Avenue).

VI. **Adjournment:** The meeting was adjourned at 11:20 a.m.

Respectfully submitted by
Robert Hensley
Secretary