MINUTES

RMACRAO
Executive Board of Directors Meeting

February 6, 2006
Broomfield, CO

I. Call to Order: Mary Angell, President, called the meeting to order at approximately 8:15 a.m., February 6. Members present were: Mary Angell, Sherri Waggoner, Brad Bankhead, Lara Medley, Laurie Watkins, Stu Thomas, Steve Ellis, Sally Page, Kathleen Sena, and Denise Esquibel. Laurie Watkins was introduced to the board as the appointed VP-Wyoming to replace Sandy Eisenman who resigned.

II. Secretary’s Report: In Robert Hensley’s absence, Angell asked for approval of the October 13-14 board meeting minutes. These were approved.

III. Treasurer’s Report:
A. 2004-2005 Final Budget Report – Stu presented the 2004-2005 final budget report. $160 of the total came from two institutions that pre-paid in 2004-05 for 2005-06. Schez still needs to be reimbursed for approx. $100 from the 2004-05 annual meeting. This will be paid out of the budget’s discretionary funds as voted by the board (for LAC plaque and flashing pins). $225+ still owed for Dal Ward dinner for room rental charge, but this charge is not listed in the contract. Sally will follow-up with Vince Calvo on this. Kathleen asked Stu to rename the budget line item “Executive Committee Insurance” to “Association Insurance”. The 2004-2005 final budget was approved by vote of the board.

B. 2005-2006 Current Budget Report – $958.97 in LAC for 2005-06 to start with (short by $541.03 of the $1500 seed money). The board discussed that the LAC shouldn’t have to start short so board voted to put $541.03 in the LAC seed money account so that they’re starting with $1500. Will be a negative in Annual Mtg. LAC budget line item for the 2005-06 budget (and this will be seen in the RMACRAO regular checking budget account vs. the LAC checking budget account).

C. Dues – Stu will get lists of those who still haven’t paid dues (approx. 20 institutions) out to the board and the VP’s will need to follow up with the institutions. Stu sent out 2nd reminders around x-mas to those who still had not paid dues and will send out another reminder soon.

D. Filing of 990 Report – Stu reported that we didn’t have to file the 990 report for 2005 because didn’t have enough gross receipts of $25,000
(average over 3 years), but will probably need to do so for 2006 (gets filed at end of October). Stu had some questions about some of the info asked for on form 990. Sherri said she’d get opinion from certified CPA on her campus regarding the category of expenses 10 through 17 on the form (and what the form is asking for on these lines). Also, Stu will send the IRS a letter regarding RMACRAO’s change in fiscal year to end on September 30.

IV. Old Business:
A. RMACRAO URL – Sally reported that it was recently transferred to us from AACRAO and the CU-Boulder registrar’s tech. staff will work on transferring the current web site to www.rmacrao.org over the next couple of months. Sally will get annual costs to Stu for this (they are very minimal).

B. 2004-05 professional development scholarships ($750 each) were awarded to Teri Burleson and Terry Ruch (both to attend SEM last fall). But per Lara Medley, Terry was unable to attend and asked if the scholarship could carry over to 2005-06 for him to attend SEM this fall. The board decided that Terry will just need to reapply for this year and his application will be considered along with all the others we receive. (We will not carry over the $750 of unused scholarship money, i.e., we will still only award two $750 scholarships for 2005-06.)

C. Ockerman Award Nomination – Angell shared with the board the nomination form and letter of support from her that was submitted. She should know by end of February if we received the award or not. Steve also submitted notebook with the MS project and detailed chart, detailed tasks, etc. (and he passed out a copy of these documents to the board). This document demonstrates the amount of work the board does. There may still be some gaps but probably about 95% complete and will always be a work in progress. **Board needs to go through individual responsibilities to make sure it’s accurate by our April board mtg.** (bring marked up copy to AACRAO) as well as bring a disk with any applicable attachments. CD and notebook will be given to LAC each year. The updated spreadsheet will be given to each of the board members yearly, as well. Eventually it will be posted to the RMACRAO web site (with hyperlinks to the attachments).

D. Bus Trip Proposal – Angell will get an e-mail to the VPs for distribution to membership to find out if there’s enough interest in riding the bus to Mescalero given the cost and the amount of time involved. $8586 estimate (Tues. through Sat.) Cost would be $191 to $121 per person depending on “when” they get on the bus.
E. Close out of 2005 LAC Financial Report – Angell said the LAC checkbook doesn’t have “who” some of the checks were written to and some checks were recorded without amounts written in. Denise will get the checks online to reconcile. Questions about comp. rooms at the hotel…….RMACRAO paid for Vince’s room (in contract should have been junior suite at $109/night) and RMACRAO also paid for two speakers rooms instead of them being comp’d (should have had 2 comp. rooms per the contract). Sally will follow up with Vince on this. Also will ask about the early departure charges.

V. President's Report:
A. Regional Association Representative Meeting in Washington, DC – Sherri & Angell attended. They met with chairs of AACRAO committees to chat with them about various issues, attended several info sessions, talked about the needs of associations, etc. Also met with Paul Wiley, VP of Finance, who will be the AACRAO rep. at our 2006 annual meeting. And also met with people from nearby associations to invite them to our annual meeting. Attended Legal Basics for Associations – we think we’re exempt from paying taxes, but the reality is that we are NOT exempt unless we’re in an area that we’re incorporated (CO, NM, & WY) so need to plan to pay state taxes when we’re outside of the RMACRAO area. Angell will ask if there’s another kind of “tax exempt status” we can claim regardless of what state we’re in. Angell encouraged board members to volunteer to help at AACRAO. AACRAO’s Centennial Committee is looking for archives from regional organizations. Angell passed on the person’s name to Steve. Looking for anything interesting/entertaining from the organizations to display. There are many other AACRAO awards available. Have we thought about nominating any of our members for some of these things (leadership, etc.)? Something we should consider doing in the future.

B. President’s Gavel – There is no more room for presidents’ names to be engraved on the gavel. Angell asked Ed Prebble to get an estimate for a box to hold the gavel that could have names engraved on the box. She is still waiting for answer. If he is unable to help us, Sherri will try to get ideas from a friend of hers on how we can display the gavel and provide room for more names to be added.

VI. Past-President’s Report: Sherri has 3 ideas for secretary and will get these to Schez. Need to elect VP for NM, pres-elect, and secretary. Per Sally, Schez is working on getting a nominations committee together. Also per Sally, Schez will get out an e-mail to newcomers to the 2005 annual meeting to see how things are going and to invite them to the 2006 annual meeting. Lucy Sanchez (UNM-Valencia) retired end of December. Send names of other retirees to Schez. She’ll also get an e-mail out to the membership regarding retirees. Ideas for Honorary members should also be sent to Schez.
VII. President-Elect Report:
A. AACRAO Reception – Sherri reported that we’re set for the Shout House for Wed. night. Menu includes pizza, veggies, dessert, and some non-alcoholic beverages. Reserved 7:00-10:00 p.m. Cost will be $1160 (budgeted $2000). Should we charge $10 per person for the event? Board voted to not charge (since we’re able to do this event under budget) but to lower the budgeted amount for next year.

B. Annual Meeting Program – Sherri shared her ideas for the program and contacted some people as possible candidates for pre-conf. workshop, keynote speakers etc.

Pre-Conference Workshop – Carter Campbell will charge traveling expenses, one night’s hotel, and $25 for every person in attendance over 25. $45 will be charged for the pre-conf. which includes continental breakfast. Topic: How to effectively communicate timely messages.

Keynote Speaker – Consuelo Williams. Topic: grow where you are planted or plugging into power. Sherri will find out more about the topics and will negotiate for $500 total fee (including traveling costs).

Closing Speaker – a storyteller, Sarah Addison, $300 total including travel. Topics: varied. Sherri will get more info on the topics.

AACRAO rep. – Paul Wiley. Topics: Federal Washington Update, and Working Hard & Taking Care of Yourself (2 presentations) plus first-timers luncheon and Business Mtg. luncheon

C. Miscellaneous:
Golf Tournament – No sponsor.
Vendor Presentations – Clearinghouse, Xap, Digital Architecture, and possibly Carnegie Communications.
Banner Users Group – Friday afternoon (Arizona users will be invited).
Nonmembers – will be invited to the annual meeting (as we did last year). This year we’ll start charging a non-member fee for those who attend (approximately $20-$40 more than members was discussed, but the amount to be determined).

D. Meeting at Navajo Lake for June board meeting – Cabins have been reserved for June 1-4. Please pay Angell as soon as you know if you’re able to attend.

VIII. Vice Presidents’ Reports:
A. RMACRAO Travel Grants for AACRAO
Colorado – Molly Mugglestone (Western State), Belen Maestas (Adams State College), John Salnaitis (Aims Community College)
Wyoming – Deadline extended to Fri., Feb. 17th (Laurie will send an e-mail to WY membership after Angell sends e-mail to membership regarding appointing Laurie to VP-WY)
New Mexico – Laura Nunnelly (College of Santa Fe)

The board approved to award travel grants to the above individuals and will wait to hear from Laurie if anyone from WY applies.

B. Colorado – Lara reported the following:
   - Banner taking up a lot of Mines time
   - Colorado Christian – working on Datatel implementation
   - COF consortium established – group of Colorado Banner users who have purchased SCT program to comply with COF
   - Lara has ordered the Colorado stickers for first-timers nametags for RMACRAO 2006
   - CSU still planning to host RMACRAO 2007 but site not yet picked

C. Wyoming – Laurie reported the following:
   - Hathaway Scholarship based on ACT scores and GPA – WY institutions working to implement for fall 2006 for all WY residents
   - High schools going to tiered graduations (certificates of achievement vs. formal graduation)
   - Laurie will work with Robert to get e-mail distribution list of WY RMACRAO membership

D. New Mexico – Brad reported the following:
   - The NM institutions are working to implement the statewide articulation effort regarding core curriculum (Senate Bill 161) – many implications

E. Angell asked VPs to send e-mail to membership to find out how many are going to AACRAO (so we get an idea of numbers for the AACRAO reception). Also should ask if anyone retiring as well as ask for nominations for elections (nominations due to Schez by March 20).

IX. LAC Report: Denise reported on the following.
    - Theme: “Rise to the Top”
    - Room rate is $139 + taxes
    - RMACRAO gets 2 deluxe suites on Wed. & Thurs. night – one will go to the AACRAO rep. and not sure about the other
    - Signed contract with Flying J Ranch for Thurs. night (chuck wagon dinner & show) – will be $20 per person (will be included in annual mtg. reg. fee). Working on transportation to/from the ranch.
    - Wed. night’s president’s reception – tethered hot air balloon ride above lake will be a fundraiser (as long as the fire danger isn’t too high)
- Cocktail hour with exhibitors prior to president’s reception – will be covered by the exhibitor registration fee
- SCT donated $1500 for a refreshment break
- Shuttle services from airport to hotel will be available but individuals will need to make their own reservations
- Haven’t determined annual mtg. registration fee yet, waiting on food prices/menus

X. **Exhibitor Liaison Report:** Kathleen reported on the following.
- 7 paid exhibitors to date, some are new exhibitors
- a few others have committed but have yet to submit their fee
- board will still give out vendor packets at AACRAO – suggestion made to give them an invite/postcard with website info regarding vendor reg. form, hotel, etc. (Kathleen will work on this)
- vendors need tax exempt number from us for purposes of them registering for the conference (needed by their organization). Kathleen will add this to the vendor reg. form.

XI. **Newsletter Update:** Sally reported she’s received some articles for the winter/spring issue, but still missing some. Deadline extended to Feb. 10. She also asked Angell to include something in president’s letter regarding Laurie’s appointment.

XII. **Historian’s Report:** Steve reminded the board to look over the “Year in a Life of RMACRAO” documents. Still looking at getting archives “electronicfied” but wants to also preserve hard copy at the same time. Still trying to fill gaps from the late 1990’s.

XIII. **New Business:**
A. **College Directory Network endorsement** – Sherri talked about this request and the board decided not to do this. If their web site improves (too much incorrect info) and if they become a vendor, we may reconsider their proposal.
B. **Kathleen concerned about logo** – we’re using 3 different versions of the logo, so not using consistent branding for our association. Decided to use mountains with RMACRAO underneath and with the states listed under that. Kathleen will send out the correct logo for all to use.
C. Angell handed out list of who’s responsible for certificates, framed or unframed, which budget pays for it, etc. Kathleen also reminded the board that as the past president is planning for newcomers, need to be sure to talk to LAC chair to make sure there’s money in the budget for what they want to do (certificates, flashing pins, etc.). Angell also asked that the LAC not give away the freebies for the conference as door prizes as we did at the 2005 annual meeting….instead, we can save them and give them to the next year’s newcomers.
XIV.  **Next Meeting:**  Scheduled for Monday, April 17, 1:30-3:30 p.m. at AACRAO in San Diego.  Angell will reserve a room.

XV.  **Adjournment:**  Meeting was adjourned at 2:38 p.m.

Respectfully submitted by
Sally Page (in absence of Robert Hensley, Secretary)