MINUTES

RMACRAO
Board of Directors Meeting

September 22, 2006
The Stanley Hotel
Estes Park, Colorado

I. Call to Order: Mary Angell, President, called the meeting to order at 8:10 am.

Board members present: Mary Angell, Tammy Aagard, Lara Medley, Rosie Corrie, Laurie Watkins, Dawn Carver, Steve, Ellis, Shelly Loomis, Kathleen Sena, Sally Page, Stuart Thomas, Cory Wahl and Denise Esquibel by telephone.

II. Approval of Minutes:
Amendments to the July 21, 2006 minutes are as follows:
Page 2: New Business – add “for a period of one year” to item A.
Page 3: - change June 1 or 4, 2007 to June 4, 2007 in item G.
Laurie Watkins moved and Tammy Aagard seconded the approval of the minutes as amended. The motion passed unanimously.

Action Item: Tammy will send out the minutes from the June and April board meetings.

III. A. Treasurer’s Report:
Stuart Thomas provided the 2005-2006 proposed and actual budgets. He noted the amount for Executive Committee expenses, most of the expenses being incurred during working lunches. He also noted that the President’s travel came in under what was budgeted. Pueblo Community College and New Mexico State – Carlsbad have not paid their dues.

Action Item: Angell will send a letter to Pueblo CC and NM State indicating that they will need to reapply for membership.

Discussion also included the cost of the meal for this meeting and Angell’s concern for the costs of working lunches. It was discussed holding the board meeting after the Annual Conference off-site in order to reduce room fees and set-up costs. It was suggested that maybe we could negotiate the use of a room on-site for the meeting as part of the contract.

Lara Medley mentioned that maybe the budget is unrealistic. Perhaps we could increase our income by recruiting more schools.

Tammy Aagard moved and Lara Medley seconded the approval of the 2005-2006 budget. The motion past unanimously.
The 2006-2007 proposed budget was then provided. The income from dues was decreased assuming the loss of 2 unpaid institutions ($210). The proposed budget for miscellaneous, the AACRAO reception and President’s travel was also reduced. Kathleen Sena voiced concerns about the amount of funding for the President’s travel. She mentioned the importance of leadership conferences and wondered if the President’s school could help with the expenses. She also inquired about being able to increase the amount in the budget in the future. It was also expressed that we need to stress at the annual business meeting that the budget is a proposed budget and that the President and Treasurer have a certain amount of discretion.

Lara Medley moved and Rosie Corrie seconded the approval of the proposed 2006-2007 budget. The motion passed unanimously.

B. Dues:
Dues will be due November 15, 2006. The request for payment will be sent out the first part of October, 2006.

Action items: Vice President’s will send out a reminder to their schools. Stuart will compile a list of outstanding dues and the Vice President’s will contact the individual schools again.

The 990 EZ needs to be filed in October. Angell would like to use Quicken for all reporting. It would be more efficient if all reports were generated from the same program.

IV. A. Final Report from LAC Chair:
Denise Esquibel reported that, as of July 15, 2006 all conference fees were paid. The annual conference had an income of $2,349.57. The remainder of the $1500 seed money from RMACRAO to the LAC will be returned to the general account in September. The pre-conference workshop and golf tournament did not make money this year. The printing of the programs was provided by UNM and the postage was provided by NMSU. There were only two cancellations, one due to a medical emergency.

Action Item: Dawn will make sure all addresses are up to date before the registration forms for the 2007 annual meeting are mailed out.

B. Program Evaluations:
Tammy Aagard provided a summary of the program evaluations to the board members. Overall, the comments were good, with several comments on the technical problems. It was noted on the evaluations that maybe some of the items on the agenda for the business lunch could be moved to other portions of the meeting; items such as recognition of past board members.
Action Item: Tammy will email evaluations to each presenter and ask for copies of any power point presentations.

C. RMACRAO URL:
www.RMACRAO.org
The site is hosted by UC Boulder. Cory Wahl gave a brief demonstration of the site. Each link has a brief explanation so the viewer will know what information is contained on that particular link. He took some information directly from the AACRAO web site. Items were left in the form in which they were created (i.e. PDF and Excel). Cory will be working with Sally on the introductory statements.

The question was raised if RMACRAO needs a Web Master to make major changes. If so, would that person attend the board meetings? Vice Presidents will eventually be able to update directory information. It needs to be decided exactly what we want to put on the site. A history of the distinguished service awards was mentioned.

D. Other:
It was discussed the best way to keep old items and history safe. Hershey could possibly sponsor a license to image old RMACRAO items. Some research will need to be done to see how easily the imagined items can be searched. Rocky Mountain is another option.

V. President's Report:
AACRAO has asked for nominations for awards given at the annual meeting.

The RMACRAO bank account is currently considered a low activity account with a service charge if activity is over 5 transactions. Stuart got an account with no service charge. Angell would like to get all of the accounts to be the same.

There needs to be a change in the by-laws to add the Exhibitor Liaison position. The Board of Directors also needs to be updated.

VI. Site Visit:
The group took a tour of The Stanley Hotel and the rooms available for use. Several items were discussed during the tour and directly after. Any questions should be directed to Shelly Loomis.

- It is possible we will get 5 suite upgrades at no additional charge.
- Kathleen Sena mentioned the value of the exhibitor’s items and the need to have them displayed in a room that can be locked at night. LAC chair indicated that there is no room available that can be locked. May possibly need to put a disclaimer on the exhibitor application regarding the security.
- Opening session, business lunch and closing session could all be in the Concert Hall.
- There is 1 meeting room in the main building and 3 meeting rooms in the Manor.
President’s reception and First Timer’s could possibly be on the deck, with the Concert Hall as a contingent plan in case of bad weather.

Room estimates for the week are: Tuesday 60, Wednesday 90, Thursday 90 and Friday 20.

VII. President Elect Report:

A. AACRAO Reception:
Tammy is looking into a couple of options for the RMACRAO reception at AACRAO including in improvisation bar with a reception and show. Discussion included proximity to other functions, cost to members, inviting AACRAO Board Members and selling tickets in advance.

Action Item: Kathleen will confirm with program chair the night of the reception.

B. Annual Meeting Program:
We have three volunteers so far to help with annual meeting. Most of the work will be done via email. There will be one meeting scheduled with the LAC chair, Shelly Loomis. Suggestions are needed for the opening, closing and plenary presentations.

Program theme, Mystery in the Mountains, will tie in with the conference theme.

Pre-conference activities will take advantage of all the Estes Park has to offer. Some alternatives to the golf tournament include: horse back riding, wilderness jeep tours and shopping. Angell would like to try something different for the pre-conference activity. Laurie Watkins suggested that a selection of two or three activities be provided to accommodate all interests.

C. BUMS Update:
Tammy sent Dennis Becker an email regarding the BUMS session at the annual meeting. She recommends that it be offered again, but maybe look at a more content specific forum with more of an agenda.

There are individuals from Arizona interested in joining the BUMS group. Summit this year is in Vegas.

VII. Vice President’s Reports:

A. Colorado:
Colorado is looking at legislation for state wide articulation for credit by exams with standard AP/CLEP scores across the state. CCHE reviews institutional exams.

Verification of residency will begin August 1, 2006 to individuals receiving local or public benefits (i.e. in-state tuition and fellowships).
B. Wyoming:
The 2006-2007 is the first year the Hathaway Scholarship is being used. It has required a revision of institutional scholarships throughout the state. A separate GPA for eligible work will be required with much more tracking of students needed. University of Wyoming’s freshman enrollment is up 16%.

C. New Mexico:
New Mexico is working on a common course numbering system. There have also been some changes in the determination of residency status for high school graduates. A process will need to be created to verify high school graduation.

IX. LAC Report:
A slide show of Estes Park and The Stanley Hotel will be put on the RMACRAO web site. Becky Murphy has mentioned purchasing t-shirts to be screen printed to be given to attendees. T-shirt sizes could be requested on registration form. There are also some left over bags from the 2006 annual meeting.

X. Exhibitor Liaison Report:
Kathleen Sena indicated that invitations have been sent to previous exhibitors from 2004, 2005 and 2006. Sponsorships were requested for the golf tournament, breaks and conference mementos. Registration deadlines are as follows:
- Early Bird – October 31, 2006 - $400
- Nov 1 – Dec 31, 2006 - $500
- After Jan 1, 2007 - $600.

The duration of the exhibitors’ stay was discussed. Some feel that Wednesday and Thursday are enough time as many attendees don’t visit on Friday due to check out, etc. Kathleen also suggested that we solicit vendors at the AACRAO meeting. She will be taking post cards to the AACRAO meeting. It was also suggested that we put more information on the web site regarding our corporate sponsors.

The AACRAO Technology Conference is July 15-17, 2007 which could impact the attendance at RMACRAO.

XI. Newsletter Update:
Deadline for next newsletter is October 4, 2006. Vice Presidents should contact individual schools for any information for newsletter. Need to be sure we have updated the directory.

XII. Historian’s Report:
Steve Ellis reported that we have a lot of history being stored in boxes. We need to find a way to store items electronically that could be searched easily. It was also mentioned that RMACRAO maybe needs to purchase a camera. He also has
some boxes from Allen Eddy that need to be sorted and filed to fill in some gaps in the history.

XIII. New Business:
A. Professional Development Scholarships:
   Deadline for applications is October 2, 2006. Vice Presidents will send out a reminder to members and encourage individuals to apply. Money can not be used for the AACRAO annual meeting. Recipients will be asked to either present at the next RMACRAO annual meeting or write an article for the newsletter. The question was raised if a board member could use the funds if there were no applicants.

B. AACRAO Travel Grants:
   It was suggested that the travel RMACRAO Travel Grants be awarded and the annual meetings. The LAC could provide a receipt for the recipients and the checks could be given at the annual meeting, possibly at the First Timer’s or Business meeting. Recipients would then be asked to write a short article for the newsletter.

XIV. Next Meeting:
   The next meeting will be February 27, 2007 in Boston, MA prior to the AACRAO Annual meeting.

XV. Announcements:

XVI. Adjournment:
   Seeing no further business to come before this body, the meeting was adjourned at 2:15 pm.

Respectfully Submitted by
Dawn Carver
Secretary