MINUTES

RMACRAO
Board of Directors Meeting
June 4, 2007
Colorado Springs, 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, Stuart Thomas, and Cory Wahl.

Board members not present: Sally Page

II. Approval of Minutes:
Steve Ellis took minutes at the board meeting on February 27, 2007 in Boston.
Copies were not provided for everyone to read, therefore, the minutes will be sent electronically to all board members and approved at a later date.

III. A. Treasurer’s Report:
Stuart Thomas provided the 2006-2007 budgets, noting that our revenues were less than projected due to missing dues from the following schools:

- New Mexico Junior College
- University of New Mexico – Gallup
- Western New Mexico University
- University of New Mexico Extended – Taos
- Colorado Northwestern Community College
- Lamar Community College
- Naropa University
- Rocky Mountain College of Art & Design

Action Item: Colorado and New Mexico VP’s will contact schools listed above and request payment.

B. Dues:
It was discussed that the missing dues could impact our budget in the future due to the potential of losing membership dues and annual meeting attendance. Stuart may need to provide a new invoice to the above schools in order for them to create the purchase order. There is also concern that invoices are going out late enough that some schools are getting caught at the end of their fiscal year.

A question was raised as the whether UNM Extended is actually a separate institution from UNM. It was not clear if we had a separate membership application from them or not. Kathleen Sena indicated that they should be included in the membership with UNM.
Angell would like to see the all dues paid by December 31, 2007. Reminders should also be sent out to all institutions before fiscal year books are closed. It was suggested to have each institution provide a name for a direct contact for the invoices at each year’s annual meeting.

The question was raised as to whether the schools with unpaid dues could attend the annual meeting and be able to vote. It was mentioned that they should be allowed to attend, but at non-member prices. They will be released from membership in September if dues are not paid by then.

Action items: Stuart will send another invoice to Western New Mexico University for 2006-2007 and 2007-2008 on July 1, 2007. A second invoice will also be sent the Angela Woodward at Lamar CC and Pearl Morris ad UNM – Gallup.

C. Proposed Budget for 2007-2008:
University of New Mexico-Extended will be removed from the 2007-2008 budget and the budget will be adjusted by $40. It will also need to be noted at the annual business meeting about the $40 adjustment to the 2007-2008 proposed budget.

The 2006 annual meeting had a profit of $626.26. Cost of the AACRAO reception has not been incurred and the Peer Evaluation has not been used. A total of 7 RMACRAO travel grants were submitted, three each from Colorado and Wyoming and one from New Mexico. Two Professional Development Scholarships were offered, one has been declined and the other has not yet been used. Sally will send a web-hosting invoice every six months and the insurance bill has yet to be received.

Action Items: Stuart will make the changes to the proposed budget before the annual meeting and Corey Wahl will make the changes to the budget posted on the web site. Vice Presidents will send out an email notifying the membership that there will be a change made to the proposed budget.

IV. A. Associate Member’s Rational:
Currently, we have three Associate members, ELS Language Centers, ACT, INC., and Nelnet. The question was raised as to the purpose of the associate membership and what benefits do the above institutions receive from the membership. Shelly indicated that she had contacted Nelnet and never received a definite answer from them. Laurie mentioned that it is probably a pretty inexpensive way for them to get advertising associated with an educational organization. Kathleen questioned the actual value of the membership and whether they receive a discount on exhibitor fees. Tammy suggested that we contact some older members to find out a bit of history on the associate membership. It appears that we mail them an invoice every year and they pay with no questions asked.

Action Item: Lara and Laurie will contact ELS and ACT to see if they can get a rationale from them.
B. Website Additions/ Corrections:
The board went through the web site during their meeting Boston. Many changes were made from the notes from Sally. Any changes that need to be made should be sent to Corey. The goal now is to make it as user-friendly as possible and get as much of our history on the website as possible and to reduce loss of information through the “shuffle of boxes.” It was also discussed that we put the travel grant authorization on the site for easy access.

We have one honorary member, Wayne Farley, who is missing personal information. It is unclear who exactly he is and how he became an honorary member.

Action Items: Sally will work on finding the names of past distinguished service awardees from past newsletters. Kathleen and Sally will work on introductory paragraphs for the links on the web page. They will also make sure that the final copy of the 2006 program from the annual meeting be placed on the web site.

C. Other:
We need to make a special effort to learn about the members who will be retiring and updating our membership directory accordingly.

Ideas for recruiting new members were discussed. Some institutions may control who is eligible to become members of professional organizations. Should we be sending letters to new employees inviting them to join? This letter could be composed by the VP’s and include the link to our website.

Action Item: VP’s will draft a letter to send to new employees inviting them to join. A copy will be also sent to Steve so we have record of the letter for future VP’s.

V. President’s Report:
We currently have 68 institutional memberships. Central New Mexico has provided and application and will be voted on during the annual meeting in Estes Park. Eastern New Mexico University in Ruidoso is also interested in becoming a member. It is too late for this year, but can get the application turned in now for next year. Colorado Technical University will be attending this year’s annual meeting at non-member price. Central New Mexico Community College has been a member in the past and would like to re-new their membership. They are very active in NMACRAO and AACRAO. It was moved by Lara and seconded by Tammy to take the CNMCC application to the annual meeting for a vote. The motion passed unanimously.

VI. Past President’s Report:
A: Election Ballots:
As there currently is not a past president, it was agreed that the nominations for board positions would be handled by the three Vice Presidents with the help of Dawn and Kelly. The Ballot will need to be out by May 15, 2007 and returned by June 15, 2007. We are currently in the process of getting a standard ballot set up on Microsoft Project. As of today, we are still missing several ballots for this year’s election.
Wyoming – Casper and Northern Wyoming Community College District.
Colorado – Aims Community college is the only ballot received so far.
New Mexico – 10 ballots currently turned in.
Results should be out by Saturday, June 16, 2007.

A question was raised whether each state is only allowed to vote for the VP in their state. It could not be found in the by-laws that there was a restriction on the voting. Do we need to put this out for the membership for next year’s (2008) annual meeting? The membership might receive a broader representation if all members voted for all three VP’s. AACRAO does not limit who you can vote for according to your state.

**Action Item:** Kathleen will look at the election policies sites around the region and report back at the first board meeting the fall.

**B. Honorary Members/ Retirees:**

Retirees:
- James Ochiltree – Casper College
- Phyllis Bay – University of Denver
- Patsy Young – Regis
- Tilly Trujillo – Colorado State University
- Darlene Lucero – University of New Mexico
- Betty Crane – Eastern New Mexico University
- Joe VonSeegren – Laramie County Community College
- Becky Barnes – University of Northern Colorado
- Dr. Chestine Brohm – Central Wyoming College

The question was raised as the whether honorary members need to be voted on at the annual meeting. It was mentioned that it does have a budgetary impact as they can attend the annual meeting at no charge. There are three honorary members signed up for this year’s meeting. The by-laws do not indicate that you have to be retired to become an honorary member. There are currently no nominations for honorary membership.

**Action Item:** Vice Presidents will keep track of those individuals who retire in their states.

**C. First Timers’ Functions:**

Angell is in charge of the functions this year. Tammy suggested having a theme for the first timers. Kathleen and Dawn volunteered to help where needed. The lunch will probably be a Butcher’s Block Buffet with sandwiches and summer soups. The breakfast will have an omelet station and a small buffet. The Board of Directors is asked to attend the first timers’ functions. It was decided to have some special door prizes to be given out at these two functions. We will also need certificates for all of the first time attendees.
VII. President Elect Report:

A. AACRAO Comedy Club Function:
Approximately 20 people attended the function in Boston. Everyone paid for their own tickets and the money budgeted for the reception will be rolled over to the Local Arrangements Committee.

B. Annual Meeting Program:
A description from the key-note and closing session speakers is still needed. Opening session will be presented by Dr. Benn, assistant professor from CSU. He would like some suggestions of topics for his presentation. Shelly indicated that he has been told to prepare for 30-45 minutes. The closing session speaker will be Jim McCormick, UW is picking up half of his fee. It was discussed that the job titles of the presentors and facilitators should be added to the program. Dan Garcia will be the AACRAO representative attending this year’s meeting; arriving on Tuesday and leaving on Friday. He will also be attending the first-timers’ lunch.

The agenda for the Annual Business Meeting was discussed. Items for the agenda include Presenter and Facilitator recognition, Exhibitor and First-Timer certificates and a welcome from Dr. Robin Brown from CSU.

Note: Idaho State University and University of Nebraska, Omaha have expressed interest in coming to the 2008 annual meeting in Laramie, Wyoming.

Action Item: Tammy will forward a copy of the program to Corey and the University of Nebraska.

There is a PDF link of the registration form for non-members on the RMACRAO website.

Kathleen will again provide the printing this year’s programs. She will need all of the information by July 10. We will be adding an exhibitor section to the program.

It was discussed whether this year is the 30th anniversary of RMACRAO, and that it would be nice to celebrate it at the annual meeting.

Lara will tally the program evaluations for this year’s annual meeting and possibly put certificates for presenters and facilitators in the evaluation packets.

UNM will provide the presenter, facilitator, LAC, Program Committee and first-timers’ certificates.

C. BUMS Update:
Dennis Becker has facilitated the meeting in the past; however, no one has seen or received any requests for discussion topics for this year. There seems to be some difficulty with leadership and organization. The board had agreed that it would not assume the responsibility of the group. BUMS would need to have a clear and
concise direction in order for RMACRAO to assume responsibility. It was decided that the board will try the BUMS meeting one more year.

**Action Item:** Tammy will send Dennis an email regarding the program or topics for the BUMS meeting

The purpose of the Board of Directors meeting on Friday was also discussed. What exactly is the purpose? Currently, information is passed from outgoing board members to incoming board members and the success of the annual meeting is discussed. In the past, a full board meeting was conducted. There was question whether we would like to return to that format, or, possibly come in early for the annual meeting and have a full meeting then.

**VIII. Vice President’s Reports:**

**A. Colorado:**
Lara currently has three applications for travel grants; she may have more when she returns. The question was raised as to how to award the money, on merit or timing of application. Laurie feels that there should be some sort of merit criteria, but there is some concern of awarding the money on a value judgment.

Colorado has a new bill, House Bill 10-23, which requires all students to show proof and citizenship for federal and local aid. Reporting will be required on a semester basis.

**Action Item:** Lara will check for additional applications upon her return and provide a recommendation to the board via email.

**B. Wyoming:**
Almost all of Wyoming ballots for the election have been submitted.

Wyoming is in the process of moving towards electronic transcript sharing K-16 with the Wyoming Transcript Center.

The Wyoming community colleges recently met for their RMUG and had a successful meeting.

Raises were awarded across the state and all staff appears to be pleased.

Western Wyoming Community College is looking for an Associate VP of Student Success Services. University of Wyoming recently hired Tammy Aagard as the Registrar and will be looking for a new Associate Registrar.

**C. New Mexico:**
New Mexico Junior College will be sending their membership dues.
Rosie will be reminding all institutions to get their ballots in.

Rosie also reported that all four year institutions are being mandated by legislature economically and actively to participate in a dual enrollment program. Some high schools are paying for the tuition and books.

College of Santa Fe is looking for an Associate Registrar.

IX. LAC Report:
As of Friday, June 1 there were 28 on-line registrations with seven of them paid. Shelly passed out a statement of expenses along with a map of the location and a list of sponsorship amounts to date. It is the goal to have the registration fee cover the cost of the meeting. Shelly also provided a list of room availability:
- 60 rooms for Tuesday with 46 reserved
- 90 rooms for Wednesday and Thursday with 86 reserved
- 20 rooms for Friday with 20 reserved.

She will be asking if we can move the remaining Tuesday rooms to Wednesday and Thursday. There are still some rooms available at other hotels in town. The Stanley will offer any open rooms they have for $199 per night. There are only rooms with one bed left. It was discussed that a history of the number of rooms reserved for each night should be included in the LAC notebook.

Action Item: VP’s will send out a reminder to members to make their reservations.

Tuesday evening there will be a showing of the movie *The Shining* in the library. Wednesday will offer wilderness tours, ghost tours, a driving tour through the Rocky Mountain National forest, and the golf tournament. Thursday evening will have a mardi gras theme for the Murder Mystery, costumes are encouraged. Shelly has arranged for some members of her staff to play piano music before the mystery. Children 12 & under can attend for $43, and will receive chicken fingers and French fries.

The AV requirement was also discussed. The following items will be available: 4 projectors, 4 lap tops, 3 projector screens (free standing), extension cords and surge protectors.

X. Exhibitor Liaison Report:
Kathleen reported that his year we have the highest number of exhibitors attending at 17. It was discussed just exactly what the exhibitor fee covers. Registration packets will be handed out for next year’s meeting, including early bird registration forms. All but two of the exhibitors requested to do presentations. It was decided that the early bird registrants would get the first slots for presenting. The fee break down is as follows: 8 at $400, 2 at $500 and 7 at $600. A question was raised as to whether the $400 registration fee was too low if they bring a guest and how much could we actually charge given our attendance numbers. There was discussion about raising
the exhibitor fee by $100 and then include associate membership and possibly their logo on our web site. The fees were raised from $350, $450 and $500. Maybe a two-step division ($500 and $600) should be considered. Angell noted that the Exhibitor Liaison position is working as we have a record number of exhibitors.

Tammy mentioned that it might hurt us to raise the fees during the years the conference is in Wyoming or New Mexico as our attendance tends to be lower. Angell would like to concentrate on the sponsorships of the breaks and various events as many exhibitors re-evaluate the profit of attending each year. A discussion about sponsorships at the exhibitors breakfast is an option.

The timing of the AACRAO technology conference conflicted with our annual meeting and AACRAO will not be present this year.

XI. Web Developer Report:
Corey presented some new ideas for the web site including a website or page just for board members including a BLOG. It was also suggested that the institutional profile be updated regularly. Board members also provided suggestions of items they would like to see.

- Microsoft Project – interactive and web based
- Memory Jogger – i.e. past decisions made
- Put the official logo and font on for board member use
- A list of information to be in each notebook for the board members
- History of board members
- On line forms – application for membership, travel grant application
- Submission of session ideas for next annual meeting

Corey would like to give a brief demonstration of the website at the annual meeting. He would also like to see all historical images saved electronically and exported to the web page. Corey also brought up the idea of accepting credit cards. There would be a 2-3% cost per transaction, possibly causing the membership fee to rise slightly.

**Action Item:** Corey will investigate the credit card option.

XII. Newsletter Update:
Not available.

XII. Historian’s Report:
Steve Ellis reported that the work with Corey is on going to get all historical items imaged and accessible to the membership electronically.

Credentials Inc. will be sponsoring the golf tournament again this year. They are accepting registrations and credit card payments. Golfers will meet at 7:30 am and tee times will begin at 8:00 am. We will be having five teams of four players.
Action Item: Steve and Corey will put together a 30\textsuperscript{th} Anniversary highlight show to be run during the annual meeting.

XIII. New Business:
Tammy suggested that we offer a registration fee for the next meeting as a door prize at this year’s meeting. It would be a non-transferable/ non-negotiable award given at the closing session. It was moved and seconded by Lara and Rosie that we offer one registration fee that is non-transferable/ non-negotiable as Tammy sees fit as a door prize to the next annual meeting. The motion passed unanimously.

XIV. Next Meeting:
The next meeting will be July 20, 2007 in Estes Park after the Annual Meeting.

XV. Announcements:

XVI. Adjournment:
Seeing no further business to come before this body, the meeting was adjourned at 3:00 pm.

Respectfully Submitted by
Dawn Carver
Secretary