I. **Call to Order:** Tammy Aagard, President, called the meeting to order at 10:00 am on October 18, 2007 in Laramie, Wyoming.

*Board members present:* Tammy Aagard, Mary Angell, Dawn Carver, Kelley Christman, Steve Ellis, Gay Gralheer, Carolyn Gutierrez, Shelly Loomis, Lara Medley, Kathleen Sena, Corey Wahl, Laurie Watkins.

*Board members not present:* Rosie Corrie and Sally Page

II. **Secretary’s Report:** Minutes from the February 27, 2007 Board of Directors meeting in Boston, Massachusetts and the June 4, 2007 Board of Directors meeting in Colorado Springs, Colorado were presented by Dawn Carver.

Amendments to the June 4, 2007 minutes are as follows:
- Page 2 cost of AACRAO reception not incurred
- Page 4 AACRAO does not limit Agell to Angell
- Page 5 Idaho State University and University of Nebraska, Omaha

It was moved by Laurie and seconded by Kelley to accept the February 27, 2007 minutes as written and the June 4, 2007 minutes as amended. The motion passed unanimously.

III. **Treasurer’s Report:** Carolyn Gutierrez reported that she compared dues incoming from the actual enrollment with the dues proposed enrollment and found that the actual was less than the proposed. The expected income from dues this is will be $7470. She indicated that Johnson & Wales has been paying $120 and should be paying $60, while Rocky Mountain College has been paying $60 and should be paying $90. She built a database for billing purposes as she had not yet received one.

*Status of Outstanding dues:*
- Naropa University had paid for two years.
- University of New Mexico, Gallup has not yet paid.
- Western New Mexico University has paid.
- New Mexico Junior College has paid.
Carolyn asked the nature of the line item in the budget for peer evaluation, why it has never been used and if we could direct the monies from that item to other areas. The purpose of the item was discussed and it was determined that it needed to stay in the budget.

She has also received a bill for web hosting for $119.88.

Carolyn asked how the board would like to handle receivables of incoming dues from past years and institutions that pre-pay for future years. She questioned if we need a separate line item on the budget for such receivables.

Carolyn requested permission to apply for a debit card for the RMACRAO checking account. This would make transitions to new board members easier and eliminate the use of checks. Motion to approve by Angell and second by Dawn. Motion passed unanimously.

In the past, two board members would audit the treasurer’s report before the annual business meeting and before finalizing the budget. It isn’t clear why that is not being done now, but it should definitely be reinstated. Finalizing the 2006-2007 budget can’t be completed as the income from the annual meeting has not been returned to the treasurer. It was decided that the 2006-2007 budget will be finalized at the February board meeting.

The check for the RMACRAO travel grant of $100 for Gay Gralheer has been misplaced. **Action item:** Carolyn will check to see if it has cleared the bank and, if so, who endorsed it.

Angell inquired as to the location of the Quicken program she donated to the LAC and treasurer. It was suggested that the board purchase a new version of Quicken to create a consistency in the reports ran by the treasurer and LAC. Carolyn proposed looking into a corporate version instead of the home version. She also indicated that she felt it would be a benefit to a new treasurer to have a meeting with the outgoing officer before taking over. It was then discussed that it would benefit all incoming members of the board to have a short meeting with their outgoing counterpart.

**IV. President’s Report:**

**A. Goals for 2007-2008**

Tammy would like to see us continue to focus on our current projects and goals, including:

- Increasing membership involvement.
- Succession Planning.
- Offering internships on the Board of Directors for members.
- Providing more information and instruction on preparing individuals at your home institution for leadership.
- Create a FAQ link on the RMACRAO website, and overall information on the duties of each position on the board to create more interest.
- Create more involvement at the national level.

Steve mentioned that our committee and sub-committee structure has diminished over the past years. Perhaps we could spark more involvement with the creation of some committees. These would create a great environment for town meetings.

**Action item:** Board members look for items or topics to bring to next meeting for committees.

**B.** Lara and Tammy will be attending the State and Regional Officer’s meeting December 7-9, 2007 in D.C. They will be providing packets of information on our annual meeting to neighboring organizations to hopefully increase attendance.

**C. First Timer’s**
The board and LAC need to make a special effort to get the first-timers (FT) to attend the President’s reception. It was also discussed that possibly, we could provide the FT with a special agenda with extra information. We also should make sure if a FT is the only member attending from his/her institution that someone makes a connection to provide a contact person for any questions.

**V. Past President’s Report**
The question was raised by Angell if it states in the by-laws that voting for state VPs is restricted to only members from that state. Do we want to change the by-laws so that all members can vote for all VPs? Article V Section 5.02 does not specify who shall vote for VP. Laurie mentioned that the VP is a representative of his/her constituency and Kathleen wondered if out of state members may not have the knowledge to elect a VP not from his/her state. Steve mentioned that he thought that the old constitution stated that members vote only for their VP.

**Action item:** Angell will look up the old constitution and bring the information to the next meeting. Vice President’s will also survey their constituents to get their input.

If it is decided to make a by-law change, it will need to be ready for summer newsletter to be voted on at the 2008 Annual Business Meeting.

**VI. President Elect Report**

**A. 2007 annual meeting session evaluations**
After a quick review, the positive comments included location, food, many professional development opportunities and closing session. The two biggest negative comments were regarding the lack of air
conditioning and an ice machine. Again, free time was mentioned and some suggested that vendor present their sessions with a RMACRAO member that is using their product. There was some discussion about the mix-up on the vegetarian choice and the Thursday night event. There were no comments on the business meeting this year, positive or negative. Tammy suggested that the evaluation should maybe include a section for “I like” and “I wonder” to put people in a more problem solving mode when evaluating. Lara will compile the evaluations and get a summary out to the board.

Each presenter has been asked to send an electronic copy of his/her presentation to post on the RMACRAO web site.

B. AACRAO Reception
Lara is researching sites in the area and will report more at the February meeting.

C. Program for 2008 Annual Meeting
It was discussed that the two year forums need a bit less time and the four year forums may need more time. It was also discussed that the two year registrar and admission forums could be combined to increase the number of participants.

Kathleen voiced that maybe we don’t need to have an exhibitor breakfast every year. It was originally set up to get feedback from exhibitors before RMACRAO had the Exhibitor Liaison position on the board. If a breakfast is not sponsored, the board may need to consider having an evaluation for the exhibitors to fill out.

There were some comments on the evaluations about having the exhibitor pair up with an end-user for his/her session. Thus creating a presentation that shows more of the benefits of using the product in higher education. It was mentioned that we could have four of the eight sessions presented by an exhibitor and end used. The exhibitor application would need to changed to include the information regarding co-presenting with an institution. The board may need to consider charging a session fee for the 2009 meeting.

The LAC may also want to consider five breakout sessions instead of four if there is enough interest in presenting.

Action item: Lara will contact AACRAO representative to make arrangements for 2008 annual meeting. If possible, she will try to schedule someone who has not been to RMACRAO previously.

Lara will be working with Corey to put requests for session topics on the web site. A needs assessment could also be used to determine what topics
the membership feels should be addressed at the annual meeting. Tammy mentioned that we could use the on-line survey program at the University of Wyoming. VPs could also solicit volunteers from their constituency.

VII. 2007 LAC Report

A. Budget
The 2007 meeting was a bit more expensive due to the location. We did have extra sponsorship this year to help defray costs. There were some mishaps at the Stanley and Shelly negotiated with the manager and they reduced the overall bill by $3,000, thus leaving a $3,445 profit.

B. Overall Conference Evaluation
The overall evaluation of the conference was positive.

C. Lessons Learned
The following are recommendations from Shelly Loomis.
• LAC and PE should not present at a session.
• Don’t expect everything to go smoothly.
• Be prepared for technical issues.
• Plan post-conference board meeting on-site.
• Be prepared for LAC announcements at large group functions.
• Consider a family event for Wednesday morning.
• Send out Chamber of Commerce booklets for the 2008 location.

Tammy would like to see the in-kind donations quantified so the LAC is fully aware of the cost to run the meeting.

VIII. 2008 LAC Report

A. Thursday Evening Event
The LAC is considering the Impulse Theatre a traveling comedy group from Denver, CO. They provide all of their own equipment for a 1 ½ hour comedy show. The conference center has the technical equipment needed for the group, including a stage. A due date for the deposit will be determined later. The board agreed on booking the Impulse Theatre.

B. Contract Review
Gay can reserve the conference center for $1,000 with no food guarantee. An initial copy of a contract was provided for the board to review.

C. Web Registration Form
On-line registration for the 2008 annual meeting will be provided on the RMACRAO website. The form and fees will be determined after there is more definite details on the costs of the food and conference center.

D. Discussion
There was some discussion as to whether $1500 is enough seed money for the LAC, when considering deposits required. Perhaps, the board should investigate how long the amount has been set at $1500 and possibly write a contingency plan to aid LAC if monies are needed before registration fees are paid.

The LAC is considering an activity for Wednesday evening after the President’s reception. Perhaps a “RMACRAO Rodeo.”

IX. Exhibitor Liaison Report
Information has been sent to returning exhibitors both by snail mail and email. National Student Clearinghouse has already registered and Billy Bates has expressed an interest. Corey has also provided some contacts. Kathleen will be sending out more specific details on the meeting at a later date. A postcard or packet of information will be taken to AACRAO and handed out. Patrick McKelvey of SAS is interested in helping with t-shirts.

X. Vice Presidents’ Report
A. Colorado
The state of Colorado is requiring proof of lawful presence for students receiving financial assistance. The Colorado P-20 Education Council is recommending a universal data system to facilitate data transfer of data and longitudinal studies.

B. Wyoming
Laurie reported that four of the seven community colleges are hiring new presidents and three of the seven have new presidents in the last three years. She also noted that the UW President, Tom Buchanan, visited Western Wyoming Community College for the first time in twenty years. Laramie County Community College is building a new Health Sciences center. There is quite a bit of capital construction occurring on the University of Wyoming campus. It was also learned that the 20% community college raises was from one-time monies.

C. New Mexico
No report at this time.

XI. Web Developer Report
Corey is working on getting permission to put the pictures that Mike Hommerding of Jolesch Photography took on the RMACRAO website.

He has also been working with Tom McKechney of Credentials Inc. to accept credit card payments via the web for meeting registration, due payment and golf registration. Credentials would handle the processing fee and provide a report with names and transaction amounts. The treasurer would have access to this information. There are several deposit options to be considered.
In return for his services, Tom has asked for recognition on our website, to host a session at annual meeting and reduced or waived fees for attendees from his company. There are some concerns, however, on the ramifications of a non-profit organization perceiving funds from a for-profit organization. There is still time to research the issue and have it active in time for 2008 registration. Angell noted that several regions have indicated that they have raised their attendance numbers since they started accepting credit card payments. More discussion will occur at February board meeting.

**Action item:** Carolyn will do some research on the ramifications of working with a for-profit organization.

Corey also presented the idea of RMACRAO having its own sever as we are limited to what we can do with RMACRAO.org. Three components are needed: data and power backup, computer and server. University of Colorado has resources they would be able to offer; University of Colorado, Boulder has software they are willing to donate. It could also be possible to get a server donated by a member institution.

**XII. Newsletter Update**
Sally hopes to have copy ready early in the week October 21, 2007.

**XIII. Historian’s Report**
Steve would like to get a traveling trophy for the annual golf tournament.

Complete some research to find honorary members to post on RMACRAO website. Also, he is hoping to create a timeline of events and finish electronic historical data soon. He would also like to have copies of all forms and letters used to be put in an electronic folder. It was requested to restore a line item in the annual budget for the historian.

**XIV. New Business**

A. **2007-2008 Professional Development Scholarships**
There are currently three applications for the 2007-2008 Professional Development Scholarships.
- Kyla Foltz – Casper College
- Dell Ann Claypool – Northeastern Junior College
- Julie Michalowski – Cu Boulder

Tammy noted that the board needs to consider what each applicant can bring back to RMACRAO from their experience.

It was moved by Laurie and seconded by Carolyn that we award the two scholarships to Dell Ann Claypool and Kyla Foltz. The motion passed unanimously.
Would it me more time effective to have the applications sent to the VPs instead of the treasurer? The application should be edited to include the dates of attendance and instructions to return to VP.

B. AACRAO Travel Grant Increase
The question was raised about raising the AACRAO travel grant amount from $100 to $200. If it is decided to do so, the board needs to be sure to have it added to the 2008-2009 proposed budget for the 2008 Annual Business Meeting.

C. Application for New Membership
Amy Tafoya of Colorado Technical University has expressed interest in membership along with Dona Aña Community College. A question was raised as the whether CTU is a non-profit organization.

**Action item:** Kelley and Steve will contact Amy to answer any questions and to provide a formal invitation to the 2008 Annual Meeting.

Barry Pupella of Key Bank would like to submit an application for Associate membership.

Applications will be voted on during the February meeting and presented to membership at the 2008 Annual Business Meeting.

XV. Next Meeting
The next meeting will be February 4, 2008 at Sally Page’s home.

XVI. Discussion
Tammy suggested that the board not have a full meeting prior to AACRAO as it would require traveling on Easter Sunday. Some suggestions included a short meeting during a lunch break or Thursday afternoon. Tentative plans were made for Thursday afternoon.

Kathleen voiced a concern that we are losing readers and some personal connection with the electronic newsletter. A question could be included in the constituent survey to find out how many members read the electronic version.

XVII. Adjournment
A motion was made by Laurie and a second by Lara to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:35 pm.

Respectfully Submitted by
Dawn Carver
Secretary

5/22/2008