MINUTES

RMACRAO
Board of Directors Meeting

March 25 & 27, 2008
AACRAO 94th Annual Meeting
Orlando World Center Marriott
Orlando, FL

I. Call to Order
Tammy Aagard, President, called the meeting to order at 12:30 p.m. on 25 & 27, 2008 in Orlando, FL.

Board members present: Tammy Aagard, Mary Angell, Dawn Carver, Kelley Christman, Steve Ellis, Gay Gralheer, Carolyn Gutierrez, Kay Leum, Lara Medley, Sally Page, Kathleen Sena, Corey Wahl, and Laurie Watkins.

Board members not present: Rosie Corrie

II. Formal Approval of February 4, 2008 Minutes
Carolyn moved and Lara seconded a motion to approve the February 4, 2008 minutes. The motion passed unanimously.

III. Treasurer’s Report
a. Dues: The following institutions have outstanding dues:
   Western New Mexico University
   Regis University
   Eastern Wyoming College
   ELS Language Centers

   NelNet will not be renewing their membership. Naropa University and Colorado Northwestern Community College pre-paid for the 2008-2009 year.

   The records were reconciled and it was determined that UNM Gallup did not pay.

Action Item: Kelly will contact Regis, Kay will contact EWC and Carolyn will contact WNMU.

b. Budget Update: The budget will need to be readjusted to reflect the loss of income from dues from NelNet.

   Carolyn and Angell have requested reimbursement to their institutions for the plane reservations they made for the February 4, 2008 meeting that
was cancelled. Angell will provide documentation to Carolyn for the amount requested.

Carolyn has also requested documentation from Stuart to reimburse him for tax preparation fees he paid for.

c. Taxes: Carolyn has filed for an extension through May 15, 2008. RMACRAO brought in $43,000 this past year between annual dues, revenues for the annual meeting and other miscellaneous items. Carolyn has suggested that we investigate the option of combining the two checking accounts to assist in tax preparation. The board will need to come up with definite categories for expenses and revenues. Tammy stressed again the need to putting a dollar value on in-kind donations in order to have a realistic picture of the cost of hosting the annual meeting.

Angell questioned if we need to provide 1099 or any other tax forms for individuals who are not incorporated who provide services to RMACRAO worth over $600. We also need to keep this in mind when paying our speakers at the annual meeting.

**Action Item:** Carolyn will research to see if AACRAO has any guidelines regarding non-profit status and taxes.

**Action Item:** Sally will draft an article for the newsletter and send it to the board electronically for approval.

IV. **President’s Report**
Tammy would like to see the board develop and implement a strategic plan for RMACRAO. She is willing to take on the role as Past President to update the strategic plan and monitor the implementation with the President. It will also need to be determined if this would require a by-law change. Currently, the duties for the Past President include any other duties assigned. Kathleen will also assist the board in reaching their targets. Implementation of a strategic plan could also be used to assist in recruiting new board members. Tammy will provide more details for our plan, goals and responsible parties at the next board meeting in June.

V. **Past President’s Report**
a. Nominations and Elections: Angell reported the board positions open for the 2008-2009 year are New Mexico VP, Secretary and President Elect. Angell talked with Nolan Oltjenbruns from University of Northern Colorado and he is interested in running for President Elect. He does have past experience on the board. This is New Mexico’s year for President Elect, but currently there are no interested individuals. Denise Esquibel was also asked, but she does not have her supervisor’s approval. Jennifer
Schufer from University of Colorado Boulder is interested in running for secretary. Nominations are due by March 30, 2008. Ballots need to be mailed out 60 days before the RMACRAO annual meeting (April 16, 2008) and are due back no less than 30 days before the annual meeting.

VI. President Elect Report
Lara reported that lunch for the March 25 (Tuesday) meeting was $147.04. The price was considerably less that originally quoted as Lara negotiated a lower price as she picked up the meals herself and did not have them delivered.
(Tuesday March 25)
a. AACRAO Reception: The reception will be at the High Velocity Sports bar on Wednesday from 6:30 to 8:30 p.m. A buffet of appetizers will be served. Total cost for the food is $985 including $64.25 tax and $216.70 tip. We are required to spend a minimum of $1,700 between the food and drink. Drink tickets will be sold on site for $7.00 each. The hotel has printed 150 tickets for sale. There will be no door prizes at the reception. Lara has invited Adrienne McDay and Allen Ezell. Two other AACRAO receptions will be in the bar at the same time.

Meeting continued, Thursday March 27
VI.
Tammy offered kudos to Lara for coming in under $1,900 for the reception. The total cost was $1,891.34.

b. Program for 2008 annual meeting: Allen Ezell will be doing an opening session on counterfeit diplomas. Angell has offered her session to Tracy Hart. Lara reported that there has been a large influx of volunteers to present admissions sessions. Hopefully, we can draw more admissions people. LeRoy Rooker has offered to come and present a session on FERPA. Lara will put him in on Thursday, session five. Gay and Lara will need to get together to assign rooms to each of the sessions.

The Idaho attendees have requested a room for their business meeting. It was suggested that they could eat with us on Thursday and then move to a separate room to conduct their meeting at the same time as ours.
Action Item: Dawn will contact Western Nebraska Community College and Chadron State College regarding attending the meeting.

VII. 2008 Local Arrangements Chair Report
The Hilton has offered the use of their shuttle bus for our use at anytime for transportation in Laramie. It also might be possible to use it for shuttle from the Laramie airport.

The conference center has flat screens throughout the center and it was suggested that we put exhibitor logos and institution emblems on a rotation. All logos will need to be sent to Corey and he can put them together.

New badge ribbons have been ordered. Gay estimated an amount for approximately five years. They have been switched from hanging vertically to hanging horizontally.

Billy Bates from Rocky Mountain Images has agreed to give us bags for each member at a cost of $5.25 each. Brown and Gold and The Knothole have been approached regarding printing conference T-shirts and LAC T-shirts. Brown and Gold has offered a discount coupon for each bag.

Dawn and Gay will be working on a breakdown of daily prices. Guest ticket price for the Thursday night event will be $35. Meal choices are: vegetarian, prime rib, salmon and chicken.

Lane is waiting for the Jacoby golf course to open to work out the details of the golf tournament.

Corey has requested a list of activities and various costs to provide to Tom for credit card registration.

The LAC is looking at several Wednesday morning activity options, including: hikes in Snowy Range or Vedauwoo, rock climbing, blow up games, campus tours. LAC is also looking at hosting a “RMACRAO Rodeo” after the President’s reception, possibly at the bowling alley. This will hopefully encourage large group participation, including families.

June Board Meeting: The Hilton is booked for June 6 so Gay has reserved a block of rooms at the Holiday Inn for $109 (307-721-9000). We will be having the meeting and eating lunch at the Hilton.

VIII. Exhibitor Liaison Report
So far, we have three new exhibitors; Paradigm, World Global Services and Rocky Mountain Images. Kathleen will be sending out a new communication to all vendors regarding hotel reservations and sending another invitation to
the AACRAO representatives. Kathleen has not yet secured additional sponsorship from Sunguard, The National Student Clearinghouse and Credentials, Inc.

IX. Vice Presidents’ Report
a. Colorado: Kelley reported that Jones International is interested in being involved as an associate member. It was decided that they will need to fill out a new application for membership. Colorado Mountain College has also expressed an interest.

Key Bank and Doña Ana Community College have both submitted applications for membership. The question was raised as to what the benefit for Key Bank would be for them to join. The applicants will need to be contacted regarding the annual meeting.

Action Item: Sally will ask for direction from AACRAO regarding the Key Bank application.

Action Item: Tammy will contact Key Bank.

Action Item: Carolyn will send a copy of the applications to Corey to put on the web for membership review.

X. Web Developer Report
The RMACRAO website is being redone at this time. The blog has been set up for the membership. A draft of the Board of Directors website will be viewable in June for use. Corey has requested to purchase a copy of Adobe Dreamweaver to assist in the web maintenance. Lara moved and Kelley seconded a motion to approve the purchase of Adobe Dreamweaver software for the Web Developer position. The motion passed unanimously.

CU Boulder will have some used servers possibly available for donation along with their current imaging system which they are replacing.

Corey is still working with Credentials Inc. to get the credit card option available for the annual meeting registration. At some point, we will need to provide a Memorandum of Understanding to Credentials.

XI. Newsletter Update
Sally has indicated that we will handle issues regarding the summer newsletter via email. She also requested that we put raising the amount of the AACRAO travel grant on our June agenda.

XII. Historian’s Report
Due to a lack of time, the Historian’s report was postponed until the June meeting.
XIII. New Business
   a. Tammy would like to change the term of the Treasurer to a three year
      commitment and elect a new treasurer every two years. This would
      provide a year of shadowing the current treasurer to aid in the transition.
      Angell also mentioned that the Treasurer often spends the first year of
      his/her term learning the processes and procedures. It would also be
      beneficial to have the Treasurer Elect sign on to the checking account in
      his/her first year. The new position will also be able to assist with the
      change to a new fiscal year in July.

      This change would involve a change in the by-laws which would need to
      be voted on at the Annual Business Meeting in July. Information for the
      membership regarding establishing a new office (Treasurer Elect) and
      extending the term to three years will need to be included in the summer
      newsletter. The new position would be elected in July, 2009. It was
      moved by Angell and seconded by Lara to approve the presentation of the
      Treasurer Elect position and to extend the term to three years to the
      membership. The motion passed unanimously.

      Items b, c, and d have been tabled until the next meeting due to time
      restrictions.

      e. 2009 Annual Meeting: According to the rotation, Colorado is due to
         host the 2009 Annual meeting. Some board members have visited a little
         with the Air Force Academy, but have not yet received a definite answer.

XIV. Next Meeting
The next board meeting will be in Laramie on Friday June 6 at the Hilton
Gardens Conference Center.

XV. Adjournment
Seeing no further business to come before this body, the meeting was
adjourned at 1:40 p.m. on Thursday, March 27, 2008

Respectfully Submitted by
Dawn Carver
Secretary