MINUTES

RMACRAO
Board of Directors Meeting

June 6, 2008
Laramie, Wyoming

I. **Call to Order:** Tammy Aagard, President, called the meeting to order at 8:40 a.m. on June 6, 2008 in Laramie, Wyoming.

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

**Guests Present:** Nolan Oltjenbruns, candidate for President-Elect.

II. **Secretary’s Report:** Minutes from the March 25/27, 2008 Board of Directors meeting in Orland, FL were presented by Dawn Carver.

It was moved by Angell and seconded by Lara to accept the March 25/27, 2008 minutes as written. The motion passed unanimously.

III. **Treasurer’s Report:** Carolyn Gutierrez reported we currently have $330 outstanding in dues and it is reflected in the budget status. She also indicated that we are over budget for Web Hosting due to the purchase of the Dream Weaver software. We are also over in the line item for taxes as we reimbursed Stuart for filing fees. Overall, however, we will be under budget at end of fiscal year after the Annual Meeting.

It was also reported that the association insurance has been paid and the account only has two outstanding checks at this point. Carolyn provided an itemized account of the month’s activities.

The discussion was continued about purchasing bookkeeping software to make the transition between treasurers smoother, possibly Quick Books. Tammy indicated that it would also make tax filing simpler. Carolyn is concerned about the amount of transactions being processed for Annual Meeting the self-reporting. She recommended a line item in our budget for the ongoing cost. It was moved by Kelly and seconded by Angell to approve the purchase of Quick Books for use by treasurer. The motion passed unanimously.

Carolyn is beginning to put together the 2008-2009 budget. One item to be considered in the budget is a line item for IT expenses which could include the cost of purchasing a camera. Web hosting fees will go down some with purchase of software for Corey to maintain website.
IV. **Web Developer Report:** Corey reported that the Dream Weaver software has arrived and is working well and the he is updating the web site. The membership directory update will be ready soon. He also indicated that it can be maintained and updated with a listserv program and sorted by various categories.

Corey also provided a demonstration of RMACRAOforum.org. He is using free blog forum software which provides many options including various security levels and the ease of monitoring information posted. Corey indicated that the forum will be a great way to “bind” our membership together and assist in keeping the lines of communication open between Annual Meetings. We will also be able to put the Annual Meeting evaluation on the forum using a survey tool.

The question was raised as to the best way to get the news out to the membership. Corey has volunteered to be a “human billboard” at the 2008 Annual Meeting. He also suggested that we could provide a demonstration of the abilities of the forum at the 2009 Annual Meeting. The state Vice Presidents could also send out announcement to their constituents.

The cost of maintaining the forum is $3 per month. It was moved by Angell and seconded by Lara to approve the addition of the $3 per month cost for the forum. The motion passed unanimously.

V. **Past President’s Report:**

Program for 2008 Annual Meeting: The LAC has inserted events and rooms intro program. We will need to move Jolesch Photography to another position to make room for National Student Clearinghouse in exhibitor area. Lara is missing some titles and descriptions and needs a facilitator for the 4-year Registration and Admissions forums and 2-year Admissions forums. Rosie has volunteered to facilitate the 2-year forum. Lara is also in need of facilitators for various sessions. Lara is also encouraging all facilitators to get with their presenter before the session to get any information needed. University of New Mexico will again be printing the program. Corey will put the program on the website as soon as possible.

Paul Aucoin will be the AACRAO representative attending this year. LeRoy Rooker and Allen Ezell have both confirmed also.

All IT requirements should be gathered soon to be sure all presenters and exhibitors have what they need. Kathleen will send out an email to presenters for confirmation. LCD and screens will be set up in each room.

**Action Item:** Gay will send the list of those who volunteered to Lara.
Chadron State College will be sending attendees to this year’s meeting. They have also applied for membership. The board will need to check with AACRAO to see if that is an option since they aren’t in our region.

VI. 2008 LAC Chair Report:
A Post-President’s Reception activity has been added for Wednesday evening at the bowling alley. UW will be providing transportation from hotel to bowling alley and back again until 10:00 p.m. or so. The conference brief cases were shipped on June 2 and should be arriving anytime. The Thursday night event is paid for and confirmed with a $35 guest price. The rooms for the sessions have all been set and we are close to our reservation guarantees. We currently have 21 exhibitors and Digital Architecture is sponsoring a business card caddy. Presenters have been asked to provide an electronic version of their presentations so they can be posted to the web site. Gay also indicated that the hotel is willing to put the logos of the attending institutions on their flat screens located around the conference center. Corey will work with AV director to get that finished. Kathleen will print certificates again this year. The pre-conference workshop will have a continental breakfast. The program needs to be posted to website soon to advertise workshop. A late registration date of July 8 was set. Fees will go up $25 for whole conference, $10 for Wednesday or Friday and $15 for Thursday.

Action Item: State VP’s should contact first-timers before meeting to welcome them and see if they have any questions.

VII. Past President’s Report:
A. Nominations and Elections
   Ballots are due by June 15, 2008. As of today, several institutions have not yet voted.
   • Wyoming has turned in 4 of 8 schools.
   • Colorado has turned in 3 of 36 schools.
   • New Mexico has turned in 1 of 25 schools.

   Sally questioned why we have a vote when there is only one candidate. Corey asked if maybe state VPs should ask directors to announce the open board positions at least once a year to encourage participation.

   Action Item: Angell will send out another email reminder regarding the ballot deadline.

B. First-timers Events
   Dawn indicated that we will be using the business card caddies to challenge first-timers to collect as many business cards as possible. There will also be a scavenger hunt. Prizes will be awarded at the breakfast on Friday morning.
VIII. Exhibitor Liaison Report:
With 21 exhibitors attending this year, Kathleen is concerned about getting them all set up in the hall without crowding anyone. Rocky Mountain images sponsored the brief cases and helped with the card caddies. National Student Clearinghouse and SunGard Higher Education will be sponsoring a break. Laramie GM Auto Center sponsored part of the Thursday night event. It would be beneficial to have two refreshment break stations. Exhibitors will be arriving as early as Tuesday evening to set up.

IX. Vice Presidents’ Report
A. Colorado
Kelly reported that there are two legislative initiatives affecting higher education.
- Senate Bill 08-44 which would require all college and University students to undergo a tuberculosis risk assessment and possible testing.
- HB06-1163: Members of the Colorado National Guard and dependents qualify for in-state tuition if member “maintains his or her sole residence in Colorado”

B. Wyoming
Kay reported that the State Student Services conference in Jackson, WY had 90 attendees. The top issues discussed included: mental health, residence hall space and community colleges dealing with centralized governance. She also reported that three of the community colleges have new presidents or are in the search process. Kay also reported that there is much discussion regarding a joint facility with LCCC and UW to offer undergraduate and graduate degrees in Cheyenne.

C. New Mexico
Rosie reported that their State Student Services conferences included approximately 100 attendees. She also indicated that Eastern New Mexico has a new registrar, Eugene Ackler; and New Mexico State is currently looking for a new president. There has been some concern regarding the leadership issues with NMACRAO. June 17 there will be a statewide meeting to get a view of which direction the membership would like to head.

Action Item: VPs send out email to extend RMACRAO Travel Grant deadline to June 20, 2008.

X. President’s Report: Tammy is working on updating the RMACRAO Strategic Plan which she will carry over with her as past president. She will be presenting this to the membership. Again, there will be a script for the 2008 Annual Meeting.
Kathleen asked about honorary members for this year. Tammy noted that recommendations can come from all membership. Sally suggested that we develop and publish criteria for honorary membership and distinguished service awards. Lara moved and Kelly seconded a motion to award LeRoy Rooker a distinguished service award and provide him with a plaque and citation at the 2008 Annual Meeting. The motion passed unanimously.

XI. **Newsletter Update:**
We currently have an application for membership from Key Bank. Sally suggested that we research the AACRAO website and request more information before making a decision. It was decided to table the application until more information can be provided for discussion.

XII. **Historian’s Report:**
Steve is continuing to scan and archive documents. He will also be working on postings for a Historian’s blog on the forum. Steve extended a thank you to Corey for researching the forum and hard work. It will be a great resource for the board and a great place to keep archival information.

The golf tournament for the 2008 Annual Meeting needs participants please spread the word. Tee times will start at 7:00 a.m. Credentials Inc. contributed $700 towards the tournament and will handle the registration. With the low cost of the green fees, we may not need all of the $700. Tom indicated that the remaining amount could be used elsewhere.

Kathleen inquired about doing another group photo and if the LAC budget would be able to afford an honorarium for Mark. It would also be nice to have a slide show of photos at the end of the conference.

XIII. **New Business:**
A. **Board Member Orientation**
   In the past, orientation for new board members has consisted of passing of the notebooks at the post conference board meeting. Should we consider, providing a more in-depth orientation at a later date? Tammy suggested that each board member present a presentation about various duties of his/her office. This would not only help with orientation, but also recruitment.

B. **2009 Annual Meeting**
The Air Force Academy will not be able to host the 2009 Annual Meeting. They would like to possibly get on the calendar for 2011. There is discussion that Metropolitan State will host the 2009 Annual Meeting.

**Action Item:** Lara will contact various Denver institutions regarding the 2009 Annual Meeting.
C. Other New Business

Kathleen has been in contact with a new facility in New Mexico for the 2010 Annual Meeting.

Sally asked if the board should maybe consider raising the dollar amount for the AACRAO travel grants as the cost of travel is rising. Four were awarded last year, but only three were used. Carolyn did receive the check back for the unused grant; she will make an adjustment in the budget to reflect as such. Currently, two per state are awarded for $100 each. It was moved by Carolyn and seconded by Rosie to change the number to one per state at $250 each. The motion passed unanimously.

Credit Card Payments

Corey reported that there were issues with AVOW’s vendor approving the transactions. He has done some research with using Wells Fargo for our credit card transactions. We would only be using the credit card application for dues and annual fees. We have several options including an Internet Merchant Account which would be active all year. More than likely, he could get the set up fee, annual compliance fee and monthly state fee waived. We would then pay $31 per month and $5.59 per transaction. Another option, which would be seasonal, would be the dial in or touchtone option. We would then need to call in each transaction with a cost of approximately $6.10 per transaction. This option would require us to purchase an SSL certificate and collect credit card information and store it ourselves.

If we choose the Internet Merchant option, which Corey is recommending, we could be set up within days. There are a couple of items to consider:

- Would institutions pay the processing fee that would be added to the registration?
- Monies can only be put into one account, currently, we carry two separate accounts. It would be beneficial to combine to one account with sub-accounts.
- Would we want to absorb the processing fee for annual dues or raise the dues slightly?
- The annual cost would be approximately $372. This would require a new line item in the budget.

Corey is recommending we use AVOW to do conference registration and then switch to Wells Fargo starting with 2009 annual dues. Kathleen suggested forgoing the credit cards for the 2008 Annual Meeting and then adding the credit card option starting with 2009 annual dues. The question
was raised if/can we keep the registration fee for the 2008 Annual Meeting at $132 even though we don’t have the credit card option.

A motion was made by Angell and seconded by Lara to combine the two accounts into one main account, to add the Internet Merchant option for credit card processing and add a $500 line item to the budget for fees incurred with the addition of credit card processing. The motion passed unanimously.

**Action Item:** VPs will send out email to constituents regarding the inability to have credit card payments for the 2008 Annual Meeting.

**XIV. Next Meeting**
The next meeting will be July 18, 2008 at 1:00 p.m. in Board Room immediately following the closing session. The meeting will last a maximum of two hours in order to provide members an opportunity to get an early start on their travels home.

**XV. 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.

**XVI. Adjournment**
The meeting was adjourned at 2:10 pm.

Respectfully Submitted by
Dawn Carver
Secretary