RMACRAO Board Meeting  
July 24, 2009  
Denver, Colorado  
RMACRAO Annual Meeting  
MINUTES

Board members present: Nolan Oltjenbruns, Corey Wahl, Kelley Christman, Lara Medley, Kathy Fuller, Carolyn Gutierrez, Kathleen Sena, Elena Sandoval-Lucero, Denise Esquibel, Tammy Aagard, Jennifer Schufer, Barbara Tucci, Steve Ellis, Lane Buchanan

Board members not present: Kay Leum, Linsey Cornish

1) Meeting was called to order by Nolan at 12:50 pm.

2) Formal Approval of May 2009 Minutes: watch your e-mail for minutes from Nolan and approval by e-mail.

3) Welcome new Board Members
   a. Barbara Tucci – President Elect
   b. Lane Buchanan – VP Wyoming
   c. Kathy Fuller – Treasurer Elect
   d. Linsey Cornish – VP Colorado

4) 2009 Annual Meeting Discussion and Feedback
   a. Nolan will send a thank you to the Metro staff
   b. Kathleen – great feedback all around, good feedback for Registration 101. Should look into combining the exhibitor presentations with a school that is using their services. This should help draw attendees to the presentation so that people don’t think they are just going to be sold the product. There were some shipping/receiving department issues where some exhibitor displays were sent back. Exhibitors liked the layout and a lot of them will be back with us next year.
   c. Nolan – we would like to have exhibitors stay for sure the first two days but we can give them the option to stay open on day three.
   d. Program/Sessions – lots of good variety, if we do one day sessions we need to minimize the changing of sessions because some folks may choose to pay for one day because of a particular session. While there was an improvement in the number and type of admission presentations, we still need to increase the number and variety available. Jennifer will help Barbara etch out an outline for the types of workshops that would be good to offer and then help find presenters who are experts in those areas. Next year facilitator packets need to be available in the rooms and we need to get facilitator “how-to’s” out a couple of weeks early.
   e. Dinner – unhappy about lack of people at this event
   f. Evaluations – watch for the outliers because the evaluations were confusing.
g. First-timers – small numbers at lunch/breakfast and 7 am is pretty early on the last day of the conference. Can we tie a session with breakfast (RMACRAO 101) where we can set expectations of what being a member means? We should have a sign-up sheet at the session so people can commit to volunteering.

h. T-shirt – let’s set Wednesday as your school spirit day, Thursday is conference t-shirt day, etc.

i. Headliners – lots of really good comments about them but the attendance was low for the Wednesday after lunch presentation.

5) 2011 Annual Meeting Site Decision (Hyatt Denver Tech Center?)
   - Reason behind this discussion is that we fell short of our room guarantee for 2009. The fee for this is $14,000. If we pay the $14,000 we’d have about $9000 left in our account. This is prior to dues being paid in October. This would probably hamstring the LAC for 2011 and they wouldn’t have the typical resources to run a conference.
   - Dates are: July 20 – 22, 2011
   - We would need the following room blocks: 19th – 40 rooms and then 70 on the 20th and 21st.
   - 20% cushion for meeting the numbers. Also get credit for any rooms used before and after block dates.
   - Hotel can go as low as $149 – can guarantee they won’t sell a rate lower than that and if the economy downturns again, we can get the lower rate.
   - Food is calculated on room blocks and how many food meetings we would have. Likelihood of food costs being lower is good.
   - Kathy moved to approve Hyatt Denver for the 2011 conference, Lara seconded the motion. Motion passed unanimously.
   - Hotel was amiable – Elena will come up with a shell for food structure and give it to the hotel.

6) 2010 Annual Meeting Site Discussion (New Mexico)
   - Will begin to make hotel visits so we can have a contract for October board meeting.
   - Preconference activities would be a good thing. Maybe a combo of learning about Santa Fe and 101 workshops.
   - Dinner entertainment – barbershop quartet – possibly multiple activities so people have things from which to choose.
   - Registration – people like multiple ways to register. There is a company that we can use RegOnline. They have an interesting pricing schedule - $6 per registrant plus .0095% transaction fee. Doesn’t change fees we use with credit cards. $7.25 per registrant. Ties into hotel, provides reports, does the web site, and does the communication out of the system as well. We need to do some evaluation of other regional organizations and how they do their registration.
   - Elizabeth from Paradigm willing to print all the certificates.
7) Historian position (nomination)
   a. Lara made a motion to appoint Kelley Christman as the new historian. Kathy seconded the motion. The motion passed unanimously.

8) Newsletter position
   • Should this position morph so that it is a communication and marketing position? What kind of connection should there be with the web developer?
   • Jennifer volunteered to revise the job description for the newsletter editor to reflect additional duties.
   • Jennifer Nace – CSU Global campus – and Paul McCarty – DU expressed interest in helping with the newsletter.

9) New Business
   • Cory – could we do a RMACRAO on-line webinar like AACRAO does? This may be a way to generate revenue and provide good, regionally-focused workshops.

10) Next Meeting
    • October 9 and 10 in New Mexico. Kathleen will get info to us about rooms, travel arrangements.

11) Lara moved to adjourn and Lane seconded. Meeting adjourned at 3:01 pm.