RMACRAO Board Meeting  
February 8, 2010  
University of Denver

**Board Members Present in Denver:** Nolan Oltjenbruns, Lane Buchanan, Kelley Christman, Paul McCarty, Carolyn Gutierrez, Linsey Cornish, Corey Wahl

**Board Members Present via Phone:** Lara Medley, Barbara Tucci, Kathleen Sena, Denise Esquibel, Kathy Fuller

**Board Members Not Present:** Jennifer Schufer

1. Meeting was called to order at 9:32 am
2. Secretary’s Report
   a. Minutes of the last meeting – Kathy moved to approve as presented, Linsey seconded. Minutes approved.
   b. Communication & Marketing Coordinator discussion. Due to student information systems implementation Jennifer is not going to be able to continue on the board beyond her current term. Lara will begin working on the nominations and elections aspect of this position. There was discussion about whether or not to move forward with the new position, and who to look to in being a guiding force in this arena if we do move forward. Corey suggested that we definitely move forward with this position because there is a need for this in our organization, and he suggested we look towards the Admissions side of RMACRAO to fill this position. Kathleen suggested that we post this in the newsletter, but possibly have Jennifer write an article about the position as a part of presenting the bylaw change. Nolan and Jennifer will put an article together for the summer newsletter.
3. 2010 Annual Meeting Discussion
   a. Kathleen expressed concern over attendance at the annual meeting, and wanted to examine the possibility of web conferencing. Corey volunteered to look into the technology behind this. Denise expressed concern on how much we would charge for this service, and Carolyn mentioned that we have already entered into contracts for the next two annual meetings and would we want to hold off on this idea so that we do not subtract from our in-person attendees. Paul suggested that we charge a higher price point for the web conferencing option because those attendees would not need to pay for travel expenses. Lane questioned whether we would actually lose attendees due to the fact that we would not be offering all sessions through web conferencing. Corey suggested that we possibly try this out with pre-conference workshops to see what the interest level would be for this in the future. Nolan mentioned that we may want to video some of the sessions and offer them for a price after the fact for those who were not able to attend; Linsey commented that this may spark interest for future meetings. Corey cautioned the board that we will have to do significant testing to make sure that the lighting and other production features to make sure that the quality is what we want it to be. No decision will be made today, but we will continue to look into the possibilities and discuss further at the April board meeting. Denise and Kathleen are working on a survey to send out to the membership about the annual meeting in order to prepare for what may happen with attendance numbers at this year’s meeting.
b. Workshop possibilities for the annual meeting. Barbara is looking into items such as FERPA or other state regulations as being on the top of the list for the possibilities. Tammy Aagard has also talked about doing a women’s leadership session.

4. Web Developer’s Report (Corey)
   a. Phase I of the RMACRAO Membership Directory is about 90% complete and Corey has been blocking out time every week to work on the website. Corey proposed that we maybe have a separate Treasurer’s directory to use when working with billing contacts. Carolyn asked if maybe we just add those billing contacts who were not members to the membership directory instead of doing a separate directory. Corey has a server and has set up a website that is behind the CU-Boulder Registrar’s Office firewall for security reasons. The website is http://rmacrao.colorado.edu/membership. It is an administrative page for the Vice President’s to maintain the directory. Corey is also working on an entry standards manual to make the directory appear in a consistent fashion.
   b. RMACRAO Forum is still up and going, but people aren’t using it as often as Corey would like but commented that even if it is only used a little bit it is worth it because the technology is free.
   c. Our internet service provider has expanded its services and now offers sub-domains. We could save money by combining the two websites (rmacrao.org and rmacraoforum.org). This would change the web address for the forum to www.forum.rmacrao.org. Corey would like to campaign for the forum and its new address at the annual meeting in July. There is the option to leave a re-direct page on the old address for a very minimal cost to pick up those who are still using the old web address.
   d. Brittany from Cvent gave a detailed demonstration of their event management system that may be an option for conference registration. There was discussion with Brittany about the total price for our organization. There is an option to terminate the contract after the first year. This option appears to be a much better product and ends up being cheaper than Regonline, which is the product we looked at in October. Corey’s recommendation is to go with Cvent and we will have the opportunity to re-negotiate the contract after the first year. Linsey moved to approve the contract with Cvent, it was seconded by Lane. Motion was approved.

5. Treasurer’s Report (Carolyn)
   a. Carolyn sent out attachments, but the information about the outstanding dues list was not available at the time of the meeting and will be sent to the board at a later date.
   b. Carolyn will be sending out a second reminder for dues to those institutions who have not paid yet. From there she will coordinate with the Vice President’s to work on getting those collected.
   c. Reviewed the revised budget for FY 2009-2010. There was brief discussion about the Credit Card Fees line item and the possibility that we may go over budget on this item.
   d. Reviewed Checking Account Activity.
   e. Linsey made a motion to approve the Treasurer’s Report, Lane seconded. Report was approved.

6. President’s Report (Nolan)
   a. Nolan congratulated the association on participation in the FERPA workshop and encouraged everyone to continue to looking for opportunities like this to increase visibility.
b. He is also focusing on getting job descriptions out on the website for appointed positions for the remainder of his term. This will build on the work that Tammy Aagard has done for the elected positions. This may support our search for nominations and elections.

7. Past President’s Report (Lara)
   a. This election cycle will be Vice President-New Mexico, Treasurer Elect, Secretary, and President Elect. She is beginning work on this process and will be contacting institutions who have not had significant involvement recently to get them involved again.
   b. Colorado School of Mines was previously awarded funding for the peer review, however, due to changes in administration they will not need the funding at this time.
   c. First Timers event plan? Kathleen verified that we had planned to eliminate the first-timers breakfast and Barbara is making a slot to bring the first timers together again at the end of the conference. Kathleen suggested that maybe we offer a session on Wednesday afternoon to give that group additional information on how to get the best out of the conference.
   d. Lara moved to honor Tammy with the distinguished service award, Lara moved and Denise seconded. There were discussions about the honorary category and Lara is going to do additional research to see what criteria we should be using. We will discuss honorary memberships at future meetings.

8. President Elect’s Report/2010 Local Arrangements Chair (Barbara)
   a. Has met with Kathleen and they have worked on program and setup details. Think that they have the speakers set, and has a couple of sessions set up but did not get much response to the call for presentations in the newsletter.
   b. Working on getting the AACRAO reception together, but is questioning the number of people of attending the meeting. It was suggested to survey the membership to see how many people are anticipating attending, which would allow make a decision about whether to hold a reception or not. Corey will work with the Vice Presidents to get a survey out soon.
   c. Working on getting a meeting set up at AACRAO in New Orleans. Nolan will look at the program and suggest times for a meeting.

9. Exhibitor Liaison’s Report (Kathleen)
   a. Not currently at the University and will be away through the next three months. She will let us know if there is anything that we can do to help her out.
   b. She is ready to begin making contact with the exhibitors, and will have information for those attending to AACRAO to use in recruiting exhibitors to attend our meeting. She will send the cards to Corey and he will bring them to AACRAO.

10. Vice President’s Reports
    a. Colorado (Linsey)
       i. NJC now has their own Golf Course and as a result they will now have a culinary arts program and a turf management program. CSU is implementing wait listing for summer 2010 as well as providing student photos to instructors.
    b. Wyoming (Lane)
       i. UW is investigating going with roster photos, and wait listing functionality in Banner 8.
    c. New Mexico (Denise)
       i. Trying to get membership list up to date and it is a difficult situation. Also looking at wait listing.
11. Newsletter Update (Paul)
   a. Nolan thanked Paul for doing the setup for the meeting today.
   b. The assignments have been sent out for the upcoming newsletter. Would like to include reception at AACRAO in the upcoming newsletter. Would like suggestions for anything else that we should announce to the membership via the newsletter.

12. Historian’s Report (Kelley)
   a. Still struggling to get in contact with Steve Ellis to get the Historian information turned over.
   b. Need a volunteer to be a photographer at AACRAO since she will not be attending. Corey will take over as the official photographer at the meeting and anyone that would like to contribute photos should also send those to Corey.

13. Old Business
   a. Denise asked if we had any leftover supplies such as name badges and supplies that have been used. We need to check with Carolyn as she may have taken those back with her from the Denver meeting.
   b. AACRAO Travel Grants – have there been any applications? We only have one for Colorado. There was a suggestion to extend the deadline. The Vice Presidents will send out another communication extending the deadline to March 1, 2010.

14. New Business
   a. None

15. Next Meeting
   a. Barbara and Nolan will figure out a date and send a notice to the Board as to when and where.

16. Meeting Adjourned