Rocky Mountain Regional Association of Collegiate Registrars and Admissions Officers – Minutes
Board Meeting – April 22, 2010

Present (in person): Lane Buchanan, Kathy Fuller, Paul McCarty, Nolan Oltjenbruns, Barbara Tucci, and Corey Wahl
Present (via WebEx): Denise Esquibel, Dahl Graykowski, Carolyn Gutierrez, Lara Medley, and Kathleen Sena

1. Meeting was called to order at 12:00 p.m. by President, Nolan Oltjenbruns.
2. Secretary’s Report:
   A. There were no corrections to the Minutes. They stand approved as read.
   B. Communication and Marketing Coordinator – the question was asked are we ready to accept this position as change to our Bylaws? Points of discussion included:
      i. This might attract a person in the Admissions field.
      ii. This could be a way for a previous Board member to stay involved.
      iii. Would this increase Board costs? Not necessarily.
      iv. By adding such a position it appears that there may be a need for more coordination and focus.
      v. This role could be incorporated into Corey’s position (which he said he could handle) and he could communicate with association membership throughout the year. This position could bring the needed coordination as mentioned by Paul.
      vi. There is a need for someone with communication and marketing skills to work with the State Vice President’s, Web Coordinator, and the Newsletter Editor. There is a lot of potential for this position.
      vii. It was stressed that RMACRAO must do something with the ideas that are generated and the folks who express interest in serving at the annual meetings; we need to capitalize on those prospects.
      viii. Is this a year-to-year appointment? No, this would be an open-ended appointment until someone resigns.

Following discussion, Lara made a motion to create a new, Communication and Marketing Coordinator position to be presented to the RMACRAO membership for approval in July. Second by Carolyn. Motion carried.

Nolan will write up a position description for the Bylaw revision and submit to the Board for editing and comments, as well as write information for inclusion in the next Newsletter. It was noted that the membership must be notified of the upcoming vote for revising the Bylaws no less than 60 days (May 20th) prior to the annual meeting.

3. Treasurer’s Report (Carolyn) on file:
   A. Checking Account Activity – as of 3/31/10 the Association has a checking balance of $23,979.85.
      i. There is concern that we will be over budget on credit card fees.
      ii. There was discussion about how to (identify) the CVENT fees ($900) the three-year contract period. Possibly this could be listed as two separate line items – an asset as well as a liability.
      iii. Carolyn would like to create a separate budget for the Annual Meetings. A tentative budget for the conference will be distributed to the entire Board for July’s conference.
      iv. Corey needs the dollar amount for website information regarding early bird registration vs. late registration. He would like this information within the next two weeks. Corey also suggested that July 9th at 5:00 p.m. be the cutoff for early bird registration. Kathleen will
get this information out to Corey and Carolyn will get the credit card information to Kathleen. Efforts will be made to get information out to the membership by May 12th (May 19th at the latest).

v. There was discussion regarding the $3,000 debit card for Kathleen to use for local arrangements. Will include Denise on the card, if needed.

B. Billing Statement for Board meeting – Carolyn presented a spread sheet of all members who are current with their paid dues.

C. Outstanding Payment – Carolyn presented a spreadsheet of those members who have not yet paid their annual dues.
   i. The membership check for Naropa Inst. was returned for insufficient funds. Carolyn suggests that the Association bill Naropa for that fee charged to RMACRAO.
   ii. Three institutions have not paid for the past two years (Mesa State, XXX, and XXX). Their membership will be dropped from RMACRAO effective July 1st if dues are not paid by that time.
   iii. A question was raised if the contact information is correct and updated? Carolyn will get the spreadsheets out to all Board members; the State Vice Presidents can contact those members who have yet to pay.
   iv. Denise has received a few checks from exhibitors. Carolyn will call her with the account number in order to deposit those checks.

4. **President’s Report** (Nolan):
   A. State/Regional Leadership Workshop – good turnout and a very productive session. Good information from legal issues and conference information. Nolan will provide a report for the upcoming Newsletter.
   B. Nolan spoke of Linsey’s resignation as VP of Colorado and welcomed Dahl to the Board.
   C. All folks in appointed positions (Web Developer, Historian, Exhibitor Liaison, and Newsletter Editor) are asked to write a brief paragraph of their role (as you understand it) for the upcoming newsletter.
   D. Betty Huff, AACRAO President, will be coming to our Annual Meeting. She’s excited to be coming to Santa Fe and interacting with us.

5. **Past President’s Report** (Lara):
   A. Lara has been able to find folks who are interested in running for the various, needed elected positions. The ballot will be ready in the near future.
   B. She was able to review each of the regional groups to see what they are doing in regards to Honorary and Distinguished Awards for individuals. All regions have Honorary awards, but not all have Distinguished Awards. The Honorary Awards are generally directed towards retirees and keeping them involved as active members. She’ll submit write-ups for Board approval to be able to get this out within the 60-day requirement for membership approval.
   C. First Timers – Barbara will get information to Lara for planning the First Timers’ event on Friday morning.
   D. Lara will get with Kathleen about plaques for this year’s Annual Meeting.

With no further business, meeting adjourned at 1:00 p.m. Meeting time tomorrow is 11:45 a.m.

**Board Meeting – April 23, 2010**

**Present** (in person): Lane Buchanan, Kathy Fuller, Paul McCarty, Nolan Oltjenbruns, Barbara Tucci, and Corey Wahl

**Present** (via WebEx): Dahl Grayckowski, Carolyn Gutierrez, and Lara Medley
Meeting was called to order at 12:00 p.m. by President, Nolan Oltjenbruns.

6. **Vice Presidents' Reports:**
   A. Wyoming – Lane’s report is included in the recent Newsletter.
   B. Colorado – Dahl is just coming on Board. Linsey has passed along all the Colorado information and Dahl will be contacting the Colorado members. There is nothing else to report at this time.
   C. New Mexico – Denise was not available.

   There was discussion about the slate for the upcoming election. The question was raised if a Treasurer-Elect is to be on the ballot this year. Lara will check the Bylaws to see if we need to vote on a Treasurer Elect this year, or wait until next year.

7. **Web Developer's Report** (Corey):
   D. Membership Directory – Corey is in Phase I of creating a single place to go to for membership directory information/e-mail lists. He has created a secure log in for each Board member through rmacrao.colorado.edu/reports and he will provide us the access information.

       The current list may not necessarily be the same as Carolyn’s information. He asks us to please get rid of any other list(s) we might have and use this as the “source” of true, live data. (We can select a preferred format for usage.)
   E. Corey would like to foster discussion as to how RMACRAO defines its membership. There may exist uncertainty about various roles as well as a lack of knowledge about RMACRAO within the membership.
   vi. To whom do we market our services and invite for membership; College Registrars and Admissions Officers as members, support staff as well as Administrators
   vii. The importance of being able to form contacts and exchange information – reaching out to new folks
   viii. The importance of professional development
   ix. The importance of developing contacts with other schools
   x. Nolan spoke about the State/Regional Workshop and how Illinois plans specific events for specific audiences (support staff, administrators, with an annual meeting for all)
   xi. RMACRAO defines membership by institution; those institutions then identify their members for the directory (we don’t want to be elitist, rather aim for more inclusiveness – as much as we can)
   xii. Consider an additional “category” of those who might attend and might benefit from RMACRAO services
   xiii. It would be helpful for the Vice Presidents to provide full information on persons, to include their role within their institution (administrator or support)
   xiv. We might consider “mirrored” programs for one-day seminars (same programming two consecutive days)

8. **Newsletter Update** (Paul):
   E. It’s time for another edition of the Newsletter to go out (by May 20th). This edition won’t take Paul as long to work on (template is in place) and he can get it nailed down in about a week.
   i. May 13th/14th will need to be the deadline. Paul will send out an e-mail to everyone letting them know of the deadline and what is needed.
   ii. There won’t be as much news this time around.
iii. There was a suggestion to focus on/highlight one school with each Newsletter.
F. Discussion followed regarding “re-visioning” how RMACRAO communicates (internally as well as externally), and seeking a more coordinated way of communicating.

9. **Historian’s Report:** Lara is getting stuff from Steve. A new Historian is needed. Corey has the list of folks last year who expressed an interest in volunteering (and will get that information to Nolan?).

10. **President Elect’s Report** (Barbara):
   A. Barbara is working on the program for the upcoming annual meeting.
      i. There are several professional development programs. She is running short on ideas and she’s especially interested in ideas for Admissions and Recruiting (possibly offering an “Admissions 101”).
      ii. A call for proposals will go out in the next Newsletter, with a request by e-mail sent out right away. There is a need for the list of workshops on site by May 12th.
      iii. We can input information in CVENT now to market the workshops and poll registrants as to their interests. CVENT can also include photos, bios, etc.
      iv. Kathleen, Denise, and Barbara have reviewed the conference outline (?) and Denise will distribute a tentative budget.
      v. As mentioned earlier, Barbara Huff, AACRAO President, is attending.
      vi. A BUMS meeting is tentatively scheduled for 4 (4:40?) – 6 p.m. on Thursday evening (which will hopefully pull a bigger crowd).
      vii. Some vendors have already responded. All exhibitors at the AACRAO conference received a Buffalo Thunder CD and RMACRAO Conference information.
      viii. A draft schedule will go out next week; Corey says we usually have three drafts (#1 in May is about 80% complete, #2 in June is 90%, and #3 in July will be 100% complete).
      ix. There will be headline/opening speakers, workshop(s) on Quality Management, and a session on scheduling.
      x. A lot of volunteers are already in place.

There was no further old or new business. Our next Board meeting will be in June, on site. We will work out the details for date/time in the near future. Nolan asked Board members to please look at their calendars for available Mondays/Fridays in June. Lara will set up a Doodle scheduling poll for all to indicate their preferences.

Meeting adjourned at 1:00 p.m.