Rocky Mountain Regional Association of Collegiate Registrars and Admissions Officers – Minutes
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.

9. 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.

10. Web Developer’s Report (Corey):
   A. 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.)

   B. 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.
      i. To whom do we market our services and invite for membership; College Registrars and Admissions Officers as members, support staff as well as Administrators
      ii. The importance of being able to form contacts and exchange information – reaching out to new folks
      iii. The importance of professional development
      iv. The importance of developing contacts with other schools
      v. 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)
      vi. 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)
      vii. Consider an additional “category” of those who might attend and might benefit from RMACRAO services
      viii. It would be helpful for the Vice Presidents to provide full information on persons, to include their role within their institution (administrator or support)
      ix. We might consider “mirrored” programs for one-day seminars (same programming two consecutive days)
11. **Newsletter Update** (Paul):
   A. 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.
   B. Discussion followed regarding “re-visioning” how RMACRAO communicates (internally as well as externally), and seeking a more coordinated way of communicating.

12. **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?).

13. **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.

Respectfully submitted,

_______________________________  _______________________________
Kathy Fuller, Acting Secretary       Nolan Oltjenbruns, President