1. **Call to Order (Kelley Christman):** Meeting was called to order by Kelley at 8:12AM. Members present: Kelley Christman, Lane Buchanan, Kathy Kendall, Katie Pederson, Stacey Maestas, Susan Foster, Paul McCarty, Nolan Oltjenbruns, Jason Maxwell, Nicole Candelaria, Sara Robinson, Lara Medley and Corey Wahl.

   Carolyn Gutierrez, Barbara Tucci and Katie Velarde called in to the meeting.

   a. **Introduction of 2011-2012 Board of Directors**

      Kelley Christman, President  
      Lane Buchanan, President-elect  
      Barbara Tucci, Past President  
      Kathy Kendall, Secretary  
      Katie Pederson, Treasurer  
      Susan Foster, Treasurer-elect  
      Stacey Maestas, Vice President Wyoming  
      Katie Velarde, Vice President Colorado  
      Carolyn Gutierrez, Vice President New Mexico  
      Paul McCarty, Newspaper Editor  
      Nolan Oltjenbruns, Historian  
      Jason Maxwell, Marketing & Communications Coordinator  
      Corey Wahl, Web Developer  
      Lara Medley, Exhibitor & LAC Liaison  
      Nicole Candelaria, LAC Co-chair  
      Sara Robinson, LAC Co-chair

2. **Secretary Report (Kathy Kendall)**

   a. Approval of June 20, 2011 Board of Directors Meeting Minutes -- Approved

   b. Approval of July 22, 2011 Board of Directors Meeting Minutes -- Approved

   c. Revisions to 2011 Annual Business Meeting Minutes--Carolyn will ask Ed Preble to look at the meeting minutes to clarify his concerns about the Communications position

3. **Treasurer Report (Katie Pederson)**

   a. **Budget Updates**--done with fiscal year 10/11 She will get the invoices for dues out this week; Katie handed out information; Bank and filing fees are concerning to Katie;
notice sent that bank will charge an extra $3.00 for debit card. Katie will send out to Vps those that still owe for dues. There are 8 schools that have not paid. Kelley was concerned about the number of schools that are no longer active in RMACRAO. The discrepancy is for unpaid past dues. $1980 outstanding past dues.

b. Dues Notices--will go out in the next 7-10 days; Carolyn suggested calling the schools for those that have unpaid dues to get the correct payables contact person. We pull the data out of the RMACRAO database.

4. President Report (Kelley Christman)
   a. Appointment of Marketing & Communications Coordinator Position--Jason Maxwell, UCCS; from the Admission side; Corey will put him on the website--communication@rmacrao.org
   b. Goals for 2011-2012; re-survey membership-who is our membership, what systems they use, etc. The old survey is on the website to view and suggest questions to ask; one response per institution
   
   Need to work on a communication plan to get info to membership
   c. AACRAO 2011 Leadership Meeting, December 2-4; Lane and Kelley going to DC for this meeting and will bring info back to February BOD meeting. Nolan stated that others from the BOD can also attend.
   
   d. Recognition Letters for Board Members- need contact info for supervisor and President of schools.

5. Past-President Report (Barbara Tucci)
   a. Positions Up for Election--President elect; VP for NM and Secretary; she will be contacting interested parties; Kelley asked if Barbara will have a N&E committee to help her--yes, she will. Lara suggested a couple of people--Robin Alden from Mesalands Community College and Jacobo Varela from NMSU.
   
   b. First Timer’s Information--will get a handle on this info and get it ready for the July meeting

6. 2011 Annual Meeting Wrap-Up (Lara Medley)-worked to make sure everything was paid and collected; one person thought she paid online with credit card, but didn’t; another school had changes, so didn’t know if they had paid all or not; Leroy Rooker has not submitted any bill yet-Lara will ask him for his bill. Corey is calling him to request it.

Taxes are outstanding and she is in the process of filing all of the refunds; we will either break even or
be a little ahead. She will provide the final accounting within 2 weeks. Did not receive any negative comments except for how much it costs to attend.

7. President-Elect Report (Lane Buchanan)

a. 2011 Annual Meeting Evaluations--most comments were positive; Leroy is more of a service than speaker-attendees found him a little dry. Lane suggested we have a presentation with Leroy as someone that can answer questions; need FERPA 101; for the most part, very good comments; Jolesch was too invasive from a few attendees. Mark sent pictures to each BOD member free of charge. Carolyn likes the idea of coming up with questions and having more intimate session with Leroy. Katie totally agrees with Carolyn. Corey always goes to one of Leroy’s sessions at AACRAO workshops to get the most up to date FERPA info. Leroy is a totally different speaker in smaller groups. Lara suggested having a pre-con workshop with Leroy; Carolyn did not like the idea. Kelley stated the Tammy’s workshop was full; Lara suggested having someone other than Leroy do a pre-con workshop on FERPA. Paul stated that people need to do their own homework on FERPA. Lane stated that it takes a long time to learn all the FERPA rules and regulations. Corey stated that people don’t always remember that there are new rules and regulations in FERPA. Nolan stated that we always have 1st timers to meetings that are new to the profession and we need to keep some things basic. Having webinars will help outreach to those that can’t afford to come to the annual meeting.

Need to have the general session meeting at a different time than after lunch--suggested by Kelley from evaluations’ comments. There were other comments about too much variety, some say there wasn’t enough.

39 institutions attended the 2011 RMACRAO annual meeting.

Katie suggested sending a thank you to those colleges that brought the most attendees. Kelley suggested sending a letter to those colleges that do not send anyone to RMACRAO. Stacey will talk to the Wyoming schools about their dismal attendance at this past RMACRAO annual meeting. Kelley suggested getting sessions for other systems other than BANNER. Should see if the schools on other systems will present. Maybe have just a forum for these folks. Katie suggested asking what system a school uses on the survey. Corey suggested sending the vendors info from the survey to get more variety of vendors. This will help Lara get more exhibitors--College Source will no longer be attending or sponsoring events. Carolyn suggested giving a discount to those that present-Lara stated the schools are paying not the individual, so it isn’t much of an incentive. Had 16 vendors at the annual meeting and allowed any of them to present that wanted.

Kelley suggested having vendors complete an overall evaluation at the end of the
annual meeting as well. Nolan asked if the vendor fee ($600) is appropriate. Lara stated that it is something we will need to discuss. Attendees would like to see the handouts out on the website before the meeting. Lara stated that it is hard to get them out before the meeting. Corey stated that if the info is out there in advance, people won’t attend because of the content of the handouts/presentations.

Sara stated that there is a sponsor for next year that will provide a flash drive that has all the presentations downloaded on it. Lara suggested the flash drives have RMACRAO 2012 on it so that attendees know for which meeting.

b. RMACRAO Reception at AACRAO-- Lane asked for suggestions-Corey will look around for a venue in Philadelphia. Kelley suggested to reserve early and for more people than anticipated. Make sure there is no charge up front.

c. 2012 Meeting Planning Update-- Lane deferred to Nicole and Sara. Nicole had a sponsor state they will pay for shirts. She brought in figures for the shirts. Nicole thought they would look for leather bags with a computer sleeve. She had info on three different quotes depending on the style of bags. UofW willing to pay for bags, but there is a vendor willing to help pay for the bags as well. Will be having a casino night, but need to figure out what exactly we want for the event. There will also be dueling pianos. We are planning on a dinner as well. The sponsors-- National Clearinghouse will pay for the flash drives and Smart Catalog will take care of the shirts. Sara also thought they would do a personalized welcome to each attendee. Nothing on main speakers yet, but discussed having Wes Moore-author. Lara suggested the blind climber from Colorado. Lara stated we only paid $1000 for all the speakers last year. The tour for the casino night and President’s reception that will be held at the Wild Catter’s suite will be around 1:30pm and a tour of the Hilton sometime after lunch. Paul needs something from the LAC for the newsletter. The LAC needs a flag or banner from each school for decorations (part of Olympic theme).

8. 2012 Local Arrangements Report (Nicole Candelaria & Sara Robinson)--nothing more to add

9. Exhibitor & LAC Liaison Report (Lara Medley)--working with C-vent for LAC by October; nothing more to add to the earlier report. Corey stated we have 24/7 tech support with C-vent. It is very easy to work with as well. Still need to work with vendors registering via C-vent.

10. Vice President’s Report

   a. Colorado (Katie Velarde)--has had lot of emails from institutions for open positions; using excel spreadsheet that Dahl gave her. Corey will help her with updates. Katie sent Paul info for newsletter. Next time, will need to update BOD for State info. Nolan has stack of 1st timers’ attendees’ certificates to send to Katie to mail out. Corey
suggested having VPs recruit institutions that are new or have been inactive to apply for membership via letter or email followed up by a phone call. Lara suggested contacting schools to get updated information on contacts.

b. New Mexico (Carolyn Gutierrez)–formula funding may be changing for NM based on completion instead of census data. This will impact numbers and money. Push to bring in a new director at UNM-DeeDee Romero. CNM-Jane Campbell is retiring. Carolyn wants to nominate Jane for honorary membership. Carolyn saw Kathleen recently and stated that Santa Fe University Arts & Design wants to apply for membership.

c. Wyoming (Stacy Maestas)–emailed all Wyoming contacts and asked for updates. Will get these to Corey or once having access will do it herself. She sent info to Paul for newsletter. She will talk to Community Colleges about sending attendees to RMACRAO.

11. Newsletter Editor Report (Paul McCarty)

a. Fall Newsletter published by October 31--needs NM news–will get it out before end of month. Also needs LAC info for RMACRAO 2012. He is looking forward to strategizing with Corey and Jason to better communicate with the membership.

12. Historian Report (Nolan Oltjenbruns)–has lots of ideas: get into archives and see what is there and what can we do with it. Develop searchable database. Ways to put info out on website that would be easier for membership. Depending on decisions made concerning communication plan, will determine what content management will be used and the freeware involved. Nolan submitted article to Paul for newsletter based on old meetings.

13. Web Developer Report (Corey Wahl)–problem concerning reporting server resolved. Corey will give each board member access to the reports and ability to make changes if applicable. He needs to put standards in place so that info about membership is consistent. He wants to create a SharePoint for the membership. Corey is working with a company to create new list-serve. Reminded board members to use the correct logos on info sent out to membership. There are differences for different media. He will provide templates to the LAC and board. Corey and Tammy Aagard discussed how to get communications out from BOD to membership on a weekly basis.

a. October Webinar--meeting is set up in webX and ready to go. Corey will send out technical info to membership. How will meeting be moderated? Lara suggested sending out a survey to find out how membership would vote on issues that are to be discussed during webinar. Need plan on how webinar will operate. Kelley will be moderator/facilitator and gather info from webinar and develop the plan. Barbara, Lara, Lane and Kelley will work to put together info for survey and webinar this week. WebX offers a chat option as well.
14. Marketing & Communication Coordinator Report (Jason Maxwell)--looks like his plate is full and will work with Corey and Paul to determine the best communication path.

15. 2012 Annual Meeting Site Tour

16. Old Business--no old business

17. New Business--AACRAO job description--does RMACRAO need to take a position on it?
   a. 2011-2012 Professional Development Scholarships--need to send out a 2nd communication to the membership and extend deadline to November 1, 2011. Paul will put it in the October newsletter. AACRAO travel grant will have a January 1, 2012 deadline that will be sent out in November.
   b. Peer Review--institution initiates this--we have not had anyone do this yet. Paul will put it in the newsletter that it is available.
   c. New award--newcomer of the year award brought up by Lane (in discussion with Tammy Aagard)
   d. Dept. of Defense has put out new rules--CSM will not take GoArmyEd.gov monies after this semester per Lara. If you sign MOU, you have to use their system and veteran has to sign up and register through the DoD system. You have to accept all ACE credits--no faculty decision; must provide free transcripts; DoD put this in without any feedback. CSM has been using it but will no longer do so. (Will honor it this fall, but will not honor it forward.) Lara asked everyone to find out what is going on at their schools and give update at next meeting.
   e. Job postings--VPs are sending out info to the membership. Need to set up standards concerning this topic.

18. Next Meeting, February 2012--no location at this point--maybe in Denver. Will send out info soon to BOD. Will have meeting at AACRAO in April 2012. Nothing out on the AACRAO site yet concerning sessions.

19. Adjournment; Kelley adjourned the meeting at 11:40AM (Stacey made the motion to adjourn; Nolan seconded the motion).