RMACRAO Board of Directors Meeting

April 4, 2012

AACRAO Annual Meeting-Philadelphia, PA

AGENDA

1. Call to Order (Kelley Christman) - meeting called to order at 1:24pm

2. Secretary Report (Kathy Kendall)
   a. Approval of February 10, 2012 Board of Directors Meeting Minutes: there is not a quorum, so we cannot approve the minutes. Minutes will need to be submitted for approval at the June meeting.

3. Treasurer Report (Susan Foster) There was a $3366 loss on the tax return; Susan sent the information to the Board. Carolyn said it takes the IRS time o catch up, so we don’t yet know if there will be a penalty.
   a. Budget Updates: Lara stated C-vent is part of the LAC budget, so Susan can remove it from the main budget.
   b. Update on status of dues collection; Susan sent the info concerning late dues; Lara has an update to one of the schools. Susan will send an update to the VP’s; Kelley will contact the VP’s and give them a deadline to contact the delinquent schools with payment by April 15th.

4. President Report (Kelley Christman)
   a. Status of Membership Survey--she is working on a cover letter to send out to the membership. Lara suggested sending it out in June.
   b. CTU Membership Application: Associate membership - because it is a proprietary school. She will scan it and send it out to the membership.
   c. Nazarene Bible College Application: Kelley has been in contact with the Registrar and is expecting their application.
   d. AACRAO 2014 Volunteers: Kelley and Lara have volunteered to be the LAC co-chairs. They will be asking for help from the membership.
e. Proposed Bylaw changes: Lara suggested having the by-laws printed in the annual program. Corey stated he had the most up-to-date version on the website. Lara will review them to make sure they are complete.

f. RMACRAO Travel Grants-due 6/1/12: Kelley will remind the VP's to ask for the travel grants now and will ask them to send out a reminder May 15th.

g. Need to make sure we have a quorum for every meeting. Jason is willing to communicate to the membership what the responsibilities and expectations of serving on the BOD are. Lara suggested having a two day meeting in June to discuss our organization and figure out who we are, where we want to be, and if we have the resources to make things happen. Corey suggested posting our meetings a year in advance so that BOD members are able to plan accordingly. Kelley will put together a list of calendar dates.

h. Next meeting date will be June 18-19. July 20th will be the BOD meeting after the annual meeting is over.

i. Proprietary membership information. Will provide financial information at the town meeting so that there will not be much discussion at the business meeting.

5. Past-President Report (Barbara Tucci- Kelley gave this report in Barbara's absence)

a. Nominations & Elections Committee Update

   i. Ballots need to go out to membership by 5/18/12 to meet our 60 day window. Nominations: Sally Page as President-elect. Secretary is Charlie Couch. VP New Mexico is???. Lara has submitted a name but does not know if Barbara has had a chance to contact this person.

b. Awards, Honors & Recognitions Committee Update: if there are any, they need to be included on the ballot.

c. First Time Attendee Sessions Update: There will be one session at the annual meeting plus a wrap-up session.

6. President-Elect Report (Lane Buchanan)

a. 2012 Program update: 30 sessions to fill; includes the exhibitors. He needs one more room for the exhibitors. Lara, Lane and Nicole will meet to go over the meeting sessions and the rooms available.
b. General Session Speakers Update: UW professor, Nancy Krogh is willing to be a speaker and Lane is working on a 3rd speaker. Lara suggested an opening motivational speaker.

7. 2012 Local Arrangements Report (Nicole Candelaria): Not a whole lot has changed since the last meeting. Nicole asked about ordering awards. Lara told her that it is Barbara’s responsibility. Nicole is scheduling a meeting to go over the hotel info. Lara asked her to make the meeting on April 17th so that she can also attend the meeting to hammer out any issues with the hotel and plan out all the food and work on the sessions.

Corey asked what address attendees should use. Nicole and Lane both stated that the following should be used: Office of the Registrar, 1000 E. University, Dept. 3964, Laramie, WY 82071. We will know the cost of the annual meeting after April 17th. Someone will need to notify Corey of the costs to put out on the website. Corey also needs to know if there is a special link or code for attendees to use to get the special cost for the annual meeting. Nicole and Lara will get that info as well to Corey after April 17th.

8. Exhibitor & LAC Liaison Report (Lara Medley): Lara asked several of the vendors at AACRAO if they would be willing to also attend RMACRAO. She thinks there will be several attending. She is late on setting up c-vent for the vendors. She will get it up and going.

She will have the LAC budget ready to go for the June meeting.

9. Vice President’s Reps:

a. Colorado (Katie Velarde): via email to Kelley: verified with Tom, at the US Air Force Academy, that it wants to remain a member. She has updated the Colorado membership on the website.

b. New Mexico (Carolyn Gutierrez)-nothing from New Mexico

c. Wyoming (Stacy Maestas)—nothing for Wyoming

10. Newsletter Editor Report (Paul McCarty) not a lot to report; he will send an email out sometime late next week. He is trying to get newsletter out by mid-May.

11. Historian Report (Nolan Oltjenbruns): Nolan does not have anything to report, but will try to have something for the newsletter. He is working on a project —year in the life of a RMACRAO member— started by Steve Ellis. He wants to include it in the SharePoint on the RMACRAO website.

12. Web Developer Report (Corey Wahl): He has put out minimal info on old website about the 2012 annual meeting. It can be updated, but wants to finish his work on the new website and get it up with the annual meeting information. He has finally procured our new expandable
server. SharePoint site is one of his next projects and it, too, will be brought up on the new server. He is on course to have the website up by mid-May. What Corey is really excited about is that everything he has wanted to do with the website is actually coming to fruition. Corey will also update our Facebook site as well. He will also revise all our forms after he gets the structure of the website completed. New.rmacrao.org is the working site at the moment. Once done, he will move it over the existing website.

Lara would like to have all the RMACRAO schools logos represented on the website.

13. Marketing & Communication Coordinator Report (Jason Maxwell): Once Jason get the .png file from Corey, he will send out a save the date email. He will send out more info once he gets the results of the April 17th meeting from Lara. He excited to have the new website because it will make his job easier. He wants to help with the membership survey.

14. Old Business -- RMACRAO, 2013 annual meeting - maybe in Colorado Springs. Kathy discussed the problems with it being in Durango. Jason will ask the appropriate person at UCCS to see if it is still a possibility to host.

15. New Business -- no new business


17. Adjourn -- Lane made the motion to adjourn; Kelley seconded the motion; meeting adjourned at 3:21pm.