RMACRAO Board of Directors Meeting Notes  
Wednesday, April 2, 2014, 1:00pm-4:00pm  
Denver Convention Center Room 202

Member Attendance: Sally Page, President; Jamie Yarbrough, Vice President Colorado; Paula E. Martinez, Secretary; Paul McCarty, Newsletter Editor; Chris Seng, Treasurer Elect; Lane Buchanan, Past President; Nolan Oltjenburns, Historian; Corey Wahl, Web Developer; Kyla Foltz, Vice President Wyoming, and Carolyn Gutierrez, Treasurer via phone.

1. Call to Order (Sally Page)  
   a. Confirm Quorum

2. Secretary Report (Paula E. Martinez)  
   a. Approval of February 7, 2014 Board of Directors Meeting Minutes. Paula updated 4c., ii. to read, “Assessment process available through AACRAO.” Kyla Foltz, Vice President Wyoming asked for a motion to approve the notes; Lane Buchanan, Past President seconded the motion

3. Treasurer Report (Carolyn Gutierrez & Chris Seng)  
   a. Budget Updates. We have a checking account balance a little over $14,000, a savings account balance of $16,464.72, and a total balance of $30,500.75. Appropriate alerts are setup regarding limits, account balances, transactions, access suspension, etc. Jamie, Corey, Chris, and Carolyn are comparing Wells Fargo fees to PayPal fees and will have an update in the next couple of weeks. They learned that RMACRAO is unable to qualify at the non-profit rate with PayPal due to the non-profit status of 501c6. In addition, Wells Fargo takes all credit cards, and Discover charges more. The Board will need the details in the recommendation to use either Wells Fargo or PayPal including high cost credit cards, and what types of credit cards to accept based on the fees. If the decision is to use PayPal, it will need to be ready for the Annual Meeting registration, May 1. Carolyn will make some phone calls to PayPal to compare the fees with Wells Fargo, and the team will provide a recommendation to the Board to vote on. Carolyn would like the Board to provide feedback prior to voting to use PayPal. The Board will need recommendation by Monday, April 21. The Board will plan to have questions and feedback by Wednesday, April 23 to vote on by the end of the week. It wouldn’t be too difficult to start registration after May 1, on a Monday, May 5.

   b. Update on status of dues collection. Carolyn provided a report of outstanding membership dues. She will send out another notification April 21st to unpaid members.
4. President Report (Sally Page)
   a. New Membership Applications: The Board received one application from Dona Ana Community College. Dona Ana was behind on paying membership dues. They decided to reapply to the membership. Sally talked to the Denver School of Nursing and St. John's to see if they would be interested in becoming a member. The membership has to be notified of new membership apps to be voted on 30 days in advance of the annual meeting. Corey stated that Colorado Mountain College may be interested. Others interested are Wyoming Catholic College. Kyla to follow-up. Rocky Vista, Westwood College and Jones International. Jamie will follow-up on Colorado schools.
   b. Proposed Bylaw changes. Don't have anything, but may need to correct Articles of Corporation since we may be a 501c6 organization, and our Articles of Corporation state 501c3. Carolyn has the non-profit paperwork that states we are the 501c6. Chris recommends the Board review the Articles of Corporation (Lane and Sally will review). Need to look at the benefits of being classified as a 501c6 opposed to 501c3 organization.
   c. RMACRAO Travel Grants are due June 1, 2014. A notification will go out from the VPs by May 1 to membership for first timers to apply. The Board will vote on travel grants at the June meeting. Jamie had two people apply.

5. Past-President Report (Lane Buchanan)
   a. Nominations & Elections Committee Update. There are three slots to fill, President (Denise Esquivel), VP of New Mexico (Hector Sanchez, Kathleen Sena) and Secretary (Paula E. Martinez).
      i. Ballots need to go out to membership 60 days prior to the Annual Meeting (approximately May 17, 2014). Need brief bios for membership to make an informed decision. Remind members they need to vote even if there is only one candidate. This will be sent to the contacts at each institution. Carolyn has the list. Lane's target date is May 1. Members will vote on the secretary and president, New Mexico will vote on all three. Each school is required to submit one vote. Page 7 of the bylaws 2.1 describes how many votes at each school. Each institution will decide how they would like votes to be cast.
   b. Awards, Honors & Recognitions Committee Update. None, at this point in time. Recommendations can be received 120 days prior to the Annual meeting.
   c. First Time Attendee Sessions Update. The plan is to have a lunch like the past with Board members. AACRAO had a section on what first-timers expect. Maybe consider having something similar for our first-timers. Corey has some information on the RMACRAO website regarding first-timers. Do we have a wrap-up session for first-timers? Lane will follow-up with Charlie.
6. **President-Elect Report (Charlie Couch)**
   a. **2014 Program Update.** Charlie provided a preliminary schedule of the Annual Meeting. Charlie still needs some exhibitor’s session information. Corey will work with Charlie to have a program session on the website by May 1. Sally recommended the Board volunteers as facilitators. It is important to have facilitators to ensure the presenters are introduced, have appropriate room accommodations, and ensure collection of feedback. It is recommended that the facilitator have a guideline of responsibilities. Corey is working on having presentations on the web, and a form to provide a short bio for each presenter.
   b. **General Session Speakers Update.** The general session speakers are Robin Wacher, UNC; Stan Demerit from AACRAO (hopefully presenting more than an AACRAO update), and Bernadette Montoya will be closing. Don't know what the plenary address is as of today. Recommendation is to have the vendor sponsors to introduce the general session speakers. Reminder to verbally announce the sponsor for each general session. Charlie will verify who will be introducing the speakers.

7. **2014 Local Arrangements Report (Carolyn Gutierrez)**
   The local arrangements are currently on track according to the check-list. It was discussed having the patio setup or to have it in an air conditioned area. Sally is letting LAC decide. Denise and Carolyn added $1,000 for the food. President's reception is sponsored by Credentials. Corey will add Denise as co-chair for LAC to the web-site and Paul will acknowledge her in the newsletter. Need to know the total cost to determine registration fee before May 1. If there is a cost of speakers, it needs to be included in the registration fee. The Board decided to increase non-member rate to $75 for the upcoming annual meeting. LAC will finalize the cost/fee amount within the next four weeks. Carolyn will confer with Denise on the cost.

8. **Exhibitor & LAC Liaison Report (Corey Wahl)**
   Corey has 8/9 exhibitors signed up for Albuquerque. Corey is going to follow-up in a couple of weeks for attendance. He will also provide a survey monkey to assess the feasibility/value of attending including cost associated with it. In addition, Corey mentioned that Tom Hartman mentioned that the Board can double the membership by recruiting for-profit schools. The Board should consider offering a for-profit/proprietary track. Charlie arranged a pre-conference workshop (NCES, for IPEDS/IR), set at $30. They would like to have participants register on their site; however, Corey said he would take care of that without having membership sign up in two places. Charlie and Corey will work on exhibitor registrations to put them in the program. Corey needs to sell the Oxygen shirts. Sold 25, need to sell 60 to break even. The future Annual Meeting in Casper, Wyoming is looking good. May need some PR work. Casper's Visitor Bureau agreed to setup a booth. Corey is starting to look at
other places for future Annual Meetings (Grand Junction and Durango). First, he’ll need to secure the contract with Casper. Jason and Tracy will LAC for Casper.

Note that when the Board is soliciting exhibitors to also solicit for future meetings, particular if the place and dates are available.

9. Vice President's Report
   a. Colorado (Jamie Yarbrough)
      The travel grant authorization needs to be on the web-site for the AACRAO conference. A copy of the registration from the individuals that were awarded the travel grant needs to be sent to Carolyn. Ask for a summary of their experience for the June newsletter to Paul. Miori at Front Range Community College mentioned that none of the Colorado Community Colleges will be able to attend the Annual Meeting because a lot of Denver folks attended the AACRAO conference. Jamie attended AACRAO Board meeting and learned that they are exploring opening up licenses to regional Boards and working on exploring combining member list using Adobe Connect.
   b. New Mexico (Jacobo Varela)
      Jacobo has worked with both NMSU Alamogordo and DACC to get back into RMACRAO. After a discussion with Sally it was agreed that these schools would be treated as new applicants. They will be attending the conference as non-members with hopes of getting voted in as members. DACC has submitted their application. He is still waiting for Alamogordo’s application. He has left several voicemails at UNM Taos, with no response. Mike Zimmerman, NMSU Registrar has suddenly retired. They were informed on the day that he left. They will be conducting a national search for his replacement. He will send details as soon as the position is posted. During this time, their VP, Dr. Bernadette Montoya will be acting as interim. Sally will get in touch with Denise to let Jacobo know what he can do to help with planning the Annual Meeting.
   c. Wyoming (Kyla Foltz)
      Kyla anticipates that many Wyoming folks that attended AACRAO will not to attend the Annual Meeting. She is working on recruiting members for the 2015-2016 Annual Meeting. She is also connecting with other AACRAO regional groups to attend the 2015-2016 Annual Meeting.

10. Newsletter Editor Report (Paul)
   a. Summer newsletter will be published by May 17. Everyone needs to get articles to Paul by May 5. Paul will send out a reminder this week. The VPs need to solicit other schools to get involved, and provide updates for the newsletter. Jamie connected with other schools to obtain updates. Also, the newsletter needs to include pre-conference write-up with fees and write-up for scholarship winners. Paul will work with scholarship winners for a write-up. The newsletter will Include member applications,
and candidates for voting with bios. Emphasis the importance to vote even if it is one candidate. Maybe include how voting works in the newsletter. Include a call for retirees.

11. **Historian Report (Nolan Oljenbruns)**
Nolan is continuing to scan and index all documents and pictures. Pictures are on Facebook, he may need some help to identify people. He will work with Paul to notify members of Facebook in the newsletter. All the originals are on Google Drive.

12. **Web Developer Report (Corey Wahl)**
Corey is working on having the ability to put articles on the front page of the website to highlight items such as the newsletter. Members will have the ability to browse, and upload file presentations ahead of time for the Annual Meeting. Jamie and Corey have been working out the glitches with the listserv, and refining the listserv. The listserv has the unsubscribe ability; although, need to continue to test. It appears to work only if you have a Google account. Some people commented that they have not heard from their VPs this year. Kylie updated her member’s listserv.

Nonie sent out instructions how to use the Google groups to the board. She is working on a communication plan. She is working with Corey to get messages together to promote the conference with appropriate dates. She will have them drafted within the next few weeks to share with the Board. Save the date and make your hotel reservations can be published on the website.

14. Old Business. None

15. New Business. None

16. Next Meeting, Monday, June 9, 2014 from 8 a.m. to 5 p.m. at MSU Denver, Student Success Building room 230L. Paula will send out directions and hotel information in May.

17. Adjourn. Kyla Foltz, Vice President Wyoming asked for motion to adjourn; Lane Buchanan, Past President seconded the motion.