RMACRAO Annual Business Meeting  
Embassy Suites  
Loveland, Colorado  
July 27, 2017

I. **Call to Order.** Stacy Maestas called to order the 2017 Annual Business Meeting. A quorum was confirmed through consultation with the LAC and State Vice Presidents. The group was reminded of the provisions in Bylaw section 2.01 with regards to voting, which state that members must be present to vote.

Stacy recognized the current RMACRAO Board of Directors:

a. Stacy Maestas, President, Laramie County Community College  
b. Stacy Sharp, President-Elect and Program Committee Chair, University of Northern Colorado  
c. Charlie Couch, Past President and Exhibitor & LAC Liaison, University of Northern Colorado  
d. Linda Nichols, Vice President-Wyoming, Casper College  
e. Katie Pederson, Vice President-Colorado and Marketing & Communications Coordinator, College for Financial Planning  
f. Debbie Giron, Vice President-New Mexico, New Mexico State University  
g. Stephanie Protsman, Secretary, Colorado State University-Global Campus  
h. Geraldine Martinez, Treasurer, Dona Ana Community College  
i. Michelle Heiny, Local Arrangements Committee Chair, University of Northern Colorado  
j. Sarah Hannes, Web Developer, Laramie County Community College  
k. Kelley Christman, Historian, University of Northern Colorado

II. **Minutes from the 2016 Annual Meeting.** Kelley Christman came forward to present the 2016 Annual Business Meeting Minutes on behalf of Stephanie Protsman. Lane Buchanan, University of Wyoming made a motion to approve the minutes as presented; Charlie Couch, University of Northern Colorado seconded. Motion was approved.

III. **Treasurer Report.** Geraldine Martinez presented the RMACRAO Budget Report and the 2016-2017 Proposed Budget to the membership. There were increases to the AACRAO Reception budget line as well as the Insurance budget line.

Stacy Maestas reminded everyone that due to the fiscal year ending on September 30, we may need to alter the expected line items in October for the current year budget expenditures.

Stacy asked for approval/revision to the 2016-2017 Proposed Budget. Jim Tisdale, Metropolitan State University of Denver made a motion to approve the budget; Amelia Jackson, University of Colorado Boulder seconded. Motion was approved.
IV. **RMACRAO President Report.** Stacy Maestas presented association happenings for the past year in no particular order of importance or priority:

- RMACRAO was represented at the AACRAO Leadership Meeting in Washington, D.C. Ideas were brought back such as ensuring continuity of information during transition of board members, the type of insurance the association should carry, the types of tax forms/filings, best practices for annual conferences and hotel negotiations, who maintains ownership of the organization and the importance of incorporation.

- Our Vice President-New Mexico, Amber McClure, stepped down on May 24, 2017 and Debbie Giron from New Mexico State University was appointed to complete her unexpired term.

- Our Secretary, Stephanie Protsman, has resigned as of July 25, 2017. No action has been taken on an appointment for the unexpired portion of her term at this time, but any interested members should reach out to a board member.

- One goal for this year was to review the Bylaws to make sure that they are in line with current practice in regards to communication as well as how board members may attend meetings. The review of the Bylaws was completed in February.

- The RMACRAO sustainability review that was requested by Northern Colorado institutions, was assigned to a task force with representation from all states. The task force worked diligently through the spring to ensure that all member institutions had a voice in the process. Stacy Maestas recognized members of the task force for their work:
  - Kyla Foltz, Casper College, Committee Chair
  - Lane Buchanan, University of Wyoming, Committee Secretary
  - Corey Wahl, Colorado School of Mines
  - Jamie Yarbrough, Colorado State University
  - Jason Maxwell, University of Colorado-Colorado Springs
  - Paul McCarty, University of Denver
  - Barbara Crane, Colorado Mesa University
  - Henrietta Maestas, Luna Community College
  - Rudy Rankin, Eastern New Mexico University-Roswell
  - Lupe Gutierrez, Mesalands Community College
  - Jimmy Luna, Central New Mexico Community College
  - Philip Giuliano, Central New Mexico Community College
  - Key Leum, Western Wyoming Community College
  - Erin Grey, Western Wyoming Community College
  - Alli McCown, Laramie County Community College

- All available travel grants were awarded this year, seven for the RMACRAO Annual Meeting, three for the AACRAO Annual Meeting, and three professional development scholarships. This shows the organizations continued commitment to the membership’s professional development.

- Stacy recognized those members of the board of directors who will be leaving their positions after this meeting:
  - Katie Pederson, Vice President-Colorado
V. Nominations & Elections Report. Charlie Couch announced the results of the elections as voted by institutional members.

This year we had 10 institutions vote from all three states out of a possible 70 institutions. The outcome of the voting is:

- **President Elect:** James Tisdale, Metropolitan State University of Denver
- **Treasurer Elect:** Jerry Becker, Colorado State University
- **Vice President-Wyoming:** Alli McCown, Laramie County Community College
- **Vice President-Colorado:** Amelia Jackson, University of Colorado Boulder

This year the membership also voted to approve honorary membership for Barbara Tucci, Santa Fe Community College.

Stacy Maestas presented Charlie with a plaque in recognition of his service to RMACRAO.

VI. RMACRAO 2017 Review & Recognition. Stacy Maestas recognized members of the Local Arrangements Committee: Michelle Heiny, Brandi Hopp and Shonna Ulibarri from the University of Northern Colorado. She thanked all of the session presenters, and thanked the staff at the University of Northern Colorado for all of their help in making this meeting a success.

VII. Old Business. Stacy Maestas noted that we had no old business to take care of.

VIII. Passing of the Gavel. Stacy Maestas passed the gavel to incoming President, Stacy Sharp. Stacy Maestas thanked the membership for the opportunity to lead the organization, it was an honor to serve and thanked her staff, institution and family for their daily support allowing her to serve RMACRAO.

IX. 2017-2018 President Remarks. Stacy Sharp presented Stacy Maestas with a plaque recognizing her service to RMACRAO. She thanked the membership for their support of her nomination, and is looking forward to working on strategic planning and the task force recommendations in the coming year.
X. **New Business**

- **Applications for Membership:**
  - Burrell College of Osteopathic Medicine applied but they are not eligible for institutional membership until they become fully accredited in 2020. They did not re-apply for associate membership, but we must take action on the application that was received. Sherri Gaugh, San Juan College made a motion to approve; Vicky Little, Aims Community College seconded. Motion failed.

- **Proposed Changes to Bylaws:**
  - Stacy Sharp asked the membership to consider voting on the changes as one large package of minor edits, and then the three recommendations from the task force individually. Stacy Maestas, Laramie County Community College made a motion to proceed with consideration as requested; Ken Clavir, University of Northern Colorado seconded. Motion passed.
  - Section 2.02 Annual Meeting, proposed change relates to allowing the annual meeting to be held any time in the month of July. Lara Medley, Colorado School of Mines made a motion to approve; Sarah Enner, Aims Community College seconded. There was no discussion. Motion passed via voice vote.
  - Section 2.05 Place of Meetings, proposed changes relate to no longer requiring a specific rotation between the states for the location of the meeting, and allowing the location to be determined through a proposal and bid process with the intention of being in each state at least once every five years. Corey Wahl, Colorado School of Mines made a motion to approve; Tracy Mendoza, Community College of Aurora seconded. There was no discussion. The voice vote was not clear so the membership voted via paper with the votes being counted by non-board members from all three states. Motion passed 152-34-0.
  - Section 4.01 Officers and Agents, proposed changes relate to no longer having state vice presidents and moving to vice presidents for Admissions, Records/Registration, and At Large to more closely align with the structure that AACRAO uses. The membership voted via paper with the votes being counted by non-board members from all three states. Motion passed 128-42-0.
  - Minor edits/clarifications to sections 2.01 Dues and Fees, 2.03 Special Meetings, 2.06 Notice of Meetings, 2.10 Voting, 3.05 Vacancies, 3.06 First Meeting of Newly Elected Directors, 3.10 Notice of Special Meetings of Directors, 3.11 Quorum and Manner of Acting, 3.14 Action Without a Meeting, 4.02 Election and Term of Office, 4.05 Vacancies, 4.06 Authority and Duties of Officers, 4.07 Other Officers and Committees, 5.02 Types and Duties of Standing Committees, 6.09 Amendments. Jim Tisdale, Metropolitan State University of Denver made a motion to approve; Jerry Becker, Colorado State University seconded. There was no discussion. Motion passed via voice vote.
XI. **RMACRAO 2018.** Jim Tisdale came forward to speak about RMACRAO 2018 being held July 11-13, 2018 at the Hotel Encanto in Las Cruces, New Mexico.

XII. **Announcements.** Stacy Sharp shared a few announcements:
- All board members, both outgoing and incoming, need to come to the stage after adjournment for photos.
- Buses will be departing at 5:45 for dinner and the tour of the Anheuser Busch Brewery. Special thank you to Colorado State University for their help in securing the buses.
- The RMACRAO gives donations to the Weld County Food Bank is still open throughout the closing session. Please stop by to donate.

XIII. **Adjournment.** Stacy Sharp adjourned the meeting at 12:53 p.m.