MINUTES

1. Call to Order (Stacy Maestas)
   a. Confirm Quorum
   b. Location of Board Members

2. Secretary Report (Stephanie Protsman)
   a. Approval of October 24 and 25 Board of Directors Meeting Minutes submitted by Kelley Christman
   b. Minutes approved at 9:15 AM, unopposed

3. President Report (Stacy Maestas)
   a. Updates
      i. Task Force
         1. Experienced initial difficulty regarding direction for group; however, everyone is on the same page now.
         2. If any state decides to leave RMACRAO, they may do so but cannot take any funding sources with them.
         3. Data show that Colorado contributes the most in terms of attendance and membership dues, yet ratios make sense because CO has the most institutions and most staff members.
         4. During the January meeting, there was a vote to present membership with a survey.
            a. Survey will go to all members of RMACRAO, not just single representative from each school
         5. Guiding principle from taskforce is that schools should not be forced into a specific type of action. Once a decision is made for the group, individual university wishes must be respected.
         6. If information received from survey is unanimous, Board will propose amendment to bylaws by next annual meeting.
         7. Deadline to have survey to membership is 60 days before annual meeting. Recommendation to Board must be ready by Board’s annual meeting.
      ii. AACRAO 2016 Leadership Update
          1. Stacy had the opportunity to be involved with AACRAO’s strategic planning. Many of their questions/issues mirror what we’re seeing at the regional level.
             a. How should meetings be structured?
             b. How do we provide more representation for admissions teams?
          2. Stacy will send president’s article to Katie
      iii. Wells Fargo Accounts
          1. Issues removing old Board members from account.
2. Stacy Maestas, Geri, and Charlie are the only members on the account right now.
3. Stacy Sharp and Treasurer Elect need to be added, perhaps in July.
4. Should add additional executive as a safeguard.

iv. 1 and 1.com – Was this updated/transitioned?
1. Who is going to handle this contract? Geri will reach out to Lori to see if she knows anything about the account. Will send this information to Board to review as soon as possible.

b. AACRAO/RMACRAO
i. Post-AACRAO RMACRAO meeting scheduled for April 17
ii. $500 in budget for RMACRAO reception at AACRAO
iii. Stacy will throw out names and ideas for restaurants to send to Board. Geri needs it before March 27. If it’s not done by then, Charlie can pay.
iv. Charlie and Stacy will walk around with cards at AACRAO to get vendors to come to RMACRAO.

4. Treasurer Report (Geraldine Martinez)
a. Accounts need to be pushed over from Lori, yet some do not show up on her list.
   i. Paypal manager account—Geri does not have the username or passwords for this account, which puts our Paypal account on hold. Payment declined because we cannot update underlying payment information.

b. Savings $39667.66
c. Checking $13011.16
d. Receiving checks from schools. Those with open invoices will receive reminder email on Monday, February 6.
e. Colorado Heights, St. John’s College, Northern New Mexico will be inactivated.
f. Ask Geri to send list of charges for Wyoming
g. Pueblo Community College needs to reapply for membership. Geri to reach out to them. Money for dues needs to be refunded because they are not current members.
h. Geri to prepare YTD 16/17 charges and FY 17/18 Budget to Stacy Sharp sometime this year.
i. Charlie will be ready to send out registration for vendors for conference. Needs to hear from Geri that Paypal account is squared away first.

5. Past-President Report (Charlie Couch)
a. Nominations & Elections Update
   i. President Elect
   ii. Treasurer Elect
   iii. VP Wyoming
   iv. VP Colorado

b. Awards, Honors & Recognitions Update
   i. Honorary membership (e.g., retirees) nominations to be added to newsletter.

6. President-Elect Report (Stacy Sharp)
a. 2017 Conference Planning Update
   i. AACRAO Rep—Jack Minor
      1. Jack Minor Wednesday Speaker
      2. Mike Stanley Thursday Speaker
      3. Gardner Tuck Closing Speaker
   ii. Pre-Conference Sessions
      1. Dannette (NSC) will do session and will also do regional workshops for those
         who can’t attend
         a. Workshops are free of charge
      2. Mike Stanley—Navigating Seven Seas of Leadership
         a. $1500 pre-conference, $750 keynote, $750 breakout session
         b. Invited him to come to Presidents Session
      3. Charge $40 for all attendees, would like to offer food
   iii. Sessions
      1. Zero session proposals from NM
      2. One session proposal from WY
      3. Roundtables will be assigned to reach state
      4. Emphasizing professional development sessions in addition to residency and
         other sessions specific to CO
      5. General position is that we have more than enough sessions, and Stacy is
         vetting the proposals that will be best for the membership.
      6. All approved speakers should have already received their confirmations.
      7. Received feedback that the membership likes round tables. Will be
         implementing a vendor speed dating session for one hour after the keynote
         session.
      8. Need town hall session to review task force survey results with membership.
      9. Group picture will be on Wednesday during Presidents Reception to allow for
         printing before conference is over.
     10. Stacy will be unavailable in two weeks, thus any communications to her need to
         be sent before she leaves.

7. Exhibitor & LAC Liaison Report (Charlie Couch)
   a. Update on 2017 contract for A/V – Embassy Suites, Loveland CO
      i. AV contract changed to change number of mics originally listed in contracts.
      ii. Adding $735 to the AV contract, $5965 total.
      iii. Screens need to be provided by hotel during general session.
      iv. Need 7 screens and projectors. Between RMACRAO and UNC, we have six screens and a
         couple projectors. Need to solidify numbers during April meeting.
      v. Food pricing is biggest issue at Embassy Suites, $15000 originally projected, but price
         will likely be doubled when all is said and done. Should anticipate being $10000/15000
         in the red for food costs.
      vi. Internet will be free in hotel rooms
      vii. Request to move block reservation deadline to July 15
viii. Minimum for rooms is potentially a concern. Asked for 30-day leeway to determine whether or not minimum will be met.
ix. Water, tea and lemonade will be free at Presidents Reception
x. Food budget changed to $29,421 + 24% service charge. Was able to save about $4300 through negotiations
xi. Friday Board meeting WILL happen after conference, and lunch will still be provided...will likely move location to UNC Loveland Campus and will cater food in (Jimmy Johns/Panera)
   1. Michelle will remove this line item from the food budget and will recalculate based on new location and food plan

b. New Mexico options for 2018
i. Hyatt Regency Tamaya [http://proposalpath.com/ec652404](http://proposalpath.com/ec652404)
   1. Stacy’s concern with Tamaya is that we cannot go in the whole two years in a row, unless they come way down on their contract.
      a. Before any contracts are signed, all food costs need to be reviewed, calculated and approved by Board.
   2. Geri to ask for quote on sample menu for Tamaya.
   3. Michelle to send cost grid to Geri to be used for planning.
ii. Las Cruces (provided at October meeting)
   1. Amber reported that the preference from the NM membership was 50/50 for either location
   2. Transportation to Los Cruces is somewhat of a concern. Should be consider Albuquerque instead?
      a. Travel costs will continue to be an issue for NM and WY
      b. Charlie will send tool to Geri to help find hotels in NM

8. 2017 LAC Report (Michelle Heiny)
a. Thursday Event: CSU helped secure buses $450 per bus, can use up to 4 buses
   i. Michelle needs to sign a contract for Budweiser and send deposit. Will send invoice/check request to Geri.
b. Stacy—Give back to the local community
   i. LAC Coordinator should pick the organization to which we will donate
   ii. Michelle picked this year’s location—Weld Food Bank, Backpack Program ($90/student for an entire year, program provides each of them a bag of food every weekend so they have food)
      1. Will set up table at RMACRAO to run a fundraiser
      2. This program does NOT take the place of the “swag giveaway”
c. General Questions from Michelle
   i. Certificates—Who gets them?
      1. Certificates were discontinued, but NM attendees would like them to bring back to employers. Board can develop email template to send to all attendees to be used as desired.
ii. Ribbons and Neck Wallets—What should we do?
   1. Need to buy more neck wallets (we have 97 currently)
      a. $350 approved to buy more
   2. Michelle will explore options with vendors for ribbon options
iii. Geri needs to send tax exempt certificate to Michelle to be used for Budweiser and other vendors
iv. Michelle wants to set up a booth to provide travel information for people who want to make a weekend trip out of the conference.
v. White board needed for swag drawings—Michelle will check with her admissions office first.
vi. Prize for speed dating activity
   1. Normally comes from LifeTouch—Stacy Sharp will email Mark to ask
vii. First Time Attendee Awards
   1. Does anyone have template of awards that have been given out in the past?
   2. Ask another vendor to donate a prize, or buy $20 gift card
   3. Past-President to organize First Time Attendee Awards during lunch
viii. Banners
   1. Michelle contacted a company in Greeley to have another created. Quoted at $150.
      a. Motion (Stacy Sharp) to use operating expenses to pay for another sign to be made. Charlie Couch seconded motion. Board approved having a sign created for $150 so that we have a total of two.
      b. Michelle needs card from Charlie to purchase.
ix. Projected Expenses
   1. Revenue $60000+ (includes $215 member rate, 200 attendee projection)
   2. Expenses $65705+
   3. Guests for Thursday night event should be charged roughly $60
   4. Can we find other ways to recognize our biggest vendors/donors?
      a. Refer to Michelle’s Sponsorship excel sheet for sponsorship incentives and levels
      b. List sponsors in the program at their specific level
      c. Motion to accept new exhibitor pricing structure. Motion passed unopposed.
      i. Board is in support of this structure, especially because this is a way to offset costs for the organization. Michelle will send grid to Board via email for final approval on specific dollar amounts and value offered to sponsors. Charlie will send grid to Dannette as soon as it is approved and available.
      d. Board’s recommendation is to recognize Lifetouch as Diamond sponsor.

9. Vice President’s Report
   a. Colorado (Katie Pederson)
      i. MSU Denver has new registrar—Jim Tisdale
ii. Registrar Council scheduled for March 7
iii. Conference call with state senator regarding code of conduct violations being added to transcript
iv. AACRAO Speede Committee looking for new members because Susan from CU Boulder has resigned

b. New Mexico (Amber McClure)
i. Four-digit course code numbers are being approved.
ii. Legislature in session right now and is reviewing budgetary concerns. NM is expecting additional cuts to higher ed.

c. Wyoming (Linda Nichols)
i. Wyoming has a functional group working on data governance because entire state is on the same system.
   1. State wants reporting to be streamlined between institutions.
   2. Registrars and admissions officers are meeting once per month to discuss further.

10. Historian Report (Kelley Christman)
a. Working through scanning from materials Chris handed over.

11. Web Developer Report (Sarah Hannes)
a. Would like to have PR rep from LCCC to help build new website.
b. Charlie will notify Sarah of timelines regarding conference registration, etc.

12. Marketing & Communication Coordinator Report (Katie Pederson)
a. Spring Newsletter
   i. Needs all content sent over by next Friday, February 10.
   ii. Will be sent to membership by end of February.
b. Marketing and Communication Plan
   i. Need more members to follow RMACRAO page on Facebook
   ii. Could give away free conference registration for people who like the page on FB
   iii. Katie will continue to reach out to Corey to get administrative access to FB page.
   iv. Sarah needs to take off Twitter link from website because account is closed.
v. Katie needs Board to fill out profiles so individuals can be spotlighted on page.

13. Old Business (Stacy Maestas)
a. RMACRAO Webinars
   i. Stacy Sharp will work with Title IX expert to do a webinar in May or June. Stacy will send survey to membership to see about timing.
b. Bylaws Update
   i. Tabled until next meeting.
c. Strategic Planning
   i. Cannot move forward until we have information from the Taskforce.

14. New Business
a. AACRAO Travel Grant Applications ($750)
   i. Three requests and three applicants.
   ii. Motion to approve three travel grants received. Motion seconded by Sarah Hannes. Motion approved unanimously.
   iii. Respective VPs need to notify the applicants that they received the grant.
b. Next meeting is Monday, April 17
c. Stacy Sharp needs to 1099 forms for payments to individuals exceeding $600/yr. Geri will look into this and report back to the Board.
d. Michelle will look into paperwork for accident liability to reduce RMACRAO’s risk in the event something happens.
e. VPs need to make sure they are telling membership to reserve rooms directly through link provided, not through alternative sites.
f. Stacy will add consent form to session proposals thus allowing RMACRAO to continue to use content from those sessions.
g. Katie needs a full list of primary contacts from each institution. Geri will send information from QuickBooks.

15. Next Meeting – Monday, April 17, 2017, Loveland, CO; GoToMeeting for those who need to attend remotely.

16. Meeting adjourned at 12:52PM