AGENDA

1. Call to Order (Denise H. Esquibel)
   a. Confirm Quorum. ¾ voting members confirmed.

2. Secretary Report (Paula E. Martinez)
   a. Approval of October 20-21, 2014 Board of Directors Meeting Minutes. Kathleen made a motion to approve the minutes as amended; Geraldine seconded the motion. Motion approved.
   b. Approval of January 21, 2016 Board of Directors Meeting Minutes. Kyla made a motion to approve the minutes; Linda seconded the motion. Motion approved.

3. Treasurer Report (Chris Seng)
   Chris had made conference calls and provided documentation to the treasurer elect to train on Quick Books and Pay Pal.
   a. Budget Updates. The 2015-2016 budgets are at $8,290.00 with year-to-date spending of $1,003.55. Chris summarized expenses for $1,084.40 from Wells Fargo charges and deposits including any returns for $5,765.85.
   b. Update on status of dues collection. The first and second notice was sent out with W9s to make payment. He will be removing Argosy University as a member. Rocky Mountain Art Design is now paid up-to-date for the prior two years. Received $5,670.00 in annual dues with a balance of $1,740.00 to collect from membership. Chris would like the VPs to verify contact information for dues.
   c. Reviewed expenses and revenues from the Annual Meeting.
   d. Denise asked for an approval of the treasurer report. Kelley made a motion to approve the treasurer report; Kathleen seconded the motion. Motion approved.

4. President Report (Denise H. Esquibel)
   a. RMACRAO Reception at AACRAO in Phoenix, Arizona. Denise has made arrangement with the Hard Rock Cafe, which is on the same block as the convention center. The Hard Rock agreed to the $500.00 commit to reserve a space to accommodate 30 to 40 people next to the bar on March 22, 2016. The Board does not have to pay until the date of the event. Charlie will get a list from AACRAO of vendors and AACRAO attendees. Denise asked for an approval of the reservation at Hard Rock. Charlie made a motion to approve the expenditure; Chris seconded the motion. Motion approved.
   b. Updates on reassignment of duties:
      i. Web (Katie Pederson). Katie reached out to Corey to make sure she has the understanding of how the registration works on the web for the Annual Meeting. Denise has requested to have a better photo for her school and State of New Mexico on the web. Currently there is not home tag for the State of
New Mexico. Would like the VPs to reach out to membership to make sure we have a photo of their school on the web. Katie will find out what the specifications are for the photos. The Newsletter will also include requests to membership to ensure we have their institutions recognized.

ii. LAC, Exhibitor Liaison (Charlie Couch). Met with Corey. Need hotel locations for 2017. Recommended the Embassy Suites in Loveland’ UNC will host. Learning CVENT for Exhibitors. Corey usually sends out the first week of February. Tons of work needs to be completed. Everything will go out a little later than in the past couple of year. It is recommended to send out a general notice. Corey mentioned he would contact the exhibitors to notify them of Exhibitor Liaison. Chris is offering to help Charlie with exhibitor phone calls for sponsorships. Denise and Kathleen are willing to help. Geraldine needs a RFP for 2018 in New Mexico. Southern New Mexico agreed to host.

iii. 1and1.com (Chris). In the process of changing the payment process.


v. Google accounts (Katie). There are documents, but you need to find them. Recommended that we have a shared folder so that everyone can see the documents. She will start organizing the documents. Anytime you want to share, make sure you put it in the shared folder.

c. Invitation outreach to non-RMACRAO members to July Annual Meeting. Charlie reached out as a courtesy to eight different states to attend the 2015 Annual Meeting, but did not get any responses. He received one a non-member request from Dalton Texas this year. Kyla will invite Western Nebraska folks. Charlie is willing to reach out non-member states again for attendance to the Annual Meeting and to become a non-member. Stacy M. recommended reaching out to South Dakota schools; she will provide a list to Kyla for Nebraska.

d. Provide updated mobile numbers. Denise is asking for an updated list of Board mobile numbers. She has asked the Board to update their numbers in Google Docs.

e. AACRAO Travel Grants. The Board offers $400 for each travel grant that will be paid in reimbursement. Approved travel grants will need to send a write-up on their experience in the Newsletter and receipts will need to be sent to the treasurer for reimbursement.

i. Colorado. Did not receive any for AACRAO.

ii. New Mexico: 1) Debbie Giron, Curriculum Data Specialist from New Mexico State. 2) Katharine Baggett, Associate Director of Customer Service of Enrollment Services from Central New Mexico Community College. Katie made a motion to approve New Mexico travel grants; Stacy M. seconded the motion; motion approved.

iii. Wyoming. Did not receive any for AACRAO.

iv. Kyla recommended we use the money that is not allocated to AACRAO scholarships to use for the AACRAO reception.

5. Past-President Report (Charlie Couch)

a. Nominations & Elections Committee Update. Charlie will be sending out the notifications to apply for the upcoming vacant positions (Vice President of New Mexico, Secretary, and Past-President) within the next couple weeks. According to the By-laws, the committee will consist of Past-President and a representative from each state. Charlie will draft the email and send it out to the Vice-Presidents to send to each state. Chris is planning to reach out to CU Boulder and Wyoming to get back on board.
b. Awards, Honors & Recognitions Committee Update. Charlie has a verbal recommendation for Distinguished Service Award for Corey Wahl as LAC representative for the last 10 years. Charlie will get a notification sent out to the membership. He will request for awards, honors and recognitions by the first week of March to vote at the March meeting. The Board will need to vote 120 days prior to the Annual Meeting, which is prior to March 19, 2016.

c. Verify future meeting dates. Charlie sent out the calendar for 2016, 2017 and part of 2018. June 6, 2016 will be in Casper, Wyoming. Charlie is working on finalizing all locations. All meetings follow the general pattern the Board has always met. Denise noted that the first Friday in February for New Mexico is not a good time to meet due to legislative sessions in New Mexico. Charlie said the Board can move the meetings to the second Friday. Charlie will send out upcoming meetings with locations as soon as all the locations are ascertained.

6. President-Elect Report (Stacy Maestas)
   a. AACRAO Representative at RMACRAO. Jim Bouse, President Elect. He will let the Board know if he will be committed to the opening, closing or plenary. His expenses include the room, registration and meals.
   b. 2016 Meeting Planning Update. We will have only four concurrent sessions with a possibility of five for the tuition classification meeting in the theater. Have fourteen submissions so far. Need to visit with Charlie to find out which exhibitors will be presenting.
   c. Ideas for opening session. Linda Poohen will need registration covered; Dr. Michelle Post will need travel expenses depending on how long she is on site.
   d. Pre-Conference Workshop. NSC will do an academy due to all the NSLDS changes. The workshop is tentatively planned for 9 a.m. to 11 a.m. with coffee and juice. Stacy will check what the options are with NSC.

7. LAC Report (Kyla Foltz)
   In the LAC folder in Google Docs is the checklist, contracts, and program rooms. Kyla adjusted the revenue, listed all the expenses, and has currently accounted for a $3,850.00 cushion. She has visited the hotel and they are ready to take reservations. In the Newsletter list the hotel phone number 307-266-6000 to call and reserve the room for RMACRAO room blocks at $83 per night. The verified room blocks are: Monday night-29; Tuesday-50; Wednesday-100; Thursday-100; Friday-30; Saturday-20. The Board recommended increasing Tuesday night to 75. She is in the process of confirming the Pumphouse. She needs to find a caterer, and will be learning CVENT to start driving folks to register for the Annual Meeting. Kyla has all the left over items including the banners from 2015 Annual Meeting to use at the next Annual Meeting.

8. Vice President's Report
   a. Colorado (Katie Pederson)
      Recently Westwood College announced they are closing by the end of March 2016. They need to be removed from the member list and distribution lists. They are still working with the closing procedures including where they will be archiving their records.
   b. New Mexico (Kathleen Sena)
      Kathleen will reach out to outstanding New Mexico membership. Legislative matters include the big push for the real ID Act. There is a lot of discussion on the participation with RMACRAO due to their economic state. They continue to encourage participation with New Mexico.
   c. Wyoming (Linda Nichols)
      No report. Will follow-up with unpaid members.
9. **Historian Report (Kelley Christman)**
Kelley is still working on imaging everything. Denise is going through the box she received from the last meeting. Denise will scan the documents and send to Kelley.

10. **Web Developer Report (Katie Pederson)**
   a. Webinar ideas? Work with Leadership Development Panel to put together a webinar. Corey was in the process of developing a webinar. Katie is not aware of this. It is agreed that webinars will be on hold until replacement of the positions. The Board will revisit it at the October meeting. Kathleen recommended that we record the guest speakers. Katie will update the web-site to notify members that webinars are on hold.
   b. Update on distribution lists. The VPs will send a list of main contacts to review. New Mexico has had a transition of membership. Kathleen will work with Denise within the next week to get access to the distribution list in order to update it. It is unclear where the official membership list is. QuickBooks is updated, but not sure if it is in CVENT. The VPs have their own distribution list. Katie will be happy to assist other VPs to update their member distribution list and create an official list in Google documents. CVENT provides lists of who attended the conference from May 2015. Katie would like all the lists from QuickBooks and CVENT to combine and update.
   c. Issues with website. Katie is in the process of collecting the information and posting on the web-site.
      i. Under New Mexico
         1. Registrars website
         2. Admissions website
         3. Pictures missing from NM institutions
         4. Slide with State of New Mexico not up

11. **Marketing & Communication Coordinator Report (Stacy Sharp)**
Need to work with Charlie to setup CVENT to send Save the Date to the membership.
   a. Branding for July Conference. So far everything is branded. Need to update CVENT.

12. **Newsletter Editor Report (Stacy Sharp)**

13. **Old Business (Denise Esquibel)**
   a. Are we all paid up with everything from 2014 and 2015 Annual Meeting? Charlie confirmed that all members are paid up-to-date for the Annual Meetings.

14. **New Business**
   a. AACRAO Attendance/Next Board Meeting.
      The Board will plan on meeting during lunch time on Tuesday, March 22 from 11 to 1 (Arizona time) and then the Board can spend time to talking to the exhibitors. Denise and Stacy M. will prepare the agenda. Stacy M. will lead the meeting since Denise will not be attending due to other commitments.
   b. Other.
      i. New Mexico commitment to RMACRAO due to economic impacts. She wanted to affirm that both she and New Mexico are completely committed to the organization.
      ii. Linda inquired if Wyoming Catholic is a current member since she did not see them on any of the budget reports. The Board verified they were accepted as an associate member. They will be added to the web-site.
      iii. Kyla is asking how all the position changes will be communicated to the Board. Katie is doing a write-up thanking Corey and informing folks that he is no longer in those positions and who is.
iv. Katie would like to work with someone who is interested in taking over the web
developer position.

v. Charlie is asking if purchases over $5 need to be approved by the Board. What
are the expectations from the Board when it comes to spending? Denise, as
President, trusts Charlie’s decision to make purchases.

15. Next Meeting – Tuesday, March 22, 11 a.m. Arizona time, Phoenix Convention Center.

16. Adjourn. Katie made a motion to adjourn; Charlie seconded the motion. Motion approved.