RMACRAO Board of Directors Meeting  
University of Northern Colorado-Centerra Campus, Loveland Colorado  
July 28, 2017

Board Members Present In-Person: Stacy Sharp (President), Stacy Maestas (Past President), Charlie Couch (Exhibitor & LAC Liaison), Kelley Christman (Historian), James Tisdale (President-Elect), Michelle Heiny (LAC Chair), Katie Pederson (Marketing & Communications Coordinator), Linda Nichols (Outgoing VP-Wyoming), Geri Martinez (Treasurer), Jerry Becker (Treasurer-Elect), Amelia Jackson (VP-Colorado), Sarah Hannes (Web Developer)

Board Members Present via Phone: Debbie Giron (VP-New Mexico), Alli McCown (VP-Wyoming)

1. CALL TO ORDER  
   a. Meeting was called to order at 1:15 PM by President, Stacy Sharp.  
   b. A quorum was confirmed.

2. SECRETARY’S REPORT  
   a. Stacy Sharp announced that she had appointed Esteban Terrazas from the University of Denver as the Secretary.  
      i. Amendment – Esteban Terrazas was unable to accept the position after speaking with leadership at his institution. Miori Gidlney from Front Range Community College was then appointed and accepted.  
   b. Stacy Maestas made a motion to approve the February 3, 2017 Board of Directors meeting minutes; Charlie Couch seconded. Minor revisions were recommended and the motion was approved.  
   c. Kelley Christman made a motion to approve the June 12, 2017 Board of Directors meeting minutes; James Tisdale seconded. Motion was approved.

3. TREASURER’S REPORT  
   a. Membership dues are still outstanding from the following:  
      i. Colorado – Adams State, American Sentinel, and Colorado College  
      ii. New Mexico – Central New Mexico Community College, Clovis Community College, and Eastern New Mexico University-Portales  
   b. All conference registrations have been paid  
   c. The account balances are as follows:  
      i. Checking $50,383.12  
      ii. Savings $39,673.75  
   d. In working with an accountant Geri determined that RMACRAO is a 501c6 and is not tax exempt in the State of Colorado with that corporate filing type. This will increase our expenses related to the conference. The organization is not eligible to be a 501c3 as we are not a charitable organization.  
   e. Geri requested that we spend time at the October meeting to discuss how to get previous Treasurers off of the accounts. In the meantime she will work on contacting PayPal to see what steps we will need to take.
f. We will need to contact Wells Fargo to change Stacy Sharp to the designated officer for the organization as she is now in the President role.
g. Geri voiced concerns about the workload required to be the Treasurer and asked to have Jerry Becker take over the membership portion of the responsibilities and she will maintain the conference portion of the responsibilities. At the October meeting the board will discuss the possibility of hiring a bookkeeper to assist with finances.

4. PRESIDENT’S REPORT

a. Stacy welcomed the new board of director’s members and thanked the outgoing members for their service, and asked Sarah to work on getting the organization emails switched over. At the October meeting we will be discussing other options for document sharing to improve security.

b. Michelle Heiny reported on the 2017 Annual Meeting:
   i. At this time we have revenue of approximately $46,000 and expenses of approximately $53,000. This conference was over budget as approved by the Board of Directors earlier in the year.
   ii. There were 184 registered attendees with 69 being first time attendees.
   iii. Michelle and Stacy will be putting together a checklist for items to watch for and check on in future contracts. They will bring this to the October meeting.
   iv. Service level at the Embassy Suites was very good and many compliments were received about the food.
   v. The Thursday evening event was a great success and we were able to reduce down to only three buses.

c. Stacy Sharp reported on the 2017 Annual Meeting Program:
   i. There were requests to have additional Admissions sessions. Debbie Giron will continue to have ongoing conversations to get increased New Mexico involvement in presentations.
   ii. There were also requests to have longer breaks and/or shorter days.
   iii. There is a desire to move towards a pocket agenda. Charlie will check with AACRAO to see if there may be an opportunity to partner with them on an app.
   iv. There was a recommendation for the future to be more intentional with first time attendees with regards to what to expect and guide them with the type of feedback they will be asked for.
   v. Exhibitor speed dating was a success but a clearer plan needs to be communicated with the exhibitors next time so that they know what to expect and how to proceed.
   vi. The Town Hall meeting seemed to be a success and we may be able to use this time slot in the future to discuss the transition plan for the changes to the VP roles.
   vii. Stacy will send out emails to thank all of the presenters. Katie Pederson will draft the letter on Stacy’s behalf.
viii. James will need access to the google documents so that he can send out the evaluation results to the presenters. At the time he sends those out he will also request PowerPoint presentations for the website.

ix. Stacy and Kelley will coordinate on getting the Bylaw changes updated and the new version placed on the website soon.

5. PAST PRESIDENT'S REPORT
   a. No report

6. PRESIDENT-ELECT REPORT
   a. No Report

7. EXHIBITOR & LAC LIAISON REPORT
   a. 2018 Annual Meeting
      i. The contract has been signed and Geri will send it to the board for reference.
      ii. Debbie and Geri will work on food and beverage selections.
      iii. AV will be provided by Dona Ana Community College, but we will need to verify that this acceptable in the hotel contract.
      iv. Luna Community College was generous enough to take the LAC supplies with them back to New Mexico and Geri will meet up with them to pick up the items.
      v. Mike Reilly, AACRAO Executive Director has family in the Las Cruces area so he may be an option for presenting.
   b. 2019 Annual Meeting
      i. The RFP for 2019 has been sent out. Charlie would like to have options for the board to discuss at the October meeting.
      ii. The University of Colorado Boulder has expressed interest in hosting.

8. VICE PRESIDENT REPORTS
   a. Colorado
      i. No Report
   b. New Mexico
      i. No Report
   c. Wyoming
      i. No Report

9. HISTORIAN REPORT
   a. No Report

10. WEB DEVELOPER REPORT
    a. No Report
11. MARKETING & COMMUNICATION COORDINATOR REPORT
   a. Katie has spoken with Corey Wahl about updating/redesigning the RMACRAO website. This will be discussed further at the October meeting.
   b. She requested that the Vice Presidents reach out to their states to have updated membership information. There was discussion of possibly using a google form to handle the updates.
   c. She would like to discuss all communications coming directly from the Marketing and Communication Coordinator in the future for consistency and timeliness.
   d. The request for Fall newsletter items will be sent out in the next month or so.

12. OLD BUSINESS
   a. None

13. NEW BUSINESS
   a. None

14. NEXT MEETING
   a. The next meeting will take place October 2\textsuperscript{nd} and 3\textsuperscript{rd} in Las Cruces, New Mexico.
      i. All day meeting on both days, please plan to travel in on the 1\textsuperscript{st} and home on the 4\textsuperscript{th}.
   b. We have a room block available.
   c. Stacy Sharp will update the future meetings document and make sure it gets sent to Sarah to be published on the website.

15. ADJOURNMENT
   a. Meeting was adjourned at 3:07 PM.