1. **CALL TO ORDER**
   a. Meeting was called to order at 8:40 AM by President, Stacy Maestas.
   b. A quorum was confirmed.
   c. Introductions were done since we have new members.
      i. Stacy Maestas, President, Laramie County Community College
      ii. Kelley Christman, Historian, University of Northern Colorado
      iii. Stacy Sharp, President-Elect, University of Northern Colorado
      iv. Michelle Heiny, 2017 LAC Chair, University of Northern Colorado
      v. Katie Pederson, VP-Colorado/Marketing & Communications Coordinator, College for Financial Planning
      vi. Lori Woodruff, Colorado State University
      vii. Chris Seng, Outgoing Treasurer, Colorado State University
      viii. Amber McClure, VP-New Mexico, Mesalands Community College
      ix. Geri Martinez, Treasurer, Dona Ana Community College
      x. Linda Nichols, VP-Wyoming, Casper College
      xi. Charles Couch, Past President/Exhibitor & LAC Liaison, University of Northern Colorado
   d. Stacy Maestas asked for approval of the agenda. MOTION Charlie Couch, SECOND Amber McClure. Agenda was approved.

2. **TREASURER’S REPORT**
   a. Budget Updates
      i. RMACRAO ended the fiscal year under budget on expenses for our operating budget.
      ii. Profit and Loss Statement
         1. Revenue $34,490
         2. Expenses $16,800
      iii. Business checking account has a balance of $10,000+, and the business savings account has a balance of $39,000+
      iv. A flowchart has been developed by Lori Woodruff for any future treasurer to help them navigate the systems required for maintaining our financial documentation.
      v. We need to get Stacy S. added to the account, and as soon as all charges are moved over we will need to get Chris Seng removed from the account. Geri can work through the Wells Fargo statement to identify any re-occurring charges that will need to be moved to the card issued in her name.
   b. Update on Status of Dues Collection
      i. Membership accounts not paid for the 2015-2016 dues year were Colorado Heights University, St. John’s College, and Northern New Mexico College (only provided partial payment)
ii. Geri will be sending out the 2016-2017 dues notices in the near future. Charlie will provide us with IPEDS data for enrollment numbers (unduplicated headcount) for all member institutions.

c. Update from 2016 Annual Meeting
   i. Annual conference expenses were approximately $16,000
   ii. There was a net income from the meeting of $17,000. This will help offset the projected higher costs of the 2017 Annual Meeting.

3. PRESIDENT’S REPORT
   a. Housekeeping Items
      i. There was some difficulty in transitioning the RMACRAO email addresses. We will work to get the updates made right away to ensure that the correct people are on the account.
      ii. Geri mentioned concerns with the security of using Gmail. Stacy M. will ask Sarah to research different options to store our information.
   b. Recognition Letters
      i. Stacy M. sent recognition letters to institutional leadership for the board members who have provided information. If you want yours sent please send the receiver information to her and she will send the letters.
   c. Updates
      i. Our GoToMeeting membership had expired. It has now been re-activated and Geri has paid the annual fee. Chris recommended that we send out a reminder to the membership that as member institutions they have the ability to utilize that service free of charge.
   d. Future Meeting Dates
      i. Dates were provided at the July meeting. There was discussion of the need to meet at the AACRAO Annual Meeting. It was determined that it was easier to meet outside of the AACRAO event, so we will move this year’s meeting to two weeks post-AACRAO as an online meeting, on Monday, April 17th. Those that can attend in person will meet at UNC’s Centerra Campus.
   e. AACRAO 2016 Leadership Meeting
      i. Will be held December 2-3 in Washington D.C.). Stacy M. and Stacy S. will attend as part of their role on the RMACRAO Board of Directors. Kelley and Charlie will also be there as part of their role with the AACRAO State & Regional Relations committee.

4. PAST PRESIDENT’S REPORT
   a. Positions Up for Election
      i. President Elect, VP-Wyoming, VP-Colorado, Treasurer-Elect.
      ii. Call for nominations will go out on the normal timeline.
   b. Awards & Recognition
      i. Will also send out call for awards and recognition in the near future.
5. **2016 ANNUAL MEETING WRAP-UP**
   a. Kyla called in to the meeting to give her update. Everything has been uploaded to the Google Docs site.
   b. Reminder to be aware of insurance needs for any off-site events. Michelle will add it to the LAC checklist, and Geri will follow up with our insurance provider to see what our event coverage is. Chris will send the policy to the group for review.
   c. Requested that RMACRAO order generic banners for the annual meeting so they are not tied to a specific theme.
   d. Suggested the possibility of providing presenter gift cards as an incentive. The Board was not in favor of this but considered the possibility of entering all of the presenters into a drawing of some sort.
   e. The board recognized Kyla for all of the work she did to make the 2016 Annual Meeting a tremendous success.

6. **HISTORIAN REPORT**
   a. Kelley reported that scanning project is still happening.
   b. Would like to have a central electronic repository (SharePoint, etc.) for the ease of storing the RMACRAO documents.

7. **2017 ANNUAL MEETING SITE TOUR**

8. **PRESIDENT-ELECT REPORT**
   a. **2016 Session Evaluations**
      i. All evaluations have been emailed to the Board. The presenters all received their evaluations within a month of the conclusion of the Annual Meeting.
      ii. Letters were sent to the general session speakers thanking them for presenting in addition to providing their session evaluations.
      iii. The National Student Clearinghouse pre-conference was very popular.
      iv. At the First Timer’s welcome, we may need to inform the group that the vendor sessions will be listed with a company as the presenter.
      v. There was a large number of comments about wanting more professional development sessions.
   b. **2017 Annual Meeting**
      i. **Conference Theme**
         1. A conference theme of “Obstacles are Opportunities” has been selected.
      ii. **Pre-Conference Sessions**
         1. Because of the popularity of the NSC session in 2016, we have reached out to Danette Sullivan and she has agreed to do a pre-conference workshop again.
         2. A second pre-conference option will also be available on a professional development topic. Stacy S. has been working with
Mike Stanley to provide a pre-conference workshop, in addition to being a general session presenter.

iii. General Session Speakers
1. Mike Stanley contract/cost information was provided to the Board. Stacy M. asked for approval of the cost associated with his presentations. MOTION Geraldine Martinez, SECOND Charlie Couch. Approved.
2. AACRAO Representative (to be determined) will be asked to be the speaker of one of the general sessions.
3. The Board brainstormed additional possibilities to fill the third general session speaker slot.
   a. Honoree Quarter, Leadership. Life Coach, etc.
   b. Dallas Martin, UNC Alumni
   c. Phil Tompkins, UNC Alumni
   d. Mary Adams-Trujillo, North Park University

iv. Town Hall Meeting
1. Due to bylaw changes that will be proposed to the membership, the Board determined that it will be necessary to have a Town Hall meeting scheduled at the Annual Meeting. The best time for this may be Wednesday after the breakout sessions end, but prior to the start of the President’s Reception.
2. Determined that it would be a good idea to have a ballot booklet to describe the changes.

9. 2017 LAC REPORT
   a. Thursday Evening Event
      i. The event will take place at the Anheuser Busch Brewery Beer Garden, with group tours. Transportation from the hotel will start at 6:00. Snack foods available until buffet dinner begins.
      ii. MOTION to approve the Thursday evening event Kelley Christman, SECOND Geraldine Martinez. Approved.
   b. Conference Food Menu
      i. The detailed food information was provided to the Board.
      ii. MOTION to approve the food choices and budget as proposed Charlie Couch, SECOND Katie Pederson. Approved.
   c. There was discussion of what type of promotional item to provide to the attendees. In the past we have done bags, cups, etc.

10. EXHIBITOR & LAC LIAISON REPORT
    a. 2017 Annual Meeting contract is signed, with the exception of the A/V portion which is still being negotiated.
    b. 2018 Annual Meeting does not have a venue contract yet. Looking into possibilities in Las Cruces, New Mexico. We will also look into possibilities closer to the Albuquerque area.
11. VICE PRESIDENT REPORTS
   a. Colorado
      i. The Northern Colorado Registrar group met recently and discussed a number of items including new transfer initiatives within the state.
   b. New Mexico
      i. NMACRAO had their annual fall meeting and it was well attended.
      ii. New Mexico initiatives: all course numbers are going from 3-digit to 4-digit. TAAACCTT Grant and working with a consortium of schools for career readiness programs in health care. A good session for RMACRAO may be credit for prior learning.
   c. Wyoming
      i. The Registrar group met recently and there are still budget cuts happening.

12. WEB DEVELOPER REPORT
   a. Would like to look at a different options to streamline the website.
   b. Stacy M. requested that the Distinguished Service and Special Recognition award citations be sent to Sarah for inclusion on the website.

13. MARKETING & COMMUNICATIONS COORDINATOR REPORT
   a. Katie is collaborating with a friend to devise a social media platform plan for the organization.
   b. Fall Newsletter
      i. Will add a reminder item to the newsletter regarding the combining of the two Facebook pages.
      ii. Newsletter is ready except for a few photos, but it is basically ready to be sent out to the membership.

14. ADJOURNMENT
   a. Meeting was adjourned for the day at 3:14 PM.
1. **CALL TO ORDER**
   a. Meeting was called to order at 8:34 AM by President, Stacy Maestas.

2. **SECRETARY REPORT**
   a. Stephanie was unable to attend the meeting but provided minutes electronically.
   b. Approval of June 6, 2016 Board of Directors Meeting Minutes
      i. MOTION Amber McClure, SECOND Stacy Sharp. Approved as submitted.
   c. Approval of July 22, 2016 Board of Directors Meeting Minutes
      i. Update the heading to show Minutes instead of Agenda
      ii. Update item D to correct Michelle Heiny’s last name.
      iii. MOTION Stacy Maestas, SECOND Charlie Couch. Approved as modified.

3. **OLD BUSINESS**
   a. Annual Meeting Town Hall Discussion
      i. The feeling was that the new members at the meeting didn’t really understand what was happening because of not knowing the backstory.
      ii. Determined that if we can get a more positive message to the New Mexico membership there is the potential for a much larger involvement.
      iii. There was great support for having a task force to discuss these issues.
           The committee makeup will be as follows:
           1. Current RMACRAO President (Ex-Officio)
           2. At least three members from each state chosen by the members of the state. At least one representative from Admissions and one from Registrar.
           3. The Task Force will select their own Chair, who will not be a member of the current board.
           4. The Task Force will need to select a Secretary.
      iv. Would like to have the task force present their findings at the 2017 Town Hall Meeting.
      v. After the newsletter is published, there will be a call to the membership to get participation in the task force. There will also be information provided on the website.
      vi. If any bylaw changes are proposed by the task force they need to be submitted to the Board of Directors prior to the April board meeting if they plan to have the membership vote on changes at the 2017 Annual Meeting.

4. **NEW BUSINESS**
   a. Professional Development Scholarship Applications
      i. We had one application from New Mexico, and six from Colorado.
ii. The Board discussed the possibility of offering three scholarships, rather than two because of the positive financial position of the organization. 
MOTION Charlie Couch, SECOND Stacy Sharp. Approved.

iii. The three scholarship recipients selected are:
   1. Amber McClure, Mesalands Community College, CAEL Conference
   2. Rebecca Jones, University of Colorado Boulder, AACRAO Technology & Transfer Conference

iv. Katie will notify the applicants of their application decision.

b. Strategic Planning
   i. The Board decided to postpone this conversation until we have additional information from the task force.

c. By-law Revisions
   i. The Board began review of the bylaws to determine any possible changes/edits to bring forward to the membership.

5. NEXT MEETING
   a. Friday, February 3, 2017, Loveland, CO
   b. GoToMeeting will be available for those who need to attend remotely.

6. ADJOURNMENT
   a. Meeting was adjourned at 1:08 PM.