RMACRAO Board of Directors Meeting
February 15, 2019 9am-3pm
FRCC-Westminster or Go to Meeting
MINUTES

Attendees: Stacy Sharp, Alli McCown, Amelia Jackson, Trish Torrez, Jerry Becker, Miori Jackson Gidley, Chris Bennett, Katie Risheill, Kristin Conway, Katie Pederson, Linda Nichols  Absent: Tracy Barber

1. Call to Order (Stacy Sharp) at 9:05 a.m.
   a. Quorum confirmed

2. Secretary Report (Miori Gidley)
   a. Approval of October 11, 2018 and October 12, 2018 Board of Directors Meeting Minutes
      i. Motion to approve by Trish, seconded by Jerry.  Minutes approved
   b. Approval of January 9, 2019 Emergency Board of Directors Meeting Minutes
      i. Motion to approve by Ali, seconded by Amelia.  Minutes approved
   c. Minutes need to be posted to the web:  September, October 2018

3. Past-President-Discussion and Vote on Linda Nichols to fill in for remaining President and Past-President
   a. Vote to approve Linda Nichols as President, then will become Past President
      i. Motion to approve by Jerry, seconded by Trish.   Motion passed
   b. Katie will draft a communication to the membership and send out an email
   c. Linda needs to write a President’s section for the Winter/Spring newsletter that is coming up

4. Treasurer Report (Jerry Becker)
   a. Budget Updates
      i. Checking = $ 6,026.65,  Savings = $29,688.22
   b. Update on status of dues collection
      i. 29 Member institutions have paid 18-19 dues
      ii. 31 Member institutions have not paid 18-19 dues
   c. Taxes and Reports
      i. 18 DEC 2018 – Submitted FY18 New Mexico Annual Report – $10.00
      ii. 4 JAN 2019 – Submitted Change of Address or Responsible Party – Business (form 8822-B) to IRS
      iii. 4 JAN 2019 – Submitted Application for Automatic Extension of Time to File an Exempt Organization Return (form 8868) to IRS
      iv. 12 JAN 2019 – Submitted an amended Return of Organization Exempt from Income Tax (form 990-EZ) for FY 17 to IRS.  Amended due to many questions that were left blank, revenue was overstated, amounts that were supposed to match in other locations on the form didn’t, no schedule O was attached, Have not yet started Return of Organization Exempt From Income Tax (form 990-EZ) for FY 18

5. President Report (Linda Nichols)
   a. AACRAO 2019 -Leadership Meeting Update-
      i. Recommend the Katie as President Elect attend, if she is able to.
   b. RMACRAO Reception at AACRAO-
      i. Stacy Sharp has been in contact with Lucky Strikes in LA near the convention center and was able to find an option to fit our $750 budget.  Board members agreed this was a good option.
ii. No RMACRAO Board Members are attending. Need to find another member to serve as a Liaison. Stacy will ask Stacy Maestas if she would be willing to serve as a local host. We can also get a list from AACRAO of registered attendees from RMACRAO.

c. Articles of Incorporation Change-Any?
   i. Revised July 2018 meeting minutes. Updated minutes to be more specific to record the changes that were made.

d. Bylaw changes
   i. Any changes must be sent out 60 days prior to the annual meeting
   ii. Further discussion surrounding book keeping/accounting need. Eliminate Treasurer-Elect position, change current Treasurer role to a Controller (Section 4.06)
      1. Add controller position, appointed by the Board (current Treasurer description in bylaws mentions Controller). Would not need a Treasurer-Elect since Controller could help new Treasurer onboard and with consistency
      2. Jerry will draft changes and board can vote by email, then include in the Winter/Spring newsletter

e. Survey Results
   i. 34 total responses, compared to 80 survey responses last year, was sent to 800+ email addresses
   ii. Discussed other ways to engage memberships, such as a webinar that promotes the annual meeting. Miori will facilitate, with help from Linda, Kristin and Trish. Need to record and publish on the website. Timing based on registration opening
      1. We also need to update the website with anything new that we can so members know what we are working on, and topic updates.

6. Past-President Report (Stacy Sharp)
   a. Nominations & Elections Committee Update
      i. 4 positions open: President-Elect, VP Records and Registration, VP Admissions, Treasurer
         1. President Elect-Katie Pederson
         2. Treasurer
         3. Communications : would need to fill role if Katie is elected
         4. 2 members interested, but not sure in what capacity
            a. Jennifer Westman (Wyoming Catholic)
               i. Associate memberships cannot serve in an elected capacity
            b. Kendra Stansbury (Metro)
         5. Trish will inquire with WY as she contacts them about representation on the board, especially in Admissions
   b. Awards, Honors & Recognitions Committee Update
      i. No update at this time, but something to keep working on for the annual meeting

7. President-Elect Report (Kristin Conway)
   a. AACRAO Representative at RMACRAO – have reached out and pending response
   b. 2019 Meeting/Program Planning Update
      i. How many session proposals at this point? 40+ sessions, not including vendor sessions or round tables and is still accepting proposals. Post rough draft of program by mid-April
      ii. President Reception: CASE Building patio/rooftop is reserved
      iii. Looking in to options outside of hotels, like lockers that can be rented for secure storage of belongings
      iv. Pre-Conference: Tracy Hart (UNM), Holly Teal (CMU), Phil Smith (NSC)
      v. Thursday Reception: Museum of Boulder – need to put down deposit of $750 to reserve
      vi. Closing Speaker: William Cuskin (CU-B)
      vii. Hotel: no block of rooms, but will provide list of five suggested hotels. Note on website and newsletter that occupancy can be high during the summer so reserve early
      viii. Budget Review
1. Past Colorado meeting attendance: Loveland (184), Colorado Springs (169), Fort Collins (195), Denver (156)

ix. Registration cost
   1. $195 or $200 early bird, $220 late registration, $250 “day of”, non-member TBD
   2. Parking $25/week
   3. Would be ideal to open up early March and time with newsletter release

8. Exhibitor & LAC Liaison Report (Katie Risheill)
   a. 2019 Registration: has set up ready, just needs to finalize details and test
   b. 2020 Contract: Submitted RFP’s through chambers of commerce in Colorado and Wyoming. Recommend that we pick one or two cities to direct more research
      i. Discussed options for future locations

9. Vice President’s Report – no updates from all
   a. VP for Admissions (Alli McCown)
   b. VP At Large (Trish Torrez)
   c. VP for Records and Registration (Amelia Jackson)

10. Marketing & Communication Coordinator Report (Katie Peterson)
    a. Winter/Spring Newsletter – would like to publish on March 8th

11. Historian Report (Tracy Barber) – unable to attend
    a. Stacy has five boxes that need to be moved prior to UNC’s move on March 11th. Miori can store the items at FRCC in the interim.
    b. Conference items are still in Trinidad. Jerry may be able to bring them up during a CSU Pueblo trip.

12. Web Developer Report (Chris Bennett)
    a. Added Linda Nichols in the board distribution group, and access to the President email account
    b. Will update officer page
    c. Job posting board discussion

13. Old Business

14. New Business
    a. AACRAO Travel Grant Approvals ($400, 3 grants in total to award, only 2 applicants)
       i. Nick Marlin, Laramie County Community College
       ii. Greg Loza, University of Colorado Boulder
       iii. Motion by Trish to approve, second by Jerry. Motion carried to award $400 to both applicants.
       iv. Discussion surrounding grant eligibility. Remove first-time attendee requirement for RMACRAO effective 2019, and AACRAO in 2020. Preference will be considered for first-time attendees and/or contribution to RMACRAO. Trish will work to update application form and website
          1. Motion by Trish, second by Amelia. Motion approved
    b. GoTo Meeting vs Zoom memberships
       i. Zoom has a better cost and an easier experience for host. Max of 100 attendees per session. Monthly subscription
       ii. Contract is expired with GoTo Meeting already
       iii. Motion to change to Zoom by Amelia, second by Jerry. Motion approved
    c. PACRAO relationship, Colorado association
       i. Miori will share notes, and Kristin can share the recording.
       ii. Discuss at April meeting
15. Next Meeting, April 12, 2019. UNC Greeley Campus or Zoom Meeting
   a. Attend President Feinstein's Investiture Celebration at 12:30
      https://www.unco.edu/president/investiture/

16. Adjourn 12:58 p.m.
## Revenues and Expenses
### Budget vs. Actual
#### Fiscal Year 2019 - as of 28 FEB 2019

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Over/(Under)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Dues</td>
<td>$7,500.00</td>
<td>$3,690.00</td>
<td>$(3,810.00)</td>
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<tr>
<td>Exhibitor Fees</td>
<td>$-</td>
<td>$8,375.00</td>
<td>$8,375.00</td>
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<tr>
<td>Interest</td>
<td>$-</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$7,500.00</td>
<td>$12,068.00</td>
<td>$4,568.00</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACRAO Reception</td>
<td>$750.00</td>
<td>$374.30</td>
<td>$(375.70)</td>
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<tr>
<td>Advertising/Recognition</td>
<td>$100.00</td>
<td></td>
<td>$(100.00)</td>
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<tr>
<td>Annual Meeting</td>
<td>$-</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>Bank/Filing Fees</td>
<td>$300.00</td>
<td>$290.68</td>
<td>$(9.32)</td>
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<tr>
<td>Board Meetings</td>
<td>$-</td>
<td>$177.85</td>
<td>$177.85</td>
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<tr>
<td>Conference Expense</td>
<td>$-</td>
<td>$2,651.30</td>
<td>$2,651.30</td>
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<tr>
<td>Executive Committee</td>
<td>$400.00</td>
<td></td>
<td>$(400.00)</td>
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<tr>
<td>Insurance</td>
<td>$1,500.00</td>
<td></td>
<td>$(1,500.00)</td>
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<tr>
<td>Miscellaneous</td>
<td>$200.00</td>
<td>$119.01</td>
<td>$(80.99)</td>
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<tr>
<td>Peer Evaluation</td>
<td>$750.00</td>
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<tr>
<td>President’s Travel</td>
<td>$150.00</td>
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<tr>
<td>Prof Dev Scholarships</td>
<td>$1,500.00</td>
<td>$940.00</td>
<td>$(560.00)</td>
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<tr>
<td>Transaction/Credit Card Fees</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>Travel Grants - AACRAO</td>
<td>$1,200.00</td>
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<td>$(1,200.00)</td>
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<tr>
<td>Travel Grants - RMACRAO</td>
<td>$2,400.00</td>
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<td>$(2,400.00)</td>
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<tr>
<td>Web Support</td>
<td>$1,000.00</td>
<td>$249.10</td>
<td>$(750.90)</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$10,250.00</td>
<td>$4,852.24</td>
<td>$(5,397.76)</td>
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<tr>
<td><strong>Net Revenue/(Loss)</strong></td>
<td>$(2,750.00)</td>
<td>$7,215.76</td>
<td>$9,965.76</td>
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</table>
## Balance Sheet
### Fiscal Year 2019

### Assets

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash - Checking</td>
<td>$11,037.54</td>
</tr>
<tr>
<td>Cash - Savings</td>
<td>$29,688.22</td>
</tr>
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**Total Assets** $40,725.76

### Liabilities and Equity

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$0</td>
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</tbody>
</table>

**Total Liabilities** $0

<table>
<thead>
<tr>
<th>Equity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at 10/1/2018</td>
<td>$33,510.00</td>
</tr>
<tr>
<td>FY 2019 Net Revenue/(Loss)</td>
<td>$7,215.76</td>
</tr>
</tbody>
</table>

**Total Equity** $40,725.76

**Total Liabilities and Equity** $40,725.76
### Conference Revenue

<table>
<thead>
<tr>
<th>Exhibitor Registrations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paradigm</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Grad Images</td>
<td>$900.00</td>
</tr>
<tr>
<td>Parchment</td>
<td>$2,625.00</td>
</tr>
<tr>
<td>College Source</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Scrip-Safe</td>
<td>$850.00</td>
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</tbody>
</table>

**Total Exhibitors**

$8,375.00

<table>
<thead>
<tr>
<th>Member Registrations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>

**Total Members**

$-

**Total Conference Revenue**

$8,375.00

### Conference Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Conf Materials from Las Cruces to Trinidad</td>
<td>$457.80</td>
</tr>
<tr>
<td>Cvent</td>
<td>$1,897.50</td>
</tr>
<tr>
<td>Logo Design</td>
<td>$100.00</td>
</tr>
<tr>
<td>Table Rental for President's Reception</td>
<td>$196.00</td>
</tr>
</tbody>
</table>

**Total Conference Expenses**

$2,651.30

**Net Conference Revenue/(Loss)**

$5,723.70