1. Call to Order (Stacy Maestas)
   a. Stacy Maestas called the meeting to order at 11:17 am at the Phoenix Convention Center.
   b. Present: Stacy Maestas, Chris Seng, Charlie Couch, Linda Nichols, Katie Pederson, Stacy Sharp (non-voting member), and Kelley Christman (non-voting member).
      1. Stacy Maestas confirmed the quorum (5 of 9 voting members were present), the percentage of voting members were confirmed.

2. Secretary Report (Stacy Maestas)
   a. Approval of the February 5, 2016 Board of Directors meeting minutes was tabled until the June 2016 board meeting when more time is available.

3. Treasurer Report (Chris Seng)
   a. Budget Updates. Chris thanked the VP’s for their help in reaching out to all schools with missing dues.
   b. Chris reviewed the current RMACRAO bylaws. Any institution must pay dues that are stated in the bylaws regardless what was on the RMACRAO website.
      a. Katie updated the website to accurately reflect the dues when the discrepancy was discovered.
      b. Chris sends out invoices to all members to accurately show what is owed in dues which reflects the bylaws.
   c. Stacy Sharp mentioned to Chris that we need updated current budget and a proposed budget to include it the spring newsletter to share with the members before the annual meeting.
      a. Must be shared 30 days before the annual meeting.

4. President Report (Stacy Maestas)
   a. The RMACRAO Reception at AACRAO will be at the Hard Rock café tonight starting at 6:30 p.m.
      1. The event is already paid in full.
      2. Stacy Maestas will head over early and follow up with bar that it is a cash bar and no extra food can be ordered by anyone.
   b. RMACRAO travel grant notifications have been sent out by the VP’s and in the winter newsletter with the application deadline of June 1st.
      1. The applications will be reviewed at the next board meeting in June.
   c. Two AACRAO travel grants were awarded at $400 each.
      1. The recipients were both from New Mexico. VP of New Mexico needs to follow up with the travel grant recipients to ask for them to submit their receipts from the conference to Chris Seng.
      a. Chris cannot disburse a check until receipts have been submitted
2. VP of New Mexico will also need to ask recipients to write a thank you for the spring newsletter, which should also include what they learned at the conference.

5. Past-President Report (Charlie Couch)
   a. Nominations & Elections Committee update.
      a. President Elect, the only accepted nomination was Stacy Sharp (UNC);
      b. Secretary, the only nominee was Stephanie Protsman (CSU Global);
      c. Stacy Maestas has someone who is willing to step forward as the new Marketing and Communications Coordinator for next year if Stacy Sharp is elected;
      d. Vice President-New Mexico, Kathleen Sena submitted her name for a second term as there was no additional interest in the position.
         1. Charlie emailed Kathleen and Denise, the current RMACRAO Bylaws (section 4.02) state that “officers shall not succeed themselves if elected for a two-year term”.
            a. Any change to the RMACRAO Bylaws related to this would need to be voted on by the membership at the annual meeting this year. Any changes approved by the membership would not take effect until next year.
         2. The bylaws do not state the VP position has to be filled.
         3. Charlie will work with Kathleen and Denise regarding other solutions that may be available.
      e. Ballots must be sent out to the membership no later than 60 days before the annual meeting.
         1. Charlie will work on sending out ballots to the membership.
         2. The committee is made up of Charlie, Kelley, Linda, and Katie
            a. Kelley reminded the group that some schools are weighted more and get more votes than other, which will need to be calculated in prior to determining results.
   b. Awards, Honors & Recognitions Committee Outcomes
      a. Two members were selected for the Distinguished Service award. The voting took place via email prior to this meeting.
      b. One person was selected for the Special Recognition Award. The voting took place via email prior to this meeting.
      c. One Honorary Membership will be moved forward to the membership for voting during the Nominations & Elections process.

6. President-Elect Report (Stacy Maestas)
   a. 2016 Program Update
      a. Stacy Maestas spoke with Jim Bouse, President-Elect from AACRAO about this year’s theme for the RMACRAO conference.
      b. Discussed the other speakers to see which one wants to speak at opening or closing. Dr. Post would be a good recommendation as an opening speaker.
      c. Currently have 6 vendors that want to present. 12 vendors have signed up and potentially all will want to present a session at the annual meeting.
      d. Offering only 4-5 sessions so that there is a better attendance.
      e. Possibly two general sessions if the Clearinghouse and Marc Barker will be available to explain the new VA and Clearinghouse discussions.
      f. On opening day, the first time lunch, opening session, then straight into the exhibitor speed dating. Will also offer dessert with vendors.
1. The exhibitor speed dating will be with all members and vendors. This idea was proposed by vendors that have attended other conferences and works well.

2. Katie will make monopoly pieces to put on name tags

7. 2016 Local Arrangements Report (Kyla Foltz)
   a. Update on local arrangements has been postponed, Kyla was not in attendance at the meeting.

8. Exhibitor & LAC Liaison Report (Charlie Couch)
   a. Location for 2017 conference will be in Loveland, Colorado. The board reviewed the email that Charlie sent out on 3-14-16.
      a. We need to increase the rooms from 3 to 5 for the breakout sessions.
      b. General session and opening should be in high meadow so that the rooms don’t have to be turned around for the breakout sessions. Keep it at maximum of 5 sessions for each break out.
      c. Charlie will schedule Nordy’s for the board meeting after the conference, this will be cheaper then paying for the room and box lunches at the hotel.
      d. Charlie proposed that we purchase screens because each year we keep asking schools to bring screens. Charlie will send out an electronic vote with the proposal and prices to the board of directors to vote on later.
         1. When LAC stuff is passed on to new LAC, the screens will be housed with everything.
      e. Internet is not included in the break out rooms, membership needs to be aware of this for the sessions if they are presenting
         1. Charlie will be sending out this information to the membership so everyone is aware of the internet situation.
      f. Charlie will reach out to find out what we have to pay if we don’t meet the minimum room requirement. Or can we reduce that number of rooms?
      g. Need sleeping rooms potentially for 3 speakers for all three nights
      h. Will vendors be charged if they ship items to the hotel ahead of time?
         1. Charlie will follow up on this question.
      i. Need to let membership know there is no late check out if they are busy.
      j. $150,000 food and beverage guarantee is a typo the hotel will fix in the contract.
   b. Stacy Maestas proposed that we wait to vote on contract until we get some answers on the additional questions. We need to determine the dates of the 2017 Annual Meeting as the hotel needs to know ASAP before everything gets booked.
      a. Discussed that there is a bigger issue of not having enough rooms available for July 17th and 18th.
      b. Discussed that if they are busier at the hotel, then there might not be as much of a penalty if we don’t meet the room minimum.
      c. Kelley moved that the 2017 RMACRAO annual meeting be held July 26th-28th 2017. Katie seconded the motion.
         1. Stacy asked if there was any further discussion, no further discussion.
            a. There were 5 yes’s and 2 no’s to move the annual meeting to this date (the no’s were sent by email to Charlie from Denise and Kathleen based on their recommendation of the dates they requested).
c. Charlie emailed out save date for the 2016 annual conference to all members last week. Registration usually opens around April/May. Need to open up after the development of the program so members know what sessions will be available.
   a. University Nebraska-Kearney plans to attend the 2016 Annual Meeting.

9. Vice President’s Report
   a. Colorado (Katie Pederson)-Tabled, not enough time to discuss
   b. New Mexico (Kathleen Sena) -Tabled, not enough time to discuss
   c. Wyoming (Linda Nichols) -Tabled, not enough time to discuss

10. Marketing & Communication Coordinator Report (Stacy Sharp) -Tabled, not enough time to discuss

11. Old Business-Tabled, not enough time to discuss

12. New Business-Tabled, not enough time to discuss

   a. Each board member is responsible to call and reserve a room for the June 6th board meeting.
   b. Denise will set up a go-to meeting for those who cannot attend in person.

14. Adjourned at 12:47 pm
   The board did not have enough time to cover items 9-13, to ensure they could attend the next AACRAO sessions.

__________________________________________________________

Mon., June 6, 2016 Casper, Wyoming
Fri., July 22, 2016 Casper, WY (RMACRAO July 20-22)