RMACRAO Board of Directors Meeting
Emergency Meeting
January 21, 2016
9:00 – 11:00 am
Go To Meeting

Go To Meeting Connection:
Thu, Jan 21, 2016 9:00 AM - 11:00 AM Mountain Standard Time
https://global.gotomeeting.com/join/252354901

Attendees: Denise Esquibel, President; Stacy Maestas, President Elect; Charlie Couch, Past-President; Linda Nichols, Vice President-Wyoming; Katie Pederson, Vice-President-Colorado; Stacy Sharp, Marketing and Communications Coordinator; Kelley Christman, Historian; Chris Seng, Treasurer; Geraldine Martinez, Treasurer Elect; Kyla Foltz, 2016 LAC; Kathleen Sena, Vice President-New Mexico; Paula Martinez, Secretary

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

2. President Report (Denise H. Esquibel)
   a. Updates
      i. Discussion of Duties: Corey Wahl has resigned from the position Exhibitor and Local Arrangements Committee (LAC) Liaison, and Web Developer. The Board needs to re-assign the position duties.
      ii. Reassignment of Duties
         1. Kelley Christman recommended the Board split out the two positions as indicated in the by-laws. She also recommended Charlie Couch for the Exhibitor and LAC Liaison since it is essential the Board have someone experienced working with the Board and for continuity. The Board agreed assigning Charlie to the position. Denise appointed Charlie as Exhibitor and LAC Liaison. Charlie will notify the exhibitors of the change.
         2. Bank Account
            a. Corey has been removed from the bank account.
            b. Charlie will be added to receive a credit card in order to make LAC acquisitions.
         3. Web-site
            a. RMACRAO web-site is designed in Word Press. Katie Pederson has volunteered to handle the web-site until we can appoint someone at the next Annual Meeting. Katie will make sure she has all the access she needs to maintain the site.
         4. Twitter and Facebook
            a. Stacy Sharp will maintain since she currently has access to both.
         5. CVENT
            a. CVENT falls under LAC Liaison. Charlie will meet with Corey for training. The procedures will be documented including when things are posted to the web-site. Kelley noted that the timeline is on the LAC check-list; however, the LAC Liaison should be updating CVENT.
            b. 1&1 is the website hosting company we are using. A contract needs to be updated including the change of ownership, and payment information. Chris verified that they are getting paid through an automatic payment process. Chris will connect with the company.
            c. CVENT Access: LAC, web developer, treasurer, marketing and communication coordinator, historian, and LAC Liaison.
d. **Access for LAC:** Need to change user information and address.
e. **Notifications**
   i. **Contact cards for AACRAO.** The Board recognized the importance of continuing to make those connections with the vendors during the AACRAO conference. Charlie has the cards from last year. He will coordinate with Board and RMACRAO members that will be attending AACRAO.
   ii. Denise is not attending this year, but would appreciate those who can attend to assist Charlie with the cards. Denise is working on a meeting site for RMACRAO members to meet for AACRAO conference.

6. **Local Arrangements Committee Update (Kyla Foltz)**
   a. Kyla sent the proposed budget. It is difficult to predict attendance, sponsorships, and costs for speakers, credit card fees, etc. She is using the 2013 LAC budget to predict costs. Kyla is asking the Board to review the proposed budget for feedback.
   b. **Stacy Maestas speakers:** The only cost for the AACRAO representative, and the two speakers is room compensation and registration fee.
   c. Katie is not seeing any categories missing on the proposed budget. She asked if the expenses include vendors or sponsors for the projections. Vendors are included to cover food.
   d. Historically attendance in Wyoming were: Casper in 2004, 84; Laramie in 2008, 116; Laramie in 2012, 181. We may want to predict 85 to break even. It was agreed to predict an attendance of 100. We should be covered since we have a significant amount of savings.
   e. Chris was inquiring about the total cost since it appears to be 50% less than Colorado Springs. He suggested to look at the cost again.
   f. Denise asked if we are doing coffee stations.
   g. Currently, no pre-conference costs or revenue is not in the budget. Stacy is still working on the logistics such as Clearinghouse Academy and NSLDS. She is not predicting any costs for pre-conferences. She also recommends that the Board consider not charging for pre-conference due to the remote location. Is the Board decides to charge for pre-conference, Stacy recommends it is not more than $20. Denise is recommending a charge for a continental breakfast. Kyla mentioned since the hotel provides a full-free breakfast, a continental breakfast is not necessary. The Board still may consider since some folks may be staying at nearby hotels.
   h. Approximate cost with the hotel with tax and gratuity is about $15,000.
   i. Kyla will make the adjustments as mentioned to the proposed budget. She will resend to the Board for review. At the February meeting the Board will vote on the budget.
   j. **Thursday Night Event Contract:** The estimated cost includes the venue and caterer at $4,500 with 125 attendees. Transportation is not needed because it is in walking distance. There will be transportation arranged using small buses from the college. There is parking for those that will drive in. Denise called a vote to put a deposit down for The Pumphouse. Charlie Couch made a motion to make the deposit; Chris Seng seconded the motion. Motion approved.

7. **Future Meeting sites and the RFP**
   a. **Host States**
i. 2017 – Colorado: No RFP currently. This will be one of Charlie’s top priorities. MSU Denver is considering LAC. This will be discussed at the next meeting.

ii. 2018 – New Mexico: Table this until February meeting

iii. 2019 – Colorado: Table until February meeting

iv. 2010 – Wyoming: Table until February meeting

8. Google Apps and Email
   a. Katie will setup the system so that she receives all notifications. The Board can contact Katie if they need to reset their passwords. Kyla updated some folders in Google Apps. If anyone is having problems to let her or Katie know.

9. Go to Meetings: The February 5 Board Meeting will be setup as a GoTo Meeting starting at 9 a.m. There will also be a site setup to meet as well.
   a. Travel grants for AACRAO and peer review are due February 1, which was in the last newsletter. VPs will need to send out an email reminder as soon as possible.

10. Marketing and Communication Update (Stacy Sharp)
    a. It is time to start thinking about the March Newsletter.
    b. Two notifications were sent to membership to request for presentations at the Annual Meeting.
    c. Save the Date will be sent after the February meeting with hotel and speaker information. Kyla will be in touch with Stacy regarding the room blocks and information to reserve rooms.
    d. Newsletter requests will be sent out with the dates as well.

11. LAC Meeting in October: Chris wanted to know about minutes for the LAC meeting that was held in October to finalize LAC budget from the 2015 Annual Meeting. Geraldine will send out final documentation from that meeting. She will also upload it to the Google documents.

12. Adjourn