RMACRAO Board of Directors Minutes
Friday, July 17, 2015 (1:00 to 3:00)
Colorado Springs Marriott

Attendees: Denise Esquibel, President; Stacy Maestas President Elect; Linda Nichols, Vice President-Wyoming; Jamie Yarbrough, Outgoing Vice President-Colorado; Katie Pederson, current Vice President-Colorado; Sally Page, outgoing Past President; Stacy Sharp, Marketing and Communications Coordinator; Christman, Historian; Charlie Couch, Past President; Chris Seng, Treasurer; Geraldine Martinez, Treasurer Elect; Paula Martinez, Secretary

1. Call to Order (Denise Esquibel)
   a. Confirm Quorum

2. Secretary Report (Paula Martinez)
   a. Approval of June 8, 2015 Board of Directors Meeting Minutes. Stacy Maestas, President Elect asked for a motion to approve the minutes; Charlie Couch, Past President seconded the motion.

3. Treasure Report (Chris Seng)
   a. Review of conference registration. One person has not paid for conference at $235.
   b. Update on status of dues collection. Northern New Mexico College is paying for the last two years. Other institutions are probably not going to pay. New Mexico Tech may be coming off the membership in October because they are behind for three years. Denise will be contacting the New Mexico schools to pay their dues. Kyla has been communicating with the schools in Wyoming. Jamie cannot get a hold of College of Art Design; they are on the three-year mark.
   c. Update on expenses and revenues from the Annual Meeting. Checking account has $36,000 with over $30,000 in savings. Paid some of the bills, which includes transportation, Ivywild, and Andy Master. Everything still needs to balance from the conference.

4. President Report (Denise Esquibel)
   a. Welcome New Board Members: Stacy Maestas, President Elect; Linda Nichols, Vice President-Wyoming; Katie Pederson, Vice President-Colorado; Stacy Sharp, Marketing and Communication Coordinator; Kelly Christman, Historian; Geraldine Martinez, Treasurer Elect; Kyla Foltz, LAC
   b. Outgoing Board members. Jamie Yarbrough, Vice President-Colorado; Sally Page, Past President; Kyla Foltz, Vice President-Wyoming; Nolan Oltjenbruns, Historian.
   c. Discussion on Annual Conference.
      • Look at a better way to handle dietary restrictions. Needs were met at a basic level, but need to consider other options to meet dietary needs. Would like more fresh vegetables, not veggies swimming in oil.
      • Not enough water and water cups were too small.
      • Would be great to have a first-timers wrap-up. It was nice to have information in hand for feedback for this meeting.
      • Not enough admissions sessions. The Admissions session didn't go because no-one showed up.
      • Wyoming had a breakfast forum. A recommendation was made to consider having breakfast service for each of the forums. This way folks don't have to be up extra early to grab breakfast.
• Need to make sure the room is larger for the exhibitors (was too tight when folks were in there during the breaks).
• Andy Masters: not a big wow; he was expensive, but okay. It was a good start to look for good presenters.
• Recommendation to have a session for NSC and NSLDS.

d. Evaluations. (Corey Wahl)
   • Evaluations were great, but need to add a N/A for certain sections.
   • Created a survey for first-timers. Some questions were optional should probably change to required.
   e. LAC next year. Kyla Foltz from Casper College.
   f. Collect PowerPoint presentations for web. VPs need to work with presenters to obtain presentations for the web. Denise will send the list of participants to everyone.

5. Past-President Report (Charlie Couch)
   a. Future meeting updates:
      • Monday and Tuesday, October 19-20, Casper Wyoming
      • Friday, February 5, 2016, Denver Metro Area (possible GoTo Meeting)
      • Wednesday, March 23, 2016, Phoenix, AZ at AACRAO
      • Monday, June 6, 2016, Casper, Wyoming
      • Friday, July 22, 2016, Casper, Wyoming (RMACARAO Annual Meeting July 20-22)

6. President-Elect Report (Stacy Maestas)
   a. Denise will send program format for Stacy to start working on it. Corey will take care of exhibitor information and applications. Charlie will assist Stacy to review evaluations.

7. 2015 Local Arrangements Report (Mathew Cox): Tracy will be attending the meeting in October. She will plan on having everything inventoried and comments on what went well and what did not go well. The hotel is working on the final bill. So far, nothing was added and there was no discrepancy with the service. They were very responsive with the water problem.

8. Exhibitor & LAC Liaison Report (Corey Wahl, Tracy Barber, Jason Maxwell)
   a. Update on conference preparations. Exhibitors made a comment that this is their favorite conference. Corey will survey the exhibitors for feedback. Next year, they are considering exhibitor speed dating to introduce their company and themselves. Would like to start the opening session with exhibitors. Exhibitors would like an opportunity to differentiate themselves from other vendors. Ellucian would bring enough people to discuss all their products like Colleague. Would like exhibitor registration open soon to budget it for next year. PACRAO has exhibitor levels of opportunity to differentiate themselves. Corey will survey the membership to find out what vendors the membership partners with in order to reach out to other vendors. The exhibitors would like to know how many attendees we have for the value and would like to meet with the decision makers. Corey will develop tiered options levels for the Board by the next meeting.
   b. Update on contract for 2017. Will be discussed at the October meeting.

9. Vice President's Report
   a. Colorado (Katie Pederson): No report
   b. New Mexico (Kathleen Sena): NMACRAO is derived to get organized and involved so that all New Mexico folks have a voice at the state level.
c. Wyoming (Linda Nichols): No report

   a. needs to obtain all the historian information from Nolan.
   b. Denise has some things to share with.
   c. Wyoming Catholic College is not accredited. The membership should have not been voted on at the business meeting. Recommendation to review the application for membership to update and add accreditation. We can accept them as an associate member.
   d. Received an application yesterday from Kansas State out of Salina, Kansas.

   a. Corey will reorganize the website for content.
   b. Set it up so that folks can add their own PowerPoint presentations.
   c. In the process of creating a librarian/historian area.
   d. Will work with schools to get their photos online.
   e. Need to make a purchase for the GoTo meeting ($450 per year). The GoTo meeting will be available to all membership.
   f. Corey will update all the email addresses for new and outgoing Board members. Passwords will be set for rmacrao2016!
   g. Corey will also add an account for LAC@RMACRAO.ORG for the local arrangements committee.

12. Marketing & Communication Coordinator Report (Stacy Sharp). Stacy needs training about the position and the communication plan. Corey and Stacy will work together for communication and newsletter. Need to make sure the CVENT membership uploaded to VPs list. Corey will upload from CVENT to each listserv for each state. Stacy will gather the lists, send to institutional contact for review to update the lists.


14. Old Business. A reminder will be sent to membership for the College Scheduler webinar in September. A reminder to register for the FERPA at mines will be sent as well.

15. New business. Denise will be sending an email to the Board for direct supervisor information to send them a thank you letter for allowing them to serve on the Board.

16. Next meeting in October, Casper, Wyoming. Corey will send hotel information within the next week or two.

17. Adjourn. Stacy Maestas, President Elect asked for a motion to adjourn; Geraldine Martinez, Treasurer Elect seconded the motion.