I. CALL TO ORDER. Charlie Couch called to order the 2015 Annual Business Meeting. A quorum for any Association meeting, annual or special, shall include the presence from at least one delegate from 25% or more of the member institutions, with each state represented by at least one institution. Charlie determined through consultation with the LAC Chair and Vice Presidents that a quorum exists. Charlie recognized the current RMACRAO Board of Directors:

a. Charlie Couch, President for this year’s meeting, representing the University of Northern Colorado
b. Denise Esquibel, President Elect and Program Committee Chair for the 2015 Annual Meeting, New Mexico State University
c. Sally Page, Past President, University of Colorado Boulder
d. Kyla Foltz, Vice President for Wyoming, Casper College
e. Jamie Yarbrough, Vice President for Colorado, Colorado State University
f. Kathleen Sena, Vice President for New Mexico, Northern New Mexico College
g. Paula Martinez, Secretary, Metropolitan State University of Denver
h. Chris Seng, Treasurer, Colorado State University
i. Mathew Cox, Tracy Barber, and Jason Maxwell, Local Arrangements Committee Co-Chairs, University of Colorado, Colorado Springs
j. Corey Wahl, Web Developer and Exhibitor & Local Arrangements Committee Liaison, Colorado School of Mines
k. Nonie Wainwright, Marketing & Communications Coordinator; University of Colorado Boulder; unfortunately left for new position and was unable to complete the year in this role.
l. Stacy Sharp, Newly appointed Marketing & Communications Coordinator, University of Northern Colorado
m. Nolan Oltjenbruns, Historian, Colorado School of Mines. Kelly Christman replaced Nolan from the University of Northern Colorado.

II. MINUTES FROM THE 2014 Annual Meeting. Paula Martinez came forward to present the 2014 Annual Business Meeting Minutes. There was a correction to the minutes to add 31 votes and representation of 49% of possible votes for Nominations and Elections Report. Twila Humphrey, Pikes Peak Community College made a motion to approve the minutes; Kelly Brundage, Colorado State University seconded the motion. Motion approved as amended.
III. TREASURER’S REPORT. Chris Seng came forward to present the RMACRAO Budget Report for 2014-2015 and the 2015-2016 Proposed Budget to the membership for acceptance.

a. 2014-2015 Current Budget

1. Current budget was prepared in June. Year-to-date annual dues are now up to $7,600.00.

2. Conference registration opened in May. Reconciled accounts daily to keep track who has paid or have not paid to eliminate surprises prior to conference attendance. All participants have paid for the conference this year.

3. Correction to association insurance from $500.00 to $1,000.00.

4. Will move $600.00 credit card fees to the conference budget.

5. Due to our fiscal year ending on September 30, we may need to alter the expected line items in October for the current budget expenditures.

6. A big thank you to Lorrie Woodruff for communicating and reconciling all accounts. Current balance is $30,000 in savings and $35,000 in checking.

7. The president, past-president, and president elect have access to all accounts. Everyone receives text messages of all transactions in order to monitor transactions accordingly.

8. Review transactions and reconcile daily and weekly to ensure all transactions are in the right order to complete taxes in October.

9. In November sent reminders to membership institutions.

b. 2015-2016 Proposed Budget

1. Expenses for executive committee were increased to $500.00 to reflect the number of Board members. The Board pays out of pocket for travel.

2. Miscellaneous expense increased to cover miscellaneous costs institutions were paying.

3. RMACRAO travel grants increased from $600.00 to $1,200.00 to offer six grants at $200.00 each.
4. AACRAO travel grants increased from $750.00 to $1,200.00 to provide three grants at $400.00 each.

5. Association insurance increased from $1,000.00 to $1,500.00.

6. Credit card fees were moved to conference budget expense.

7. Board decided not to increase the amount of dues. Savings should cover proposed increased cost.

8. Stacy Maestas, Larimer County Community College made a motion to approve the proposed budget; Amelia Jackson, University of Colorado Boulder seconded the motion. Budget approved.

IV. RMACRAO PRESIDENT REPORT. Charlie Couch presented association happenings for the past year; these are in no particular order of importance or priority.

a. Attended PACRAO conference. RMACRAO is right in line with other regional groups.

b. We took a look at our travel grants. Members shared that they were very appreciative of the $100 grants, but felt it wasn’t as meaningful as needed. After some discussion, the Board approved an increase of the grants from $100 to $200.

c. We continue to assess membership fees and whether or not the amount is appropriate compared to other regional associations and the respective services we provide.

d. We took a look at how we process session or conference evaluations. This had been a topic of discussion for some time; thanks to the work of Kathy Martin, from the University of Northern Colorado and Corey Wahl from Colorado School of Mines, we were able to create a web based evaluation to reduce paper usage and provide a more convenient way to process session evaluations. We would like feedback if it was an improvement.

e. We began marketing to institutions outside of the tri-state membership to offer our conference as a professional development alternative. The goal is to broaden the reach of our professional organization. We targeted eight different states and
made 100 contacts, but didn't result in anything. We will continue to invite other states (e.g. Kansas, Nebraska, South Dakota, North Dakota) to broaden interest.

f. A few RMACRAO Board members attended the AACRAO meeting in Arlington, VA for state and regional board members and brought back some great information and ideas to the Board. One take away was from Legal Issues for Volunteer Organizations and the Financial Management, which resulted in a proposed addition to our bylaws to communicate fiscal responsibility since we accumulated over $30,000 in savings. Most of the groups break-even; however, due to good planning from the Board and LAC, we were able to put money aside.

g. Another by-law change is consolidating two positions. We consolidated the newsletter position into the Marketing and Communication Coordinator position, as it seemed to make communication more efficient and effective by combining the positions.

h. We have discussed as a Board for some time about offering professional development webinars to our membership three to four times a year as a way to improve the services offered by the organization. We will be offering our first webinar September 15 by College Scheduler. Please be on the look-out for announcements this fall for the first webinar offering. If there is a topic a member would like to present, we would love to hear from you.

i. We have been able to award ALL of the available travel grants (to both RMACRAO and AACRAO annual meetings) as well as the professional development scholarships that RMACRAO offers.

j. Charlie acknowledged the Executive Committee members who will be leaving their positions on the Board after this meeting: Sally Page, Past President; Jamie Yarborough, Vice President for Colorado; Nolan Oltjenbruns, Historian; Kyla Foltz, Vice President of Wyoming.

k. Changes to By-Laws: Section 6.05 Deposits. Ken Clavir from University of Northern Colorado made a motion to approve the change to by-laws; Ken Barber seconded the motion. Motion approved as amended (strike the word due from the text). Section 4:07 consolidation of positions Newsletter and the Marketing and Communication Coordinator. Lane Buchanan from University of Wyoming made a motion to approve; Kyla Foltz from Casper College seconded the motion. Motion approved.
V. NOMINATIONS & ELECTIONS REPORT. Sally Page, Past President announced the results of the Nominations & Elections Committee and voting by your institutional members.

This year we had 24 votes from institutions in all three states (out of a possible 70 at the time). This represents 34% of the possible votes we could have received. The outcome of the voting is:

- President Elect: Stacy Maestas, Laramie County Community College
- Vice President for Colorado: Katie Pederson, Denver School of Nursing
- Vice-President for Wyoming: Linda Nichols, Casper College
- Treasurer-Elect: Geraldine Martinez, New Mexico State University-Doña Ana Community College

Charlie Couch presented Sally Page with a plaque in recognition of her service to the RMACRAO Board of Directors.

VI. RMACRAO 2015 REVIEW & RECOGNITION. Denise Esquibel recognized members of the Program Committee: Mathew Cox, Tracy Barber, and Jason Maxwell from the University of Colorado, Colorado Springs. She also took a moment to thank all the session presenters and exhibitors.

Matthew Cox took a moment to thank attendees, with a special thank you to his team from UCCS for putting together a great conference.

Charlie Couch recognized Corey Wahl from Colorado School of Mines for the enormous amount of time he commits to the conference.

VII. OLD BUSINESS. Charlie Couch acknowledged that the Board does not have old business to take care of.

VIII. PASSING OF THE GAVEL. Charlie Couch passed the historic gavel to incoming President, Denise Esquibel. Charlie thanked everyone for the opportunity to lead the organization. He recognized the appreciation and dedication from the membership.

IX. 2015-2016 PRESIDENT REMARKS. Denise Esquibel took a moment to recognize Charlie Couch for his work over the past year and presented him with a plaque signifying his service to RMACRAO.

Denise Esquibel took a moment to thank the membership and encouraged participants to share ideas, comments, and concerns to the Board. She encouraged
membership to use the RMACRAO website and to be involved with RMACRAO and AACRAO. She also announced that she is transitioning to a new role at New Mexico State University.

X. NEW BUSINESS. Chris Seng presented applications for membership.
   a. Wyoming Catholic University: Kyla Foltz, Casper College made a motion to approve the application; Vicky Little, Aims Community College seconded the motion. Motion approved.
   b. Community College of Denver: Amber Thompson, Lamar Community College made a motion to approve the application; Eriks Humeyumptewa, Metropolitan State University of Denver seconded the motion. Motion approved.

XI. RMACRAO 2016-Casper Wyoming. Denise Esquibel invited Kyla Foltz, from Casper College, and Daniel Fulton from Visit Casper to the podium to tell us about the 2016 Annual Meeting July 20 – July 22 at the Ramkota Hotel and Conference Center.

XII. ANNOUNCEMENTS
   a. All board members, both outgoing and incoming, must stay for photos after the meeting adjourns.
   b. Reminder the event tonight at the Ivywild School featuring a catered buffet by La’au’s Taco Shop. After dinner, guests can elect to stay at the Ivywild School and enjoy the Bristal Brewery & Pub, and the Principal’s Office.
   c. After dinner transportation will be provided to historical Manitou Springs.
   d. Dessert will be served in the exhibitor area following the close of this meeting.
   e. There is a FERPA Symposium on October 8 at Colorado School of Mines.

XIII. ADJOURNMENT. Charlie Couch made a motion to adjourn the 2012 Annual Business meeting; Stacy Maestas, Larimer County Community College seconded the motion. Motion approved.