I. **CALL TO ORDER.** Charlie Couch called to order the 2016 Annual Business Meeting of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers at the Casper Ramkota Hotel and Conference Center. 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. As President, Charlie determined through consultation with the Local Arrangement Committee Chair and the Vice Presidents that a quorum exists.

Charlie recognized the current RMACRAO Board of Directors:
- Charlie Couch, acting president and past-president for this year’s meeting, as well as Exhibitor & Local Arrangements Committee Liaison representing the University of Northern Colorado
- Stacy Maestas, President Elect and Program Committee Chair for the 2016 Annual Meeting representing Laramie County Community College
- Linda Nichols, Vice President for Wyoming representing Casper College
- Katie Pederson, Vice President for Colorado and Interim Web Developer representing College for Financial Planning
- Kathleen Sena, Vice President for New Mexico representing Northern New Mexico College
- Paula Martinez, Secretary representing Metropolitan State University of Denver
- Chris Seng, Treasurer representing Colorado State University
- Geraldine Martinez, Treasurer-Elect representing Dona Ana Community College
- Kyla Foltz, Local Arrangements Committee Chair representing Casper College
- Stacy Sharp, Marketing & Communications Coordinator representing University of Northern Colorado
- Kelley Christman, Historian representing University of Northern Colorado

II. **MINUTES FROM THE 2015 Annual Meeting.** Paula Martinez came forward to present the 2015 Annual Business Meeting Minutes. Ken Clavir, University of Northern Colorado made a motion to approve the minutes; Metza Templeton, Metropolitan State University of Denver seconded the motion.
III. **TREASURER’S REPORT.** Chris Seng came forward to present the 2015-2016 Budget Report and the 2016-2017 Proposed Budget to the membership for revision and/or approval. Current savings account is at approximately $25,000 and the checking account balance is at approximately $38,000. There are no concerns where we are financially. Out of 71 members, 68 paid their annual dues. For the annual conference there are approximately $520 in the mail or unpaid. The operating budget is approved each year. The conference budget is kept separately. The Local Arrangements Committee controls the conference budget. We awarded an additional travel grant because we had expenditures to cover it. We ask Board members to cover their own costs; however, we try to cover some of the meals. Sherri Gaugh from San Juan College recommended the savings are included in the budget. The proposed budget changes include the following:

- A slight increase of revenue from annual dues due to additional new members.
- A reduction from $500 to $400. The Board has asked Board members to utilize institutional funds for travel and meal expenses.
- Bank filing fees reduced by $50.
- Association Travelers Insurance as increased by $50.
- Web support was increased to cover Paypal fees from membership dues.

Charlie Couch reminded the membership that due to our fiscal year ending on September 30, expect an alteration of line items in October for the current year budget expenditures.

Charlie Couch asked for a motion to approve the proposed budget. Stacy Maestas, University of Northern Colorado made a motion to approve the proposed budget; Jason Maxwell, University of Colorado at Colorado Springs seconded the motion.

IV. **RMACRAO PRESIDENT REPORT.** Charlie Couch presented a report of association happenings for the past year. They were in no particular order of importance or priority:

- 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. We are in line with other associations and we will continue to maintain current membership dues at this time.
- With the success of the online session evaluations from last year, we will continue to offer this more efficient means by which to receive input about session information.
- We continue to market and invite institutions outside of the tri-state membership to offer our conference as a professional development alternative. We reached out to eight states. We received one new membership application...
from the state of Texas. We hope that this continued outreach will attract other institutions to RMACRAO.

- A few RMACRAO board members attended the AACRAO leadership meeting in Washington, DC for state or regional board members and brought back some great information and ideas to the board. Some of those items include:
  - The importance of ensuring continuity of information as board members transition to new positions on the board or transition off of the Board. We do a good job transitioning from one position to the next.
  - Types of insurance we should have as a volunteer organization, how much to carry and what it covers.
  - Which types of tax forms volunteer organizations file and when. We cleaned up a little of this and we are in a good position with the state.
  - Conference site or hotel negotiations and best practices. Charlie learned how to negotiate and navigate with hotels for the conference. Having other Board members involved will help with continuity.

- As most of you know we’ve had a couple board members step down for personal reasons requiring remaining board members to complete their duties for the year.
  - Denise Esquibel, President, stepped down on April 22 due to health concerns. We appreciate all of her service and commitment to RMACRAO and wish her the very best in the future. With Denise’s resignation, Charlie agreed to fill in as acting president for the remaining part of her unexpired term.
  - Corey Wahl, Local Arrangements Committee Liaison (LAC) & Exhibitor Liaison and Web Developer, stepped down on December 18 to focus his attention on other commitments leaving a significant hole in duties and responsibilities. Katie Pederson graciously agreed to fill in as interim web developer and has done an excellent job in maintaining RMACRAO’s website. Charlie filled in as the LAC & Exhibitor Liaison representative and worked with Corey to maintain the excellent work he has done over the past ten years. Corey left a great infrastructure and platform.

- Awarded all available travel grants for the RMACRAO annual meeting and two travel grants to the AACRAO annual meeting reflecting a continued commitment to our membership with respect to professional development.

- A moment was taken to acknowledge the Executive Board members who will be leaving their positions on the Board after the meeting. Their service to the association is greatly appreciated. Charlie encouraged other members to
consider putting their name in to serve on the Board because it is a very rewarding experience and learning opportunity.
  
  - Kathleen Sena, Vice President of New Mexico, Northern New Mexico College
  - Paula Martinez, Secretary, Metropolitan State University
  - Chris Seng, Treasurer, Colorado State University

V. NOMINATIONS & ELECTIONS REPORT. Charlie Couch, as Past President and Chair of the Nominations & Elections for this year announced the results of the Nominations & Elections Committee and voting by institutional members.

This year we had 17 votes from institutions in all three states (out of a possible 69 at the time). This represents 25% of the possible votes we could have received. The outcome of the voting is:

- President Elect: Stacy Sharp, University of Northern Colorado
- Secretary: Stephanie Protsman, Colorado State University Global Campus

New Mexico did not have a candidate on this year’s ballot. One New Mexico institution submitted a write-in vote for Kathleen Sena, the outgoing New Mexico Vice President. However, based on RMACRAO bylaws Section 4.02 Election and Term of Office, Officers shall not succeed themselves if elected for a two-year term. Within this context, this leaves a vacancy for the Vice President for New Mexico position. The New Mexico vacancy will be discussed under new business later in the business meeting. Charlie declared these candidates received a majority vote to be elected.

VI. RMACRAO 2016 REVIEW & RECOGNITION. Charlie Couch introduced Stacy Maestas and Kyla Foltz for a few remarks about the program and local arrangements.

Stacy Maestas thanked all of the session presenters and exhibitors. It is because of them that we are able to offer such an incredibly and valuable professional development opportunity for the membership. She also recognized Laramie County Community College publications department for their work in producing the Annual Meeting program at no charge.

Kyla Foltz thanked the membership for attending the event. She emphasized the importance of professional fellowship RMACRAO offers and hopes everyone has an amazing time. She thanked and recognized Linda Nichols and team with Casper
College for their assistance with registration and navigating the logistics of hosting the annual meeting.

Charlie Couch gave a special thank you to both Stacy Maestas, Kyla Foltz and staff.

Charlie Couch recognized the members from RMACRAO who retired this last year.

Stacy Maestas recognized Dr. Jackie Freeze as the newest honorary member of RMACRAO. Dr. Freeze was the Vice President for Student Success Services at Western Wyoming Community College where she worked for 43 years. Her entire career was spent at Wyoming Community College. From 1976 to 2001 she worked directly in Admissions and Registration, as an officer, the Director, the Registrar, and as Associate Dean. She has been the Vice President since 2001. She was very active in RMACRAO and AACRAO during that time.

Her achievements and connections include:

- American Association of College Registrars and Admissions Officers
  - Publications Advisory Board, 1999-2000
  - Nominations and Elections Committee, AACRAO, 1997-98
  - AACRAO National Committee Chair, Nontraditional Education Committee 1993-95, member 1991-93
  - Conference Presenter (1989-2001)
- Vice-President, Rocky Mountain Association of Collegiate Registrars and Admissions Officers (1984-86); President, 1987-88

Jackie is currently very involved in Complete College Wyoming and Complete College America. She is State Gubernatorial Appointee to the Wyoming Complete College America Alliance Team, 2012-Present, Chair Since 2014. Erin Grey, Director of Admissions at Western Wyoming Community College accepted this award in Jackie’s absence.

VII. OTHER AWARDS. Kelley Christman and Kathleen Sena came forward to present the RMACRAO Distinguished Service and Special Recognition Awards.

- Corey Wahl from Colorado School of Mines
- Lara Medley from Colorado School of Mines
- Danette Sullivan from National Student Loan Clearinghouse

VIII. OLD BUSINESS. Charlie Couch announced at this time we have no old business to take care of.
IX. **PASSING OF THE GAVEL.** Charlie Couch passed the historic gavel to our incoming president, Stacy Maestas. Before he passed the gavel he took a moment to thank the membership and the Board for the opportunity to lead this organization this past year. He learned a lot, got to know folks better, and he especially appreciated the challenges and support. Most of all, he recognized the appreciation and dedication of the membership to the organization. RMACRAO is a special group of people. The commitment and dedication from the membership is remarkable. It has indeed been an honor serving as acting president this last year. He thanked his staff as they provide the daily support to allow him to tend to RMACRAO matters. A special thanks to Kelley, Ken, Stacy and staff for the work they do.

Stacy Maestas came forward and receive the Presidential Gavel.

X. **2015-2016 PRESIDENT REMARKS.** Stacy Maestas took a moment to thank Charlie Couch for his work over the past year and presented him with a plaque signifying his service to RMACRAO.

Stacy thanked the membership for supporting her nomination last year for the presidential series as well as the support she received this year as the program chair. She thanked the leadership at Laramie County Community College for their support and encouragement to pursue professional development opportunities outside of the college, as well as to her amazing staff who manage well without her. She also thanked her family for their love and support. She reminded everyone that taking on additional responsibilities within RMACRAO is a commitment and requires some travel and time away from home. Her family and staff are always understanding and supportive of her seeking new opportunities and professional development.

In looking at the next year she expressed that she is excited for the Town Hall meeting to hear feedback from the membership with regard to the direction of RMACARO. One of her goals for the Board this year, in addition to thoughtful consideration of the feedback received from the Town Hall, is to do a thorough review of the by-laws. There are places in the by-laws where there are inconsistencies. She asked the membership to send any questions, comments, or suggestions to any of the board members.

XI. **NEW BUSINESS.** Geraldine Martinez presented the applications for membership.

a. **College of Financial Planning:** Amelia Jackson, CU Boulder made a motion to approve the application: Kelley Christman, University of Northern Colorado seconded the motion. Motion approved.

b. **University of Mary Hardin-Baylor:** There was a question if this Texas school was part of the outreach and if the by-laws allows the organization to go outside of the current states. The answers was yes. Ken Clavir, University of Northern...
Colorado made a motion to approve the application; Holly Teal, Mesa State University seconded the motion. Motion approved.

There is currently a vacant position for the Vice President for New Mexico due to a clause in the bylaws. One institution from New Mexico submitted a right-in candidate, Kathleen Sena, who is also the outgoing Board member for the same position. Section 4.02 of the RMACRAO bylaws state the organization does not allow for officers to succeed themselves on the Board. So while we have a write-in candidate with the majority of votes from the state, the bylaws, at this time, does not allow her to succeed herself on the Board. In addition, any proposed changes to the bylaws require notification to the membership 90 days before the Annual Meeting. Since it was already past the 90 day mark when this was realized, we couldn’t propose a change to the bylaws that would allow an officer to succeed him/herself on the Board. After much discussion, the Board agreed that we need approval from the membership to make an exception to Section 4.02 of the bylaws to allow a Board member to succeed him/herself on the Board.

Stacy Maestas opened up the floor for discussion for or against this the option? Sherri Gaugh from San Juan College made a motion to add a candidate for election, Amber Trujillo Mclure, to be nominated for Vice President of New Mexico. Dennis Becker from Denver University seconded the motion. Amber accepted the nomination. Motion approved.

A nomination will be sent out within the next 30 days to New Mexico for a vote.

There was a discussion because the Board was asking for an exception but ended up with a nomination. Chris Seng questioned 4.05 for an appointment. Sally Page agreed to make an appointment. Kelley referenced the by-law for an unexpired term and that it should go to membership.

Stacy Maestas asked the Board how they would like to proceed. Kathleen Sena agreed with Kelley Christman and questioned if it is a one-year or two-year appointment. In consideration of New Mexico, Kathleen recommended the Board go through a vote for the nomination.

Allie McCowan from Laramie County Community College made a motion to move forward with a special election; Kyla Foltz from Casper College seconded the motion. Motion approved.

During the nominations and elections process the Board asked for names of members who were interested in serving in Board appointed positions. With the transition of Stacy Sharp to President-Elect, Stacy recognized Katie Pederson from
the College for Financial Planning for to agreeing to step into the role of Marketing and Communications Coordinator in addition to being the Vice President for Colorado. Sarah Hannes from Laramie County Community College will be the new Web Developer. Charlie Couch agreed to continue with the Local Arrangements Committee and the Exhibitor Liaison for the next year.

XII. **RMACRAO 2017-Loveland, CO.** Stacy Maestas invited Stacy Sharp, President-Elect and Program Chair, to talk about the 2017 Annual Meeting. The University of Northern Colorado will be hosting at the Embassy Suites in Loveland. This is a great location to bring family and friends. There are various areas to visit, rodeos, hockey, concerts, laser tag, bowling, community pools, etc. Stacy asked the membership to send an email or to call her if anyone would like more information.

XIII. **ANNOUNCEMENTS**
- All board members, both outgoing and incoming, were required to go to the stage after the meeting adjourned.
- Dinner is at the Historic Tate Pump House and begins with a group picture at 6:00 pm.
- A reminder that dessert will be served in the exhibitor area, compliments of Parchment, following the close of this meeting.

XIV. **ADJOURNMENT.** Stacy Maestas announced the meeting has reached the end of the agenda and hearing no new announcements, the 2016 RMACRAO Business meeting was adjourned.