1. Call to Order (Stacy Sharp)
   a. Confirm Quorum (with 7 members)
   b. Call to order at 9:06 a.m.
   c. In Person: Jim Tisdale, Charlie Couch, Stacy Sharp, Miori Gidley, Amelia Jackson, Alli McCown, Stacy Maestas, Kelly Christman, Chris Bennett
   Phone: Katie Pederson, Geraldine Martinez
    Absent: Jerry Becker (at Ellucian Live/on vacation), Debbie Giron
    Debbie: Stacy asked to schedule a time for her to join and said she could only meet between 8-8:20

2. Secretary Report (Miori Gidley)
   a. Approval of February 9, 2018 Board of Directors Meeting Minutes
   b. Motion by Jim to approve, second by Kelly – motion passed

3. Treasurer Report (Geri Martinez)
   a. Budget Updates
   b. Taxes have been filed
   c. Balances: $6,289.04 checking and $29,680.76 savings
   d. Only recent purchase was $838.69 for reception at AACRAO, still need receipt for record keeping
   e. 22 schools have not paid their dues and Geri is sending monthly reminders. Geri was asked to send a list of those institutions to the board. They were billed in October 2017. University of Wyoming has been trying to pay but having problems with the website.
   f. Travelers Insurance $1300 last year, new bill will come in June
   g. Hotel in Las Cruces has been paid for cancelled contract, negotiated amount of $5957.19
   h. Membership Application:
      i. Holding check from CNMCC (Central New Mexico Community College) but need to vote on their membership and they will pay dues in the next year. Application after lapsed membership dues
      ii. Northwest College check arrived at Metro. Jim will send the check to Jerry.
      iii. Aspen College – Amelia emailed them to change their membership type
      iv. Colorado College – application after lapsed membership dues

4. President Report (Stacy Sharp)
   a. RMACRAO Reception at AACRAO – about 40 attendees, good feedback about the food and venue
   b. RMACRAO Travel grants notification; May 1st deadline for VP’s to membership
      i. No grants for 2018 due to conference cancellation
      ii. Stacy Maestas suggested that we carry the funds over to 2019 and double the amount of scholarships/awards
      iii. Motion by Stacy M to carry over 2018 RMACRAO travel grant budget and double the amount for 2019, second by Alli M. – Motion passed
   c. Start working on the 2018 business meeting script
      i. No formal program book but Stacy will put together meeting packet with last year’s business meeting minutes, membership application. Stacy would like to have this ready by mid-May. Jim and Stacy will work on this together.
      ii. Stacy M. shared that we need to send ballot on May 1st per bylaws

5. Past-President Report (Stacy Maestas)
   a. Nominations & Elections Committee Update
      i. We have three nominees for the three open positions
ii. VP at Large: NM has nominated Kathleen Sena for VP at Large. Stacy M. will follow up with Kathleen. She would need to rescind her honorary membership in order to serve on the board and as a voting member, due to bylaw changes made last year. Kathleen Sena is now at Santa Fe College and that institution has not paid their dues.

iii. Secretary: Miori Gidley

iv. President Elect: Eriks Humeyumptewa

v. Chris Bennett appointed as Web Developer. Director of Academic Support at Denver College of Nursing.

vi. Need LAC/Exhibitor Liaison as Charlie is stepping down for 2019 meeting, then work on the 2020 meeting. Jim would appoint this position as incoming President

b. Awards, Honors & Recognitions Committee Outcomes
   i. No nominations thus far

6. President-Elect Report (Jim Tisdale)
   a. Communication Update
      i. Revisited discussion about AACRAO system for storing documents. Attended recent meeting on software that AACRAO and other regional groups are using. Jim has requested information about pricing and set up, and will share more details when received.

7. 2018 Local Arrangements Report (Geri Martinez)
   a. Update on local arrangements – contract is canceled and final payment has been made to the hotel of $5957.19
   b. Geri has conference materials (6 boxes, 5 screens) and needs to hand those off. Geri is coming to Durango in early July or could meet up in Raton in early September. Or possibly taken to Trinidad State Junior College and pick up from there. Miori will ask Registrar if that is an option. RMACRAO would cover mileage expenses.

8. Exhibitor & LAC Liaison Report (Charlie Couch)
   a. Location for 2019 conference (Millennium Harvest House Boulder) – July 17, 18, 19 in 2019
      i. Hotel has agreed to a $1000 deposit and wait for billing after the conference. Original request was for half of expenses, approximately $10K in advance. Need updated contract to reflect this agreement
      ii. Does the board approve $1000 upfront payment/deposit upon signing of the contract? If we agree to the contract, we would submit an application for direct billing to the hotel.
      iii. We are coordinating with CU-Boulder as to who will pay the bill as they receive a discount from the hotel. RMACRAO would reimburse CU Boulder for the expenses should they agree to pay for it.
      iv. Motion to approve pending final contract to pay $1000 deposit in advance – motion by Stacy M., second by Jim – motion passed
   b. Going forward, the LAC Liaison needs to clearly communicate with the host school that the location may be determined based on the best pricing and options.
   c. Save the date for July 2019 in Boulder, CO – include in the program for the 2018 business meeting and in the following newsletter

9. Vice President’s Report
   a. VP for Admissions (Alli McCown) – no report
   b. VP At Large (Debbie Giron) – no report
   c. VP for Records and Registration (Amelia Jackson) – hosted first transfer web forum with 36 attendees, set for the third Wednesday monthly. Alli will host the meeting on May 16th from 10-11.

10. Marketing & Communication Coordinator Report (Katie Pederson)
    a. Save the Date for RMACRAO 2019
    b. Next Newsletter/Communication – publish next newsletter by May 25th
c. Discussion regarding distribution of ballots and how it was handled last year. Ballots were sent to the billing point of contact at each institution. Charlie sent it from the past-president account. Will send the template to Stacy M.

11. Website Report (Chris Bennett)
   a. Need to remove 2018 Conference Information page and replace with board letter
   b. Chris will review website for old content and broken links
   c. Discussion about how RMACRAO does not come up in a web search and content errors appear like it has been hacked. Chris will research with the vendor.
   d. Jim will inquire if AACRAO is hosting sites or recommends a vendor.

12. Historian Report (Kelly Christman)
   a. Kelly is resigning due to work commitments and new role with AACRAO.
   b. Appointed position, Stacy M. will add to next ballot communication

13. Old Business
   a. Webinar/Subject Matter topics:
   b. Miori hosted webinar on 3/8/18 with CDHE Meeting on DACA and topics related to Tuition Classification in Colorado. May do another meeting in May after Colorado legislative session.
   c. Stacy S. discussed changes coming with VA certification, possibility for future webinar
   d. Other ideas: Banner 9 round table. Stacy will ask Jamie Yabarro (CSU) who recently presented at Ellucian Live

14. New Business
   a. Information request from Kathleen Sena
      i. Stacy attempted to host emergency meeting, felt it was important to have NM reps in attendance (Debbie and Geri). Debbie was unable to attend any of the potential dates. Decided it was best to discuss at today’s meeting as it was already scheduled.
      ii. All requested documents are available on our website
      iii. Stacy M. suggested that we address the topic in the summer newsletter, share the basis for the decision. We received requests for minutes, bylaws and financial statements. Include whether the annual meeting was a profit/loss over the past 10 years of history
      iv. Recommendation from AACRAO in numerous meetings/sessions was that as a non-profit organization we should not be making a profit, and that it is acceptable to have some money in savings but too much becomes a risk. Also advised that it is ok to intentionally take a loss and this was discussed in meetings/minutes starting in October 2016. Bylaws were also revised to include statements about savings account process. Historical information will be in past minutes and treasurer reports. Stacy M. will work on this.
      v. Discussion to include as part of the annual meeting packet and send out in advance. Newsletter to include information about forthcoming information in the annual meeting packet.
      vi. Concerns from NM that they have not been getting updates and email addresses may no longer be accurate. Amelia has been updating contact information. Geri stated that she feels the board is doing their due diligence to communicate and it is out of our control if institutions are not updating their information. Information may be going to non-member institution due to out of date contact information.
   b. Membership Discussion:
      i. Geri sent a list of the 22 colleges who have not paid. Miori will have her team member research the Registrar and Director of Admissions at the 22 colleges who have not paid. Amelia will compare this list to the contact information. After outreach attempts, the newsletter will include a list of the institutions who could lose their membership status in July 2018.
   c. 2018 Business Meeting Location-Update from Miori
      i. What else needs to be done for the 2018 Business Meeting on July 12th?
ii. CCCS Administration building at Lowry has a telepresence set up in the large Presidents Room which Miori has reserved. Business meeting from 10-12.

iii. Have attendees register via Cvent with zero-dollar amount. Offer options so we know who is attending in person, online and who is not attending. Charlie will set that up and Miori will send the CCCS Lowry details to him. Include in the upcoming newsletter.

iv. Based on the registration, we will need to determine best way to handle voting

d. Do we want to move the RMACRAO Board Meeting date and location to follow the 2018 Business Meeting? Decision to hold a working board meeting with lunch after the business meeting.

15. Next Board Meeting – Mon., June 4, 2018 Go to Meeting/UNC Loveland Campus
16. Adjourn at 11:41 a.m.