1. Call to Order (Stacy Sharp)
   a. Confirm Quorum
      Phone: Alli McCown, Debbie Giron, Katie Pederson, Geraldine Martinez, Stacy Maestas, Kelly Christman
      In Person: Jerry Becker, Jim Tisdale, Charlie Couch, Stacy Sharp, Miori Gidley, Amelia Jackson
      Absent: Sarah Hannes (non-voting member)

2. Secretary Report (Miori Gidley)
   a. Approval of October 2, 2017 and October 3, 2017 Board of Directors Meeting Minutes
      i. Correct heading title from Agenda to Minutes
      ii. Motion by Jim, 2nd by Charlie. Motion passed unanimously
   b. Approval of December 19, 2017 Board of Directors Meeting Minutes
      i. Motion by Charlie, second by Amelia. Motion passed unanimously

3. Treasurer Report (Geri Martinez)
   a. Budget Updates
      i. Checking Balance: $6947.73
      ii. Savings Balance: $29,680.76
   b. Update on status of dues collection
      i. Membership: 32 schools paid, 34 schools not paid
   c. Update on splitting up treasurer duties
      i. Geri will manage the conference portion and Jerry will manage the membership portion
      ii. Getting ready to file taxes
   d. In the future if no receipt, Geri will work with Bank to get who ran the CC.
   e. CVent Contract: Reviewed new contract. We are charged once per year (Feb 2018-Feb 2022) not related to the conference registration processing usage fee. Geri will connect with CVent for clarification on charges

4. President Report (Stacy Sharp)
   a. AACRAO 2018 -Leadership Meeting Update- Charlie and Jim
      i. Past minutes captured their takeaways from the DC Meeting
   b. Treasure Report for each Board Meeting
      i. need a report at each board meeting going forward, as we had today
   c. RMACRAO Reception at AACRAO
      i. 32 RMACRAO attendees going to AACRAO as of last week
      ii. Estimate $750 for food and gratuity
      iii. Stacy Maestas will host the event as Stacy Sharp cannot attend
   d. Articles of Incorporation Change
      i. October agenda stated to change 501c3 to 501c6 in bylaws, can only find in articles of incorporation
      ii. Stacy will post proposed changes in Spring newsletter (60 days before annual meeting)
   e. Bylaw changes
      i. Reviewed changes to bylaws as drafted at the October meeting
ii. October agenda 15-b-iii Stacy M asked to removed reference to AACRAO meeting, cannot find any in bylaws

iii. Updated page 11, 12, 14, 15, 16, 17, any others that I missed?

f. Reviewed Survey Results- [https://www.surveymonkey.com/results/SM-F9DLLQ6R8/](https://www.surveymonkey.com/results/SM-F9DLLQ6R8/)

g. Other Updates

5. Past-President Report (Stacy Mestas)
   a. Nominations & Elections Committee Update
      i. President Elect, Secretary, VP At-Large, Web Developer
      ii. Charlie would like to step down as Exhibitor/LAC Liaison, will move to new role in Government Relations
   b. Awards, Honors & Recognitions Committee Update
      i. Send ideas and names of retirees to Stacy, she will also send an email out to the membership

6. President-Elect Report (James Tisdale)
   a. AACRAO Representative at RMACRAO
   b. 2018 Meeting/Program Planning Update
      i. How many session proposals at this point?
         1. 11 session proposal submitted thus far, need 40-50 sessions filled for a conference program. State breakdown is 7 by NM, 3 CO, 1 WY submission
      ii. LCCC offered to print the program again
   c. Discussion surrounding viability of annual meeting given low projected numbers and session proposals.
      i. Kelly noted that we need to have a business meeting still if we have bylaw changes, elections and other official business
      ii. Vendors may back out and we would lose significant venue there
      iii. Stacy will prepare email to membership outlining the options to cancel, or to host meeting with higher costs
      iv. Option to host a web based annual meeting. Miori will explore CCCS/Lowry and Jim will explore MSU option

Motion to Cancel the 2018 Annual Meeting in NM, while still holding an annual meeting in another format: Moved by Amelia, Seconded by Jerry. All voting members were present. Motion carried unanimously by all voting members

7. 2018 Local Arrangements Report (Geri Martinez & Debbie Giron)
   a. 2018 Conference Budget Review
      i. Menu prices based on 2017 prices given, no increases
      ii. Should be estimated on 70 attendees, which is the average for a NM conference. Survey results had 32 responses to attend
      iii. Geri will recalculate the projections
      iv. 150 rooms x $150/night = $5,000 in contract costs plus $12000 in food costs = $3,000
   b. Thursday Night Event – nothing set in stone for this yet.

8. Exhibitor & LAC Liaison Report (Charlie Couch)
   a. 2019 Boulder Contract (Millennium Hotel)
      i. Hotel is requesting $1000 deposit at contract signing plus additional 50% deposit of $9000 anticipated food/beverage revenue due 90-days prior to the event. Final payment is due 7 days prior to the event. This is a new situation for an annual meeting. Will explore options for another venue
ii. Going forward, expectation needs to be communicated to the hosting institution that the annual meeting location may need to be determined in the best fiscal interest of the association.

9. Vice President’s Report
   a. VP for Admissions (Alli McCown)
      i. Received zero responses for the newsletter from WY
   b. VP At-Large (Debbie Giron)
      i. NM Common Course crosswalk, goal to have it done by the end of year. Information submitted for the newsletter about this
   c. VP for Records and Registration (Amelia Jackson)
      i. Did not receive many updates for the newsletter, received one travel grant for AACRO

10. Marketing & Communication Coordinator Report (Katie Peterson)
    a. Reviewed draft of Winter/Spring Newsletter, to be published by February 28
    b. Registrar at UNM passed away recently – will include memorial for him
    c. Discussion about which budget numbers to include in the newsletter

11. Historian Report (Kelley Christman)
    a. Boxes have been moved to Golden, but nothing has been scanned. Still working on a method for digital archiving. Jim will research options with AACRAO

12. Web Developer Report (Sarah Hannes)
    a. Requested that we send any web updates to Sarah. She will stay Web Developer through July but would be open for nominees. Position is appointed by the President
    b. Need to post new position for Government Relations
    c. Some board members have photos missing, need to check Google drive from July photo session

13. Old Business

14. New Business
    a. AACRAO Travel Grant Approvals
       i. Amelia received one submission from Jenny Primm from CU-Boulder, first time AACRAO Attendee
          1. Motion by Jim, second by Stacy Maestas. Motion carried
    b. AACRAO Attendance – covered earlier
    c. AACRAO Government Relations Item to support HR 4508 – previously shared and approved via email to the board. AACRAO is adding a new legislative website with contacts for respective states
       http://www.aacrao.org/advocacy/advocacy-center#/ 
    d. RMACRAO Webinar status – interest from UNC staff about transfer credit roundtable. Amelia will facilitate the first webinar. Webinars are archived on the RMACRAO website for others to access. Stacy will include more information in the newsletter about hosting the membership hosting future webinars. Jim will also follow up with annual meeting presenters to see if they would be willing to host a webinar instead
    e. VP Email Addresses: Put on the agenda for the April meeting

15. Next Meeting, April 13, 2018. UNC Loveland Campus or Go to Meeting

16. Adjourn 12:05 p.m.