



2018 RMACRAO BUSINESS MEETING

July 12, 2018

Colorado Community College System, Lowry Conference Center, Denver CO

MINUTES

DRAFT

I. CALL TO ORDER at 9:30 a.m.

Stacy Sharp called to order the 2018 Annual Business Meeting of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers at the Colorado Community College System in Denver, Colorado.

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. It was determined through consultation with the President Elect, Past President, and Vice Presidents that a quorum exists.

Stacy reviewed bylaws with regard to voting. Per section 2.10:

- *Each institution has a number of delegate votes (2-8) based upon enrollment numbers;*
- *In order to vote, an institutional member must have an individual member present to cast a vote at the meeting;*
- *Each institution should decide prior to the vote, how its votes will be cast;*
- *Each institution will select an individual member who will cast the vote of the institution when the balloting begins.*

Stacy recognized the current RMACRAO Board of Directors:

- Stacy Sharp, President, University of Northern Colorado.
- Stacy Maestas, Past President, Laramie County Community College
- Jim Tisdale, President Elect, Metropolitan State University of Denver
- Alli McCown, Vice President for Admissions, Laramie County Community College
- Debbie Giron, Vice President At Large, New Mexico State University
- Amelia Jackson, Vice President for Records and Registration, University of Colorado Boulder
- Marketing and Communications Coordinator is currently vacant
- Miori Jackson Gidley, Secretary, Front Range Community College
- Geraldine Martinez, Treasurer, Dona Ana Community College
- Jerry Becker, Treasurer Elect, Colorado State University
- Chris Bennett, Web Developer, Denver College of Nursing
- Charlie Couch, Exhibitor & Local Arrangements Committee Liaison, University of Northern Colorado
- Historian is currently vacant

II.

III. MINUTES FROM THE 2017 Annual Meeting

Miori Gidley presented the 2017 Annual Business Meeting Minutes. Alli McCown, Laramie Community College, made a motion to approve the minutes as presented; Geri Martinez, Dona Ana Community College, seconded the motion. Motion was approved.

IV. TREASURER'S REPORT

Geraldine Martinez and Jerry Becker presented the RMACRAO Budget Report for 2017-2018 and the 2018-2019 Proposed Budget to the membership for acceptance.

Geri reviewed the budget with the membership and noted the budget amount Budget amount received under due to lack of annual dues paid by member institutions. Geri listed schools that are unpaid for the 2017-18 year, a total of 14. All schools have been sent multiple notices and final dues are due by the end of July.

- A total of seven travel grants were awarded.
- We are anticipating a shortfall in the 2018-19 budget, which will be covered with a transfer from savings.

Stacy reminded everyone that the RMACRAO fiscal year ending on September 30th, so we may need to alter the expected line items in October for the current year budget expenditures.

Stacy inquired about any discussion needed or revisions of the 2018-2019 Proposed Budget

- Ken Clavir, UNC, inquired if a budget adjustment was needed for the increased use of webinars. Stacy shared that the board plans to stay with GoTo Meeting for now as it has been working for us. Future needs will be reviewed as needed.
- Alli McCown, LCCC, inquired where the GoTo Meeting appears on the budget. Geri Martinez stated that it appears under Web Support.
- Kathleen Sena, Santa Fe Community College, inquired about the decrease in schools actively participating in RMACRAO. How schools are being contacted and what are is the plan from the Board to address this? Stacy Sharp shared that individual follow up has been done and Miori Gidley worked with her staff at FRCC to gather contact information from unpaid schools. Kathleen noted that the majority of the schools who have not paid their dues are from New Mexico, and that the board should be concerned about the decrease in participation from New Mexico. Further shared her concern that the 18-19 budget may not truly reflect the dues that will be received. Miori Gidley shared her plans as Secretary to create a comprehensive membership database and update contact information for all member institutions.
- Dennis Becker, University of Denver, inquired about the cycle for when bills are sent to the schools. Bills are sent in October when the new RMACRAO fiscal year begins and are sent monthly following that until paid.
- Jim Tisdale, Metropolitan State University of Denver, shared that there will be a board initiative to research and implement a communication management system.
- Kathleen Sena, SFCC, reiterated concern about passing a budget that may not reflect actual dues received and the budget shortfall.
- Stacy Maestas, LCCC, shared that as a non-profit organization it is acceptable for RMACRAO to use money from savings, and that we should not be maintaining a high level of savings.
- Tracy Barber, UCCS inquired about the current savings balance. Geri Martinez shared the balance of \$29,682.98. Given this amount, Tracy stated that she does not have a concern with the proposed budget. Tracy asked Kathleen if there is an effort by the NM schools to have unpaid dues in form of protest for the cancelled 2018 meeting in NM. Kathleen shared that there have been conversations about the cancelled meeting at NM-AACRAO but she is not aware of specific plans to not pay dues to RMACRAO. Stacy Sharp shared that at this point last year, 9-10 schools were unpaid so we are

not too far from the same point last year. In preparation for the 2017 meeting, there were 72 voting institutions and this year there are 71 voting institutions.

- Stacy Sharp also noted the increase in webinar offerings to offer professional development in lieu of the annual meeting.

Stacy Maestas called for vote on the 2018-10 Proposed Budget. Jim Tisdale, MSUD motioned for the vote. Seconded by Tracy Barber, UCCS. One nay vote was noted from Kathleen Sena
The Budget for 2018-2019 was been approved as presented

V. RMACRAO PRESIDENT REPORT

Stacy presented a report of association happenings for the past year.

Charlie Couch and Jim Tisdale attended the AACRAO leadership meeting in Washington, DC for state/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 transitions to new positions on the board or transition off of the board
- Types of insurance we should have as a volunteer organization
- Which types of tax forms volunteer organizations file and when
- Conference site/hotel negotiations and best practices
- The importance of incorporating the organization and who retains “ownership” should members of the organization choose to leave

Several board members had to step down for personal reasons during the last year.

- Kelley Christman, Historian, stepped down at our April board meeting. We appreciate Kelley’s service and wish her the very best in the future. Per the RMACRAO Bylaws, this position is appointed by the President. If you are interested, please contact a board member after the business meeting or by email.
 - Sara Hannes, Web Developer, stepped down in April. We appreciate Sara’s service and wish her the very best in the future. Per the RMACRAO Bylaws, this position is appointed by the President. Chris Bennett, Denver College of Nursing, graciously volunteered to fulfill this position and has done a great job stepping into this new role for the last few months.
 - Katie Peterson, Marketing and Communications Coordinator, stepped down in June. We appreciate Katie’s service and wish her the very best. Per the RMACRAO Bylaws, this position is appointed by the President. Katie is now the Registrar at Denver Seminary which is not part of the RMACRAO membership. Denver Seminary is part of the agenda today to be voted on for membership. If approved, Katie is interested in being appointed to this position again. If her application is not approved for membership we will be looking for someone interested in this position.
 - Charlie Couch, Exhibitor and Local Arrangements Committee Liaison, is stepping down effective today. We appreciate Charlie’s service and wish him the very best. Per the RMACRAO Bylaws, this position is appointed by the President. Katie Risheill, Colorado State University, graciously volunteered to fulfill this position and was appointed on June 28th. We are excited for Katie to join the Board!
- Stacy shared one of her goals for the Board was to implement the new By-Law changes that were voted on and approved by the membership at the 2017 Business meeting. The Task Force worked diligently to bring

forward these changes and the board has worked on a strategic plan to further operationalize these changes and is an ongoing processes. The Board is looking at new emails, registration to replace Cvent possibly, how to store membership data, the storage of our historian documents, and a better way to communicate with the membership. We have been working with AACRAO and researching. This work is very important to the organization, so the board is taking the time to ensure that it is done properly before anything is purchased and/or change business practice.

Stacy noted that again this year, RMACRAO was able to award ALL available travel grants, reflecting continued commitment to our membership with respect to professional development.

- Stacy Maestas, Laramie County Community College received the Professional Development Scholarship this year and she attended the AACRAO Strategic Enrollment
- Jenny Primm, CU Boulder was the recipient of the AACRAO Travel Grant

Stacy acknowledged the Executive Committee members who would be leaving their positions on the Board after this meeting and thanked them for their service to the association.

- Debbie Giron, Vice President At Large, New Mexico State University
- Stacy Maestas, Past President, Laramie County Community College
- Charlie Couch, Exhibitor & Local Arrangements Committee Liaison, University of Northern Colorado
- Geraldine Martinez, Treasurer, Dona Ana Community College
- Kelley Christman, Historian, Colorado School of Mines
- Sara Hannes, Web Developer, Laramie County Community College

VI. NOMINATIONS & ELECTIONS REPORT

Stacy Maestas, as Past President and Chair of the Nominations & Elections for this year, announced the results of the Nominations & Elections Committee and voting by your institutional members.

This year we had **12** institutions from all three states vote (out of a possible 72 institutions at the time). This represents **16%** of the possible votes we could have received. The outcome of the voting is:

- President-Elect: Eriks Humeyumptewa, Associate Registrar – Systems, Colorado School of Mines
- Vice President, At Large - Trish Torrez, Associate Director of Application Processing – Office of Admissions, Colorado State University
- Secretary – Miori Jackson Gidley, Associate Registrar, Front Range Community College

Stacy Sharp presented Stacy Maestas with a plaque in recognition of her service to the RMACRAO Board of Directors.

VII. RMACRAO 2018 REVIEW & RECOGNITION

Stacy offered the opportunity to recognize the members from RMACRAO who retired this last year or who left the organization. However, none were noted.

While it is difficult to always know when members retire or leave the organization, congratulations to those who retired this year. The Board was also notified recently of a member who transitioned on to a new role, thus leaving RMACRAO. Ginny Hayes from Western State Colorado University accepted a position in IR earlier this month.

Stacy shared that with the deepest sympathy that we announce the passing of Alexander Gonzales from The University of New Mexico. Alex knew early on he wanted to attend the University of New Mexico, first a student and then continuing the traditions as a beloved staff member. Alex held the position of the UNM Registrar for the past 8 years, up to his passing. His legacy is one of many including mentor, supporter, twin, Lobo, and as advocate for all students. The RMACRAO board of directors presented the family of Alex Gonzales the 2018 Special Recognition Award. Alex's brother, Andrew Gonzalez will be receiving the award on behalf of the Gonzalez family. Debbie Giron noted that she was able to speak with Andrew Gonzalez and he was grateful for the recognition and care from RMACRAO

VIII. OLD BUSINESS

Stacy noted that we have no old business to take care of.

IX. PASSING OF THE GAVEL

Stacy passed the historic gavel to our incoming President, Jim Tisdale. Stacy thank everyone for the opportunity to lead this organization again this past year. She also expressed thanks to her staff, institution, and family, as they provided the daily support to allow me to serve in this role.

X. 2018-2019 PRESIDENT REMARKS-

Jim thanked Stacy Sharp for her work over the past year and presented her with a plaque for her service to RMACRAO. Jim also recognized the University of Northern Colorado who have been strong supporters of RMACRAO, with Stacy Sharp and Charlie Couch's role. UNC also served as the host for the 2017 annual meeting.

Jim shared two main goals for the upcoming year:

1. Comprehensive communication system, which the board will be reviewing in the afternoon meeting today. Vendors have been selected for review
2. Identify additional ways to continue to support schools

XI. NEW BUSINESS

Jerry Becker, Treasurer, presented two applications for membership; from Aspen University and Denver Seminary.

- Jim asked for a motion for Aspen University for Associate Professional membership to RMACRAO. Paul McCarty, University of Denver, inquired about change in bylaws related to associate membership. Stacy Maestas, LCCC, shared that if a school is not regionally accredited, they would be an associate member. Paul McCarty, University of Denver, motioned for a vote; seconded by Eriks Humeyumtewa, Colorado School of Mines The membership application for Aspen University was approved.
- Jim asked for a motion for Denver Seminary for Institutional membership to RMACRAO. Motion from Ken Clavir, UNC; Seconded by Amelia Jackson, CU-Boulder. -The membership application for Denver Seminary was approved.

Annual Meeting Profit/Loss Review: Jim asked Stacy Maestas up to discuss her research in regards to the profit and losses of our annual conference over the past 10 years. Stacy noted that this information was shared in response to concerns expressed about cancellation of 2018 annual meeting. The full details are listed in the minutes below.

- Board meeting minutes, Quickbooks expenses and revenues were reviewed for the past 10 years. Stacy spent about 10 hours on the project. All minutes reviewed are on the RMACRAO site.

- About 50% of the time, the annual meeting generated a profit. A loss was generated 5 times. The loss was generally associated with additional A/V costs or room reservations not met. This is outlined in the LAC Liaison and Exhibitor roles to avoid such costs.
 - Denver 2009 – the room guarantee was not met, resulting in a \$14K loss. The Board immediately entered in to 2011 contract to return to negate this amount. Should we not returned in 2011, we should have paid this amount to the hotel.
 - Santa Fe 2010 – The budget was for 150 attendees and only 128 attended, and the 22% service fee was not budgeted for. Following this meeting, a need for strong accounting practices was noted for the future. Each LAC was then required to provide a full budget sheet at the October or February meeting, then add to minutes and/or annual meeting agenda for the next annual meeting.
 - Loveland 2017 – RMACRAO board was encouraged by attorney Jim Goldberg to intentionally take a loss. The Casper 2016 meeting saw increased attendees and credits from the hotel, resulting in over \$18K profited. Loveland 2017 annual meeting was intentionally overspend to spend out the profit from 2016.
 - Las Cruces 2018 – Over three hours of board discussion and thorough review of budget and contracts. Loss was \$5957.19 but would have been significantly greater if meeting was not cancelled. Due to low participation in sessions submitted, the meeting was ultimately cancelled.
 - Tracy Barber UCCS – noted that 2015 Co Springs would have been a loss but UNC contributed funding to the print program to prevent this. Noted that the final summary showed CO Springs as positive but it took a lot more to get to that point.

Meeting Year	2018	2017	2016	2015	2014
Location	Las Cruces, NM	Loveland, CO	Casper, WY	Colorado Springs, CO	Albuquerque, NM
LAC Chair /Co-Chairs	Geri Martinez	Michelle Heiny	Kyla Foltz	Jason Maxwell	Carolyn Gutierrez & Denise Esquibel
Revenue		\$14,970.00	\$34,685.00	\$52,262.81	\$17,411.97
Expenses		\$20,262.97	\$16,011.50	\$47,964.77	\$26,328.92
Profit/(Loss)	(\$-5957.19)	(\$5,292.97)	\$18,673.50	\$4,298.04	(\$8,916.95)
Detail/Notes					

* Data for 2014 to 2017 taken directly from data in QuickBooks by Jerry Becker.

Meeting Year	2013	2012	2011	2010	2009	2008
Location	Fort Collins, CO	Laramie, WY	Denver, CO	Santa Fe, NM	Denver, CO	Laramie, WY
LAC Chair/Co-Chairs	Jamie Yarbrough	Nicole Candelaria & Sara Robinson	Kelley Christman & Lara Medley	Denise Esquibel & Kathleen Sena	Elena Sandoval-Lucero	Gay & Shelly
Revenue		\$38,069.40				\$19,521.00
Expenses	\$31,258.11	\$36,111.75				\$17,000.00
Profit/(Loss)		\$1,957.65	\$900.00 or \$2,000.00	(\$5,000.00)	(\$14,000.00)	\$2,521.00

<p>Detail/Notes</p>	<p>RMACRAO transitioned to QuickBooks in 2013. The QB data for 2013 was only partially updated. The BOD Minutes from July 2013 indicate that the conference made money from the pre-conference attendees, Nordy's BBQ, and last minute registrations. The BOD Minutes from October 2013 indicate that a LAC Conference budget spreadsheet was shared at the meeting, but one was not included with the minutes. As such, the profit/loss for the 2013 meeting was not noted.</p>		<p>BOD Minutes from February 2012 indicated that the organization profited, but that the report needed to be adjusted based on the bank report. There were no other references in the other minutes as to the actual profit of the 2011 meeting, except that we did fulfill the obligations from 2009 deficit by returning to DTC.</p>	<p>BOD October 2010 minutes indicated that the conference was budgeted on 150 attendees, but only 128 attended which impacted profit. There was also discussion in the minutes, while not completely clear, that RMACRAO owed Buffalo Thunder for an outstanding balance due to not budgeting for 22% service fee. There was a motion approved to pay the invoice from Buffalo Thunder as long as it was half of the difference. There were also negotiations to have RMACRAO return in 2014 with reduced food and beverage minimums. The treasurer's report from the February 2011 minutes indicated that the Board did not have an LAC report for 2010 and that they either needed to get the LAC books for the 2010 meeting or recreate the information.</p>	<p>Did not make room guarantee resulting in \$14,000 deficit. This was made up in a deal to return to DTC in 2011.</p>	<p>Details not available</p>
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Bylaw Changes: Jim shared bylaw changes requiring voting from the membership. Most of these Bylaw changes were missed in last year's changes to update the new roles. At last year's annual meeting we used a different voting method and it seemed to work well with a large volume of by-law changes, it was decided that we would like to use this different approach for voting again this year. There are 9 total proposed changes, the vast majority of the proposed changes are intended to update operational practice and processes and to bring the organization up to date.

Option was offered to consider the proposed changes individually or as a package. The full list of proposed changes would be included as an addendum to these minutes, regardless.

Those individual proposed changes are:

Article IV – Officers and Agents

Section 4.02 Election and Term of Office.

Section 4.06 Authority and Duties of Officers.

Section 4.07 Other Officers and Committees.

Section 5.02 Types and Duties of Standing Committees.

Stacy Maestas, LCCC, moved to vote to accept the bylaw changes as a package. Stacy Sharp, UNC, seconded.

The motion to accept the Bylaw changes as a package was approved.

Amelia Jackson, CU-Boulder, moved to accept the proposed changes for Section 4.02 Election and Term of Office, Section 4.06 Authority and Duties of Officers, Section 4.07 Other Officers and Committees, and Section 5.02 Types and Duties of Standing *committees*. Alli McCown, LCCC, seconded. The motion was approved.

Jim shared two articles of Incorporation changes to vote on. These changes are intended to update operational practice and processes and to bring the organization up to date.

a. Article 3: The changes are from a 501c(3) to a 501c(6) status

b. Article 9: Remove regional accreditation statement that includes Commission on Recognition of Post-Secondary Accreditation (CORPA), as it no longer exists.

1. Trish Torrez, CSU, motioned to accept the proposed changes to ARTICLE III-F; seconded by Stacy Sharp, UNC. The motion was approved.

2. Eriks Humeyumtewa, Colorado School of Mines, motioned to accept the proposed changes to ARTICLE 4-A. Seconded by Geri Martinez, Dona Ana Community College. Alli McCown, LCCC, noted that Article 4 is not grammatically correct and should be revised. Eriks Humeyumtewa, Colorado School of Mines presented a motion to amend the motion, which was seconded by Alli McCown, LCCC. The motion to accept the proposed changes to 4-A Types and Duties of Standing Committees was approved.

XII. RMACRAO 2019 – Boulder, CO

Eriks Humeyumtewa, President-Elect and Program Chair, shared information about the 2019 Annual Meeting. The location for 2019 will be in Boulder, Colorado, with CU-Boulder as the host institution. Please mark your calendars for July 17 -19, 2019 to join us in Boulder Colorado. Watch for information and announcements in the upcoming newsletters.

XIII. ANNOUNCEMENTS

No other announcements

XIV. ADJOURNMENT

The 2018 RMACRAO Business meeting was adjourned at 10:48 a.m.