

**RMACRAO Annual Conference
Boulder, CO
Thursday, July 18, 2019, 11:15am-12:45pm
RMACRAO LUNCHEON AND BUSINESS MEETING**

DRAFT – Pending approval at the 2020 Annual Meeting

Before the start of the meeting, President Linda Nichols recognized the recipients of the RMACRAO Travel Grants for this year. They each received a \$200 travel grant. Grant awardees were asked to come forward to receive their certificate and take a group picture.

- Laurel Becker – Western Colorado University
- Shannon Boepple – Colorado State University
- Kayla Brewster – Colorado State University
- Kristie Herrera – Aims Community College
- Valerie Kalos - University of Northern Colorado
- Marie Mena - University of Northern Colorado
- Julie Smith – Aims Community College
- Hailey Weiman - University of Northern Colorado

I. CALL TO ORDER at 11:50 a.m.

Linda Nichols called to order the 2019 Annual Business Meeting of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers at the University of Colorado-Boulder campus in Boulder, Colorado.

Quorum was established yesterday at the start of the annual 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. As President, Linda determined through consultation with the LAC Chair and Vice Presidents that a quorum exists under the RMACRAO bylaws.

It's also important to remind everyone of our 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.

Linda recognized the current RMACRAO Board of Directors.

- Linda Nichols, President, Casper College
- Stacy Sharp, Past President, Aims Community College
- Kristin Conway, President Elect and Local Arrangements Committee Chair for the 2019 Annual Meeting, University of Colorado Boulder
- Alli McCown, Vice President for Admissions, Laramie County Community College
- Amelia Jackson, Vice President for Records and Registration, University of Colorado - Boulder
- Trish Torrez, Vice President At-Large, Colorado State University
- Miori Jackson Gidley, Secretary, Front Range Community College
- Jerry Becker, Treasurer, Colorado State University
- Katie Pederson, Communications, Denver Seminary

- Chris Bennett, Web Developer, Denver College of Nursing
- Katie Rishell, Exhibitor & Local Arrangements Committee Liaison, Colorado State University
- Tracy Barber, Historian, University of Colorado, Colorado Springs
- Charlie Couch, AACRAO Government Affairs Liaison, University of Northern Colorado

II. MINUTES FROM THE 2018 Annual Meeting

Miori Jackson Gidley, Secretary, presented the 2018 Annual Business Meeting Minutes to the membership for revision and/or approval. Members could access the minutes using a QR Code with their mobile device on page 30 in the printed program. A printed copy was also available on each table.

There were no corrections to the minutes. A motion was presented to approve the minutes by Stacy Maestas, LCCC, which was seconded by Stacy Sharp. The 2018 minutes are approved as presented.

III. TREASURER'S REPORT

Jerry Becker presented the RMACRAO Budget Report for Fiscal Year 2019 and the Proposed Budget for Fiscal Year 2020 to the membership for acceptance.

Jerry presented the 2018-2019 Budget Report and the 2019-2020 Proposed Budget to the membership for revision and/or approval. Copies of this information began on page 31 in annual meeting program.

Add in figures from program, note that these were prior to the conference expenses/revenue.

Linda reminded the membership that due to our fiscal year ending on September 30th, we may need to alter the expected line items in October for the current year budget expenditures.

There was no discussion or revision of the 2019-2020 Proposed Budget. Motion to approve by Kristi Wold-McCormick, CU-Boulder and second by Alli McCown, LCCC. The Budget for 2019-2020 was approved as presented.

IV. RMACRAO PRESIDENT REPORT

Linda presented a report of association happenings for the past year, in no particular order of importance/priority:

- *As most of you know we had two board members resign from the board of directors leaving the board without a President in January of 2019. I was approached by a current board members as a former member of the board if I was interested in covering the half year of President's term that remained as well as a year of Past-President. I am very pleased to have the opportunity to help and lead the board for the partial term. I would like to thank the members of the board and the membership as a whole for their patience as I began the President's role "mid-stream".*
- *I would also like to thank Kristin Conway for agreeing to accept the president-elect position along with the LAC chair position. Both of those positions require a good amount of time and attention to detail and I commend Kristin for being able to tackle both positions in order to cover a vacancy on the board.*
- *This year, we had additional travel grants available for the RMACRAO conference since none were awarded last year. We were able to award eight travel grants for the RMACRAO annual meeting, two travel grants to the AACRAO annual meeting, and three professional development scholarships to members reflecting a continued commitment to our membership with respect to professional development.*
- *In a moment we will discuss the results of the nominations and elections report. We had some fine candidates for this year's open board positions and I thank them for stepping forward to take on this responsibility. I would*

encourage all of you to think about putting your name in to serve on the board sometime in the next couple years. It is a very rewarding experience and a great learning opportunity.

- Tracy Barber has resigned from her position as Historian. This is an appointed position and those interested were asked to visit with a current board member.
- We will discuss some changes to the by-laws regarding the treasurer position but we are still looking for an individual to step into the treasurer or treasurer-elect role as I mentioned at the opening. Again, we will proceed with nominations and elections then vote on a treasurer after and if the by-law changes are approved.
- Linda acknowledged the Executive Committee members who will be leaving their positions on the Board after this meeting. Their service to this Association is greatly appreciated by your colleagues.
 - Amelia Jackson, VP for Registration and Records, University of Colorado - Boulder
 - Alli McCown, VP for Admissions, Laramie County Community College
 - Stacy Sharp, Past-President, Aims Community College
 - Tracy Barber, Historian-University of Colorado, Colorado Springs

V. NOMINATIONS & ELECTIONS REPORT

Stacy Sharp presented the Nominations & Elections report. As Past President and Chair of the Nominations & Elections for this year, Stacy announced the results of the Nominations & Elections Committee and voting by your institutional members.

This year we had 5 institutions from all three states vote (out of a possible 61 institutions at the time). This represents **8%** of the possible votes we could have received. The outcome of the voting is:

- President-Elect: Katie Pederson, Registrar, Denver Seminary
- Vice President for Records and Registration: Jennifer Westman, Registrar, Wyoming Catholic College
- Vice President for Admissions: Julie Smith, Director of Enrollment, Aims Community College
- Historian: Currently seeking nominees to fill the position
- Treasurer: Currently seeking nominees to fill the position

Linda recognized Stacy for her service as Past President and presented her with a plaque in recognition of your service to the RMACRAO Board of Directors.

VI. RMACRAO 2019 REVIEW & RECOGNITION

Linda introduced Kristin Conway, Local Arrangements Chair, to accept a huge thank you for all of her hard work and a small token of our appreciation. Kristin shared a few remarks about the Program for this meeting and the Local Arrangements Committee.

- Kristin thanked all of our session presenters and exhibitors. It is because of these individuals that we are able to offer such an incredibly valuable professional development opportunity for our membership.
- Kristin welcomed everyone to Boulder and noted that it has been an honor to put this annual meeting together for the membership. She stated that she believes strongly in the professional fellowship RMACRAO offers and hoped everyone benefits from the sessions and networking opportunities with fellow RMACRAO members.
- Kristin thanked Sarah Yurgealitis and Nikki Moore as well as the Office of the Registrar team at the University of Colorado Boulder for their assistance with the planning details, program review and logistics required in hosting the annual meeting.

Linda recognized the members from RMACRAO who retired this past year or who left the organization. None were present but we wish everyone the best in their new adventures.

VII. OLD BUSINESS

Linda stated that we had no old business to take care of.

VIII. PASSING OF THE GAVEL

Linda announced that the time had come to pass the historic gavel to our incoming President, Kristin Conway.

But before I pass the gavel to Kristin, I want to take a moment to thank all of you for the opportunity to lead this organization. Although my term was short, I have learned a lot, gotten to know some of you a little better than I otherwise would have, and have appreciated the support. I appreciate even more the dedication of the membership to the organization. It has indeed been an honor serving as your president. I would also like to thank my institution and my Vice President for their support of me in this role. I would also like to thank the current members of the board, Stacy Sharp, as Past President and Stacy Maestas as Past-Past President for the extra guidance in my somewhat unexpected role.

Kristin Conway was presented with the Presidential Gavel and congratulated as the new President of RMACRAO for 2019-2020.

IX. 2019-2020 PRESIDENT REMARKS-

Kristin thanked Linda for her work over the past 6 months and presented her with a plaque signifying her service to RMACRAO. Kristin thanked the membership for supporting her in the role as President as well as the support she received this year as president elect. She also thanked the leadership at the University of Colorado Boulder for their support and encouragement to pursue professional development opportunities.

X. NEW BUSINESS

Jerry Becker, Treasurer, presented the applications for membership at this time. We have received 1 application for membership during the past year. The institution applying for membership is Pueblo Community College.

- A motion to accept the application from Pueblo Community College for institutional membership to RMACRAO was moved by Twila Humphrey, PPCC, with a second by Amber Thompson, LCC
- The membership application for Pueblo Community College is approved. We will contact the institution to let them know.

Proposed Bylaw changes

Members were asked to vote on the proposed bylaw changes that were sent with the summer newsletter sent in May 2019. All changes are in Article 4, Officers and Agents and Article 5, Committees. The changes are proposed to five different Sections so we'll review and vote on each section at a time. Based on the nature of the changes, we will not be reviewing each section in order....whether we approve or deny one section will determine if we need to vote on the other sections.

The changes to the Treasurer position were summarized. Over the past few years, the board has been discussing what to do with the treasurer position. That position has always been difficult to fill because of the time commitment it takes to complete all the duties and tasks associated with this position. There is a large amount of accounting knowledge needed to do this position successfully and we must ensure we are not breaking any laws. It is very hard with current structure of appointing a new person every 2 years to find someone willing to step into this role.

The board has been discussing three options: First, making it a longer time commitment, second, hiring it out and having a company manage it, or third, adding an additional position for someone who has an accounting background. Our current treasurer, Jerry Becker has done an amazing job cleaning everything up and making sure we are on track. With his position expiring and the need of a new treasurer, the board has realized we needed to move forward with changes quickly. Jerry is willing to step up as the Controller to manage the financial books and records, collect fees and

registration, and prepare our taxes. This will help us so we do not have to hire out a company to do this role and save money for the membership. At the same time, we also know the importance of the treasurer to ensure that the controller is doing their assigned job and watching our funds to ensure nothing is misplaced.

1. Is there a motion on the floor to accept the proposed changes to Section 5.02 Types and Duties of Standing Committees? Motion by Stacy Sharp, Aims CC, second by Katie Pederson, Denver Seminary.
 - a. The motion to accept the proposed changes to Section 5.02 Types and Duties of Standing Committees was been approved.
2. Is there a motion on the floor to accept the proposed changes to Section 4.07 Other Officers and Committees? Motion by Kelley Christman, Aims CC, second by Stacy Maestas, LCCC
 - a. -is there any discussion? Sally Page asked for clarification. Controller is an appointed position and Treasurer is an elected position.
 - b. The motion to accept the proposed changes to Section 4.07 Other Officers and Committees has been approved.
3. Is there a motion on the floor to accept the proposed changes to Section 4.06 Authority and Duties of Officers? Motion by Alli McCown, LCCC, second by Amelia Jackson, CU-Boulder
 - a. The motion to accept the proposed changes to Section 4.06 Authority and Duties of Officers has been approved.
4. Is there a motion on the floor to accept the proposed changes to Section 4.02 Election and Term of Office. Motion by Stacy Sharp, Aims CC, second by Jamie Yarborough, CSU
 - a. The motion to accept the proposed changes to Section 4.02 Election and Term of Office has been approved.
5. Is there a motion on the floor to accept the proposed changes to Section 4.01 Number and Qualifications? Motion by Carrie Reinecke, Western Colorado University, second by Trish Torre, CSU
 - a. The motion to accept the proposed changes to Section 4.01 Number and Qualifications is approved

XI. RMACRAO 2020 – Cheyenne, WY

Alli McCown and Stacy Maestas from Laramie County Community College in Cheyenne, Wyoming shared information about the 2020 Annual Meeting. They are working closely with the board of directors to provide another quality conference in July 15-17, 2020 to be held in Cheyenne, Wyoming.

XII. ANNOUNCEMENTS

Kristin shared a few announcements:

- She reminded attendees about the drawing at the closing session to win a free registration to next year's conference. We started collecting business cards at the registration table which will be used for that drawing.
- Tonight is a social event at the Museum of Boulder with appetizers, drinks, music and tour the Boulder Experience Gallery. Buses will begin departing from the Euclid at 5:30.
 - A reminder for our evening events due to alcohol regulations, we are required to confirm that all attendees and guests are on the registration list. We are also required to verify date of birth. We will be verifying date of birth and providing wristbands for everyone attending the evening events.
 - Bartenders at both of the evening events are not allowed to accept cash. Due to alcohol policy, we will not be able to offer a cash bar. Drink tokens must be used for all alcoholic and non-alcoholic beverages. Please check with the registration desk if you are unsure about registration confirmation or have any questions.

XIII. ADJOURNMENT

The 2019 RMACRAO Business meeting was adjourned at 12:21 p.m.