

RMACAC
Executive Board Meeting
January 12, 2008
Tucson, AZ
Start Time 9:04

AGENDA

1. Welcome Executive Board members
 - a. Mike Bryant received rising start at NACAC

2. Tucson Spring Conference Update
 - a. Registration
 - i. The registration form is ready to go forward with the test run
 - ii. Members registration fee is \$150
 - iii. Exhibit fee is \$350 plus if they choose to register for conference
 - iv. When people register for the conference their confirmation email will have a link for hotel reservations. We will also put the hotel link on the RMACAC main page.
 - b. Call for proposals
 - i. About two days before the January 18th deadline, we will extend the invitation until Valentines Day.
 - ii. A list of topics will be sent out to board members and list serve in hopes of having people offer presenter leads or spark their own interest in presenting.
 - iii. Right now we are contacting the people who have currently submitted proposals to see if they are still interested.
 - iv. Space is limited to 3 sessions at a time.
 1. High volume sessions such as undocumented students will be offered more than once.
 - v. We would like a good balance between profit and nonprofit presenters and right now the majority of proposals are from profit organizations. Naviance has submitted a proposal and since their sessions are always packed, we will most likely want to accept their submission.
 1. Lynn will wait to email submissions to everyone because at this point we do not need to pick and choose
 - c. Pre-Conference Sessions
 - i. If anyone knows someone who would be willing to do a pre-conference workshop, please let Lynn know as soon as possible.
 - ii. Lynn's NACAC session on disclosure of disciplinary actions would be a great pre-conference session.

- iii. As of now, we do not charge anything for the pre-conference sessions. It was agreed upon that we do need to charge something even if it is \$20 so people commit and make the proper arrangements.
- d. Mary Lee Hoganson, the past president of NACAC, will be attending the conference and happy to help in any way she can.
- e. Key Note Speaker
 - i. We do not have a key note speaker yet. A few suggestions are: College Board; College Knowledge – professor at UC Berkley; NM Governor; Teacher of the Year from NACAC (maybe use him for local counselor day – Friday).
- f. Campus Tours
 - i. It was decided that we will be offering tours of ASU and UA. NAU is about four hours from Tucson making that campus visit an entire day trip. If counselors would like to visit NAU we will suggest coming a day earlier.
 - ii. The campus tour committee will be working on how to get people to the campus on Thursday.
- g. Social
 - i. It was agreed upon that keeping the social here at the resort would our best option. This would hopefully increase the attendance and simplify transportation needs. A few ideas for the social are: casino night, fajita bar and flamenco dancers.
- h. Activities
 - i. Golf – we will offer something on Thursday and Saturday in hopes of attracting more college and high school attendees. There will be a sign up section on the registration. Mike and/or Dave take the lead.
 - ii. Tennis – Cathy offered to lead tennis option at conference.
- i. Local arrangements committee
 - i. As was done in Denver, this committee will take care of all last minute things.
- j. Mini-college fair
 - i. Sign up on registration form.
- k. Raffle
 - i. This will be handled by the sponsorship committee.
- l. Packets
 - i. We would like to include a survey in the conference packets asking about the issues people are interested in, the money available, how far people are willing to travel, etc. Then in the fall the survey will also be on the website.
- m. College Credit – CEU

- i. Robin needs an agenda and specific workshop content by the end of January if possible
 - ii. It is \$30 for a ½ credit (7 ½ or 8 hours worth of conference time)
 - iii. It will go through Adams State Graduate Credit.
 - iv. Robin will email Eddie CEU certificate and once we have name we will be able to put them into the packets.
 - n. Board members; please be in Tucson by **Wednesday night ready to go to dinner by 7:00 p.m.!** We will have a meeting Thursday morning before the start of the conference and we will also have a wrap up meeting Saturday at conference end.
- 3. Elections and Board Membership
 - a. When we asked for volunteers for open board positions in Austin, 10 people responded.
 - b. Positions available: Conference Planning, Human Relations, Membership, Technology, Professional Development, College Delegate and 2 High School Delegates.
 - i. By default Shanna is taking on the technology chair's responsibilities which are too much for the college fair chair to take on. As the discussion went on, it was decided that combining the technology chair with any other position would not work for this board. Many times skill sets are very different and may deter people from volunteering to serve.
 - c. We will use an election process for each of the chairs at the spring conference. Eddie will be making personal phone calls to each person to see if they are still interested in serving on the board and then put together a ballot.
 - i. Candidates will be asked to provide a letter of interest as well as answer some preset questions to be put on the website.
 - ii. Doane College in Nebraska is allowed to serve as on the board just not as a college delegate.
- 4. Newsletter E-News on Web or Hardcopy, list serv
 - a. With the switch to an E-Newsletter, a URL link will be emailed out to the list serv announcing access availability.
 - b. Currently the list serv is provided through University of Arizona, so once Eddie steps down we need to have new list serv in place. It was suggested to use AD Bay as the host
 - c. Suggestions
 - i. We would like to start using a PDF file for the newsletter. This way it could be printed off and passed around offices.
 - ii. Post the newsletter on the NACAC list serv.

- iii. Start getting names of high schools and colleges that are not members and send the newsletter out to them with highlighted “hot topics”
 - d. Robin would really like some help with articles for newsletter. Possibly a conference summary; regional updates – i.e. new program at college or university; college or university’s counselor newsletter or news bulletins URL links; summer programs for high schools students with registration, summary, etc.
 - i. Chairs could provide a “what’s happening” section. For example the Human Relations chair would like to recruit local people to help read grant recipient applications. This would get other people involved but it may not always be possible because of confidentiality or lack of need.
5. Upcoming NACAC Events:
- a. Legislative Conference in D.C.
 - i. This is an opportunity to send representative to D.C. to learn about processes and initiatives from our legislators. The dates for this conference are March 9 -12.
 - ii. Six people will attend (one from each state except for Colorado, they will have two people) and they are: Monica from New Mexico, Noah from Wyoming, Eddie from Arizona, Dianne from Utah and Cathy and Joanne from Colorado.
 - iii. Board members need to make sure they can attend and let Monica know by the end of this week! She will be sending Dianne an email with a list of people attending so we can get the registration in by the January 30 deadline.
 - b. Colorado Legislative day
 - i. We will be parting with the Colorado Council and Colorado School Counselor’s Association.
 - ii. It will take place at the First Baptist Church (across from the capital) on February 13th, 2008.
 - iii. By splitting the cost between the three groups, RMACAC will be responsible for \$200.
 - iv. Any board members wanting to be on a committee or help with this very important effort please let Dianne know as soon as possible.
 - v. We will not be hosting an Arizona Legislative Day this year. Hopefully we can reconsider for a future location.
 - c. Leadership Development Institute will be in Minneapolis on July 24 – 26th. This is for the president, past president, and president elect to attend.
 - d. National Conference in Seattle
 - i. Next fall 64th Annual Conference on September 25 – 27

6. Conference 2009
 - a. Tentatively schedule Colorado Springs, CO for the 2009 conference, as we need to check with local groups for their assistance. 2010 we would like to partner with PNACAC again; 2011 Salt Lake City, UT or Laramie, WY. In 2012 NACAC will be in Denver.

7. Committee Reports
 - a. Admissions Practices
 - i. One University wondered if another university could advertise in their newspaper about summer sessions etc., and it is okay to do this but be careful of content.
 - ii. There was a news blast on a university's website about tuition hikes at another university and this is a violation.
 - b. Treasury
 - i. We now have a new bank – Bank of the West! All money has been transferred, but a majority of the old correspondence still goes to Bill's school.
 - ii. The credit card accounts with our old bank have officially been canceled and a Bank of the West credit card is in the works.
 - iii. \$228,944 in account as of 1/11/08 versus on 4/23/07 we had \$288,000. This number has not taken into account spring college fairs.
 - iv. Every year we would like to put \$5,000 into national fund to start saving for 2012 Denver NACAC conference.
 - v. It was discussed about investing in CD's or low risk money markets - something to produce more yields. It was decided to go forth with a \$150,000 investment.
 - c. College fair
 - i. This will be the last year for the Denver RMACAC fair to be hosted at DU.

8. Human Relations Committee
 - a. Cynthia Gales Grant recipients for Tucson Conference
 - i. John will be heading this up until replacement is elected in at Tucson conference.
 - ii. Robin, Dave and Eddie will be a part of the committee.
 - iii. An email will be sent out on the list serv to get nominations. Nominations will need to be turned in by March 1st. This announcement/form will also be posted on the website.
 - iv. It was decided that it would be nice to have some type of welcome reception with the grant recipients and board members so we all can get to know them

9. Copy of By-Laws and Articles of Incorporation for Executive Board members
Discussion on Article III, bullet 3/By-Law Article IV:
 - a. This is a great area for Professional Development possibilities. Lynn will compile all the information she has on current issues to share with board.
 - b. Another item for the packets would be a form surveying people's knowledge on current topics.
 - i. Lynn will be developing this survey and also getting in touch with Mary about her results from past surveys.
 - ii. Dave Fuller the Colorado Council Professional Development chair is a great resource.

10. PNACAC Executive Assistant
 - a. PNACAC is considering employing an executive assistant for their board and would like to share them and the cost with us. It was a mutual feeling that it would be a logistical nightmare. Also, if we were to bring on a technology chair, then they would be responsible for many of the same roles as the executive assistant.

11. New Ideas
 - a. We would like to see the board develop some type of mission statement and goals to work towards for the coming year.
 - i. For the next meeting please come with some ideas to incorporate and discuss by looking at other group's goals and strategic plans.
 - ii. John will be emailing other board presidents to find who has information online and will distribute to board.
 - b. We would also like to have each chair or delegate put together a "to-do" calendar so not only does the president elect know each board position's timeline but when a new person is elected they understand what they are expected to do and when.
 - i. We would like to put each job description online so people know who they need to get in touch with if an issue arises or if they are looking to become involved on the board, they understand the required job duties.
 - ii. Please get your job description and position timeline to Adrienne by April 1st.
 - iii. Once everything is put together, we could put all of this information on the website where only board members can log in.
 - c. Some type of new member packet and orientation to the board would really be helpful. Then when the new person comes to first meeting they are up to speed on issues.
 - i. Before the April conference, we would like to send out packets to newly elected board members.

- ii. On Wednesday, April 16th, new members could have an orientation from 6:00 – 7:00 p.m. by president, president elect and past president and then join everyone for dinner at 7:00.
 - d. A retreat would be something to look at in the future so *everyone* could get together and work on strategizing goals and where we want to take the RMACAC board.
 - e. Work on the possibility of partnering with Daniels Fund to bring more counselors to conferences.
 - f. Also something to think about incorporating onto the website would be having a list of all the colleges with their URL link in our region posted.
 - i. Having rotating pictures of all the different colleges as the Colorado Council does on their website.
 - ii. Categorized college search sites under financial aid, etc.
- 12. Other Items
 - a. Albuquerque fair planning committee
 - i. Monica met with the committee and experienced their frustration on communication. They feel as though they could do everything themselves. We really want to keep this fair as a part of so we would like to set up a meeting with president and Albuquerque fair chair.
 - ii. There has also been a request to get the college attendee information out sooner so they can put those names on promotional flyers.
 - iii. Something to consider for next meeting, is if we could do one registration and one payment for all the fairs instead of individually.
 - iv. It was agreed that the fair planners would receive a waiver to cover the Tucson conference registration fee so that they could attend this year's conference.
 - 1. This is not something that will be offered to every state because of varying situations.
 - 2. More discussion is needed to determine whether this is a one time thing or ongoing.
 - b. John will be sending Sally a congratulations card/gift for her new baby.
 - c. If you would like a letter of support from John, please let him know as soon as possible.