

RMACAC Executive Board Meeting

September 23, 2009

NACAC, Baltimore, MD

In attendance: Kelly Dunham, Amy Belstra, Susan Hunt, Dianne Leonard, Monica Huggins, Cathy Nabbefeld, Renee Orlick, Robin Boren, Susan Boyle, Carlos Jimenez, Lynn Ossowski, Erin Nissen, Sari Rauscher, Cara Sturman, Joana Augustine, Adrienne Loveland, Monica Huggins, Ralph Figueroa, Joe Swingle.

1. Welcome & Introductions

2. Treasurer's Report

- a. NACAC will be held in Denver in 2012 so we are responsible for contributing \$20,000. Right now we have \$15,000 set aside.*
- b. \$2,000 will again be contributed to KOO.*
- c. 25% of the Denver RMACAC Fair is given to Colorado Council (usually around \$2,000 - \$4,000).*
- d. We contributed \$501 to the Imagine Fund in Cynthia Gayle's Memory.*
- e. We will be purchasing an internal audit to guarantee our accuracy and get assurance we are on the right track. This is critical right now because of the overturn in Treasurer.*
- f. A goal we would like to fulfill is giving 5% of our revenue to some type of non-profit.*
- g. A reminder was given out about our updated and enforced reimbursement policy.*
 - i. Please note that RMACAC will cover ½ of your hotel expense.*
 - ii. Rental cars are not covered unless there is a board need.*

3. KOO Report - Amy Belstra

- a. KOO is a workshop given over the summer for new high school counselors to train them on college counseling.*

- b. *It is held in Denver, however, one year they tried to host it at Northern Arizona University and it was mostly Denver counselors in attendance.*
- c. *This year, KOO did a bus trip to 4 different colleges while doing presentations on the bus.*
 - i. *2009 saw 41 people participate in the 22nd annual KOO Workshop, and the first-ever "mobile" KOO.*
 - 1. *The colleges visited were Western State College, Adams State College, Fort Lewis College and mesa State College.*
- d. *Plans for 2010 include*
 - i. *As it was postponed from 2009 due to a shortage of potential faculty members, KOO 11 - a workshop for KOO 1 alumni and advanced counselors - will be offered June 14 & 15, 2010 at Regis University in Denver, CO.*
 - 1. *Topics that will be covered School Profiles, Transcripts, Advanced Letter Writing, High Selective Case Studies, etc.*
 - 2. *Another bus tour is being considered, this time without workshops included to visit the Front Range colleges/universities. John Fuller is in the initial stages of researching this possibility.*

4. *Secretary's Report*

- a. *The RMACAC Responsibilities of Officers, Committees and Chairpersons is in its final stages.*
 - i. *This will be used to hand out to all new board members to explain and outline the duties and responsibilities of each officer and chairperson as well as detail our processes for voting, nominating etc.*
 - ii. *Need to finalize Government Relations, Professional Development and Technology duties and responsibilities.*
- b. *As a board, we need to vote on the RMACAC Purpose which will be sent out with the notes for an electronic vote.*

c. *This is a work in process, so as the board develops, so will the orientation guide.*

5. *Committee Reports*

a. *Admissions Practices*

i. *No report*

b. *College Fairs*

i. *Registration down some from last year: New Mexico currently 110 last year 115 and Salt Lake - currently 88 last year 99.*

ii. *The New Mexico committee group has decided to step down but they have identified a group that can and will replace them.*

1. *Since college fairs are our only source of revenue we really need to give this group some TLC.*

2. *Scholarship providers fair on September 26th at D'U. Instead of having to make a case to join the current RMACAC fairs they decided to host their own. This is very much a win-win situation.*

3. *Added 50 institutions to our "Save the date" distribution list who have attended the Cherry Creek Fair, but have not yet attended a RMACAC fair in the last three years to try to increase fair attendance.*

4. *Shanna will be attending the Utah College fair will be able to help check-in institutions into the fair.*

5. *We have not had a presence at NACAC fairs in the past, but is in the strategic plan. There is some financial formula that we could get some type of financial kick back.*

c. *Conference Planning*

i. *"Save the Date" cards were handed out and look amazing!*

1. *Cathy will hand them out at the Cherry Creek fair on October 10th.*

- ii. Waiting on feedback from Arizona Counselors Association before setting agenda.
 - iii. Please touch base with your contacts about speaking at the spring conference. An announcement will be made at the regional meeting Thursday for speakers or ideas for topics.
- d. Government Relations
- i. February 3rd in the Colorado Day at the capital at the Department of Education Building.
 - ii. October 8th will be the legislative outreach seminar in Utah.
- e. Human Relations
- i. RMACAC and Guiding the Way to Inclusion
 - 1. Due to Monica's great initiative RMACAC received a \$4,500 grant from NACAC to fund the first \$900 of expenses of an admission officer from each state in our region to attend this summer's Guiding the Way to Inclusion (GWI) Conference. For those less familiar with GWI, the conference provides participants with a greater understanding of best practices in terms of outreach to diverse constituencies, opportunities to network with rising stars and leaders of the profession, as well as acquiring a greater understanding of how an individual can make a career and advance in the admission field. Unfortunately we were not able to find representatives from Wyoming or New Mexico. Because of this we ended up funding an additional participant from Utah. Grant participants included Antonio Gonzalez (University of Utah), Jay Malock (University of Utah), Meredith Barrow (University of Colorado at Colorado Springs), Catalina Carlos (University of Arizona). We have requested that these participants submit a session proposal for the spring conference in Phoenix to highlight some of their experiences and important things they learned while attending the conference. After speaking with several participants it is likely that a few of them will be able to pull this off. Each participant has submitted a brief description of the impact of their experience as outlined by the requirements of the grant. I have included brief excerpts from each participant on the reverse side of this page.

ii. *Cynthia Gayles Award Recipient Update*

1. We selected Lindsey Visceri to attend the conference in Baltimore, but unfortunately she had to cancel at the last minute due to staff coverage constraints at her school. The board moved, at our meeting in Boulder earlier this month that we invite Betsy Cowin as an alternate. I called Betsy the following day and she was excited to be able to participate. In consultation with Joanne, we decided to also providing partial funding (conference registration, airfare, and hotel) for her colleague Jeanie Stuke. Given that we have few active members in Wyoming, and the Powell is a small rural community, spending extra funds to bring Jeanie is a small investment that could possibly further RMACAC's mission in the state and is in strong alignment with our Human Relations goals. Betsy and Jeanie are both in Baltimore. Please make a special effort to reach out to them at the affiliate program. I believe that we should continue to engage with grant recipients like Betsy and Jeanie to continue their involvement with board committee work, and perhaps future board membership.
2. On a separate note, I am making preparations to distribute the application/nomination forms for the Cynthia Gayles Award to fund travel and registration fees at the spring RMACAC conference in Phoenix. Please be mindful of good applicants and help get the word out about this great program.

iii. *Spring Case Studies Program for DPS and other-like Urban school districts*

1. I would like to organize a Case Studies Program partnering with juniors from schools that have high minority/first generation/underserved students in conjunction with the Denver RMACAC spring fair. CA and Kent partnered last year to put on a program based on the Albuquerque Tri-Independent school model for their students, and believe that this could easily be adjusted to be effective for the target population of this initiative. Stay tuned for further details at our winter board meeting.

iv. *CGHRA Committee Formation Update*

1. I have been able to find several interested individuals who are willing to assist me with reviewing Cynthia Gayles Human Relations Award nominations and who would be interested in helping to plan and implement a Denver based spring case studies program.

f. Membership

- i. Board members, please make sure to renew your RMACAC membership. Our numbers are down and we need to make sure we as a board stay on top of our renewals.
- ii. Morgan will be sending out another reminder to renew memberships.
- iii. A major priority right now is to get our membership numbers back up.
- iv. At the NACAC region meeting we will be bringing a computer and allowing people to register on site and be billed later.
- v. We would like to touch base with school counseling programs to encourage RMACAC participation to students getting their degree in counseling.
- vi. NACAC will be sending us a list of people who are members of NACAC. From that list we will determine who is not a member of RMACAC and contact them through a personal phone call.
 1. We would like to have the delegates help with this project.
- vii. As per the Strategic Plan, the Membership Committee will contact people who have not renewed their membership and see if they plan on renewing or why not.
 1. We need to start articulating what the benefits of joining RMACAC are. For example, putting a protect membership list online.
 2. On the Save the Date cards for Phoenix, we want to put what join RMACAC on the reverse side.

g. Professional Development

- i. Report on goals for year one according to the Strategic Plan:

1. *Increase Visibility: has everyone added RMACAC title to your email signature?*
2. *Have begun to compile like-minded organizations across our five states, including their PD activities and conferences. Board members: please send the names/contact for other PD organizations you belong to.*
3. *Plan to exhibit as RMACAC at Arizona School Counselor's Association conference in March. Will propose sessions too.*
 - a. *If anyone would like to be a RMACAC exhibitor for the Colorado council conference or other various college fairs, please let Lynn know.*
4. *Time to get serious about finding motivated people for PD committee from each state. Again, please let Lynn know if you have any suggestions.*
5. *Two goals have moved to Adrienne (secretary) - board orientation and job descriptions.*
6. *Make contacts with other ACAC PD chairs for direction/networking.*
7. *Attend PD counterparts meeting and one-on-one meeting with Annette Cleary, our national PD liaison.*
8. *Realistic dollar amount we anticipate RMACAC can contribute to the development and execution of PD workshops and online resources.*
9. *It would be great if we could tape/record sessions for use on our website, behind a log-in.*
10. *We would like to have a trial run workshop to host a free one-day RMACAC sponsored workshops this January at Lynn's school for 30 high school counselors from southern Arizona.*
 - a. *Funding would most likely be around \$500 for coffee, snacks, and lunch.*
 - b. *Local "talent" will be used at presenters*
 - c. *See if Adams State will sponsor credit*

h. *Public Relations*

- i. *Robin purchased "RMACAC Member" ribbons to be worn on nametags.*
- ii. *Education week is November 1st - 8th where anyone who applies to a college gets an application fee waived.*
- iii. *Will be submitting a proposal to the financial committee to get RMACAC t-shirts for the board.*
- iv. *An idea for the new website is to feature a college from each state with list of answered questions i.e. out of state tuition etc.*
- v. *All articles for the newsletter need to be submitted by October 15th.*

i. *Technology*

- i. *Our contract with Thriva is up this year so John has been looking into Member Clicks.*
 1. *Several SNR's got together at NACAC to find one business to manage all the ACAC's to be consistent. They found Member Clicks and currently Texas is on board with them.*
 2. *An example of how they focus more on small membership organizations is if you sign up for a college fair, that institution rolls into our membership list automatically.*
 3. *The cost is very reasonable.*
 4. *We will be able to do more on our own versus always going through the company.*
 5. *We are not exactly sure how long the transition will take to switch, but John will look into that.*
 - a. *We can also schedule another demo for everyone to see how the product works.*
 6. *The RMACAC listserv will benefit from this product where we can divide up emails into specific groups i.e. just New Mexico counselors. We would be the managers of the list serve and pull that away from University of Arizona.*

- a. John will check on the products compatibility with Quick Books, time frame and what the rate per transaction will be.

6. *Announcement Items*

a. *Bylaws*

- i. Ralph is in the process of redoing our chapter bylaws and making sure they are in line with NACAC.
- ii. They will be completed and brought to our spring meeting for the membership to vote on.
- iii. This will all be done a year ahead of schedule – great job!

b. *Finance Committee*

- i. We now have a Finance Committee consisting of the three presidents, the Treasurer and the College Fair Chair.
 1. This way more people know what is going on with our bank accounts and money. The committee will have fiscal reviews to decide on policies that need to be implemented, approve of different financial matters, etc.

7. *Discussion Items*

- a. Membership meeting at NACAC on September 24th at 4:45 – 6:15.

b. *Board meeting in January/February*

- i. We would like to have this around the Colorado legislative day on February 3rd. An email will follow with more details.

8. *New Business*

- a. An update on the items that will be voted on at the assembly was presented for discussion amongst the board.

9. *Adjourn*

