

**Rocky Mountain ACAC  
Executive Board Meeting Minutes  
Grand Hyatt - Denver  
April 26, 2007**

Motion to call to order by Eddie Arteaga at 8:21am, seconded and approved.

Minutes from February 3, 2007 Executive Board meeting were reviewed and amended. Amended minutes will be sent to the board by Dianne Leonard.

## **COMMITTEE REPORTS**

### **College Fairs – Shanna Hamblin**

182 institutions are scheduled to be at the Denver RMACAC College Fair held on the DU campus following the conference. Potential dates for next year's Denver fair were discussed. The goal is to schedule it to coincide with the RMACAC conference to encourage attendance. Possible dates for this fair include April 13 or April 20, 2008 depending on the RMACAC conference date.

### **Conference planning – Cynthia Gayles**

Cynthia reported that nearly 600 room nights were sold as part of the conference block and that all expectations were passed! Approximately 475 registrants were signed up for the Denver conference. Over 50 sessions were being offered at the conference. Thirty-two states were represented among registrants at the fair and \$20,000 dollars in corporate sponsorships were raised. Marilee Jones was no longer able to attend as the keynote speaker. The Colorado college tours offered prior to the conference were very well attended and received.

### **Human relations – Cynthia Gayles**

Cynthia reported that there were 9 grant recipients scheduled to attend the conference in Denver. Sixteen counselors applied for the grants. A \$3,000 donation from College Board was obtained.

### **Admission Practices – Cathy Nabbefeld**

See provided report...

Cathy discussed issues related to college policies that pressure students in to making a commitment to attend before May 1. NACAC policy prevents such practices and it is addressed in the SPGP. The national AP committee is looking at the issue. Cathy reminded us that any commitment request made by institutions (confirmation deposits, etc.) must be refundable and extensions/exceptions must be granted if asked for.

Institutions should include language as such in their communications with students. As a board we should continue to publicize the rights of students under SPGP and let Cathy know if we have questions or concerns.

There was a reminder that, per legislation approved in Pittsburgh at last year's NACAC conference, schools are not supposed to give admission decisions to students prior to September 15<sup>th</sup> for the following fall. Cathy will work on suggestions for better communicating the September 15<sup>th</sup> rule.

Cathy also reported that there will be debate in Austin regarding the ability for the national AP committee to make changes to the SPGP and policy without going through the national delegation.

### **Government Relations – Dianne Leonard**

No report

### **Membership - Sally Emett**

See written report...

RMACAC currently has 540 members, with 419 of those being from within our region. Sally requested information about the conference grant recipients for her membership database. Sally is working on an online membership registration form. Sally is also looking in to online membership due payment options. The board showed concern that the service is one that isn't invasive w/ regard to requiring the personal info of officers.

There is a change to the membership form. An applicant must choose a membership category. Retired professional and student member have been added to the categories and for-profit and non-profit institutions have been separated out. For-profit schools are not eligible for membership.

Sally proposed an increase in the regional membership dues to \$30 per person. After brief discussion Sally motioned to approve increases in member dues, which was seconded. No one opposed and the membership increase passed.

Ideas for a membership recruitment drive were discussed. John discussed going to state counselor associations and promoting RMACAC benefits. Sally will do some email promotion and ask for prospective member referrals.

### **Professional Development – Levia Nahary**

No report. Levia will finish out Mary O'Connor's term.

## **Public Relations – Robin Boren**

Robin discussed the need for the following information for the upcoming newsletter:

- Would like articles / info from each grant recipient
- Cathy FAQ re: AP
- Fair dates
- John article
- Conference summary

Robin pleaded for board members to get your articles in! The deadline is May 7<sup>th</sup>. We will keep the current b/w format and have color on the website (.PDF format).

Newsletter advertising was discussed, including rates and the approach to deciding who can advertise. RMACAC will use the NACAC statement regarding advertising approval. Robin will ask for .jpeg and .gif files from advertisers.

The following per issue rates were discussed and approved:

- Business card ad \$100
- \_ page \$200
- \_ page \$350
- Full page \$500

The ad will be embedded in the online newsletter as well.

Purchasing “forever stamps” was discussed, but the investment was concluded as not viable by the board.

## **Treasurer – Bill Weir**

**See report...**

Bill provided a “snapshot” as of 4/23/07. Money was moved to savings account to earn interest rather than sit in the checking account. The checking balance will go up soon because the State Farm CD will come due soon. Bill emptied the Paypal account.

The last Denver fair made more than expected. Bill explained the joint benevolence project where 1/4 of net income for the Denver fair goes to the Colorado Council. The Spring Denver fair is expected to bring in even more money.

The need to start a “Denver Fund” for local arrangements for NACAC in Denver 2012 was discussed. The account is for local arrangements, goodies for crowd at NACAC conference in the year before, etc. A similar account was established and used for the SLC conference. There was a motion to move \$6.4k to “Denver Fund” from the minority help account as seed money. The SLC account topped out at \$9k, Bill projects that \$15k total will be needed for Denver. A motion to set aside \$2,500 per year through 2011 and use minority help account money to establish and seed Denver Fund (Dianne), second, no additional discussion, approved.

The Treasurer transition from Bill to Mike was discussed. Bill will keep accounts through end of June, then dump everything on Mike, and it will take some time to switch accounts over in his name. John should write letter designating Mike as new Treasurer for the bank. Bill said he will have accounts audited before giving to them to Mike.

Regarding finances for the Denver RMACAC / PNACAC conference, the income is projected to be around \$71k, but bills are forthcoming (approx. \$45k). Bill did purchase insurance for conference. There has been no membership renewal activities for this year, so income and expenses are down significantly.

There was a motion to allocate \$2k to KOO support (KOO asked for support), these monies keep costs down for counselors to attend. The motion was seconded and approved.

Bill will take new travel expense reports through end of June. He reviewed reimbursement policy and the form. **See policy.....**A new form will be distributed. RMACAC is reimbursing mileage at national rate. Half of double occupancy hotel is covered for meetings. Bill asked that everyone indicate their roommate on the forms. Meals are not paid in a per diem manner, but will pay up to \$34 per day with receipts. Receipts can be copies or the original. Bill asked that everyone put the actual amount to be reimbursed on the form, but send the receipts of full costs (no partial receipts even if you are not claiming the whole amount).

## **NEW BUSINESS**

### **Elections – Mike Bryan**

More than 300 ballots were sent in the mail and 107 were returned.

Election results:

- Monica Huggins - president-elect
- Dave **Schindel** - high school delegate
- Noah Buckley – college delegate
- Mike Bryan – treasurer

There is an open college delegate position. Eddie and others will speak with interested folks at conference and an appointment will be made. The secretary position is also unfilled.

### **President's Report – Eddie Arteaga**

There is discussion at the national level regarding having a standard financial aid award letter. The national committee is gathering thoughts from regional board members and others, there is a survey online that should be completed: **Link ???**

### **President-elect Report – John O'Connor**

John asked that board members send examples of good websites and good practices to him.

Robin asked that we send conference pictures to her for the website. Robin will need new contact info on new board members from Mike.

### **2008 RMACAC Conference**

There was discussion regarding the location for the 2008 regional conference. Wyoming was determined not viable due to transportation, distance and venue issues. Tucson was discussed as a possibility and the spread out nature of Tucson and potential logistical issues were discussed. SLC was also discussed as an option.

The board concluded that Eddie should begin examining options in Tucson w/ John, Monica and Chahnuh.

### **Other Items**

Eddie and John reported that “the future is bright.” No one really knew what that meant, but it was getting late.

Eddie reported that our annual report was due June 15<sup>th</sup> to NACAC. Eddie will need info from board members soon.

LDI is in Memphis in July.

Eddie recognized Mary O’Connor and Bill Weir as outgoing members.

Robin asked that a RMACAC sponsored scholarship for students in our region be a future agenda item.

Meeting adjourned at Noon.