

**RMACAC Executive Board  
Meeting Minutes  
April 28, 2007**

Members in Attendance: John O'Connor, Jimmy Moore, Lynn Ossowski, Dianne Leonard, Shanna Hamblin, Cynthia Gayles, Eddie Arteaga, Mike Bryan, Monica Huggins, Cathy Nabbefeld, Adrienne Loveland, David Schindel, Robin Boren, Joanne Augustine, Sally Emett.

Not present: Noah Buckley, Rodrick Rose, Levia Nahary.

**Welcome and Introductions**

Introduction of new board members:

Rodrick Rose – College Fairs  
Noah Buckley – College Delegate  
Lavia Nahary – Professional Development  
Mike Bryan – Treasurer  
Adrienne Loveland – Secretary

**New Business**

Legislative Action Day

This year's Legislative Action Day was held in Denver and agreed upon that it was a good start. Colorado is self-sustaining with a free place to host and a minimal registration fee (\$20-25 to cover food cost). The January date seems to be the best time to host the Legislative Action Day. In future years it has been proposed to invite the Colorado Council to attend and if they have something planned around our time line to possibly jump in on their date.

The overall tone of the discussion was that it was successful event and continuing the Legislative Action Day would be worth the time and effort. Locations were talked about including: Arizona, Utah, and New Mexico. We decided to move ahead with plans for Tucson, AZ for the 2008 Legislative Action Day.

Grant Recipient to NACAC

This year there were four extra people due to the College Board donation.

Grant recipients came from each of the represented states, however one of the recipients husband was in a car accident, so she was unable to attend. This years grant recipients are: Katherine Pastor, Sara Wilson, Barbara Silversmith, Janet Glovinsky, Pauline Freeland, Teya Nguyen, Laura Moony, Jennifer Hartman, and Susan McKelvey.

After a brief discussion about the recipients, a short list of Jennifer Hartman, Sara Wilson, Laura Moony, and Kathryn Pastor was developed as possible candidates for the 2007 NACAC conference.

- While discussion was taking place it was noted that several people did not have the chance to meet with the recipients or even know who they are. So it was proposed that in the future we build a committee who would put together a dinner/informal interview to get to know the candidates so there can be better and more information available.
- Also, it was agreed that local grant recipients should stay at the host hotel so they can stay connected.

From these four final candidates, it was purposed that the president and past president interview them or have them write something about their thoughts regarding the conference, how NACAC could help their office, how you would use this experience etc. If the essay option is adopted, then their final answers should be sent to the entire Board to get a profile of decisions. John, Cynthia, and Mike will be writing a grant to the NACAC President's Counsel. The purpose of the grant would be to send additional Grant Recipients to the NACAC Conference in Austin, TX. RMACAC will send one Grant recipient to the national conference. The grant would enable us to send seven additional Grant recipients.

### 2008 Tucson

Board has overall good feeling about the upcoming conference...however it is hard to think that far ahead. The site visit dates have yet to be determined. Eddie will work with an organization that assists with evaluation of hotel accommodations and securing sites.

### Delegate Positions Defined

The two people who stated interest in the position are:

Bryan Dougherty - Embry-Riddle University, Prescott, AZ (non-profit)  
Susan Boyle - Naropa University, Boulder, CO

It was decided to ask each candidate to submit answers to a questionnaire to the entire board. From this, it is our hope to have a better understanding of each candidate and vote at a later date.

Also noted was that since only one position is currently available, maybe next year the person who does not receive the delegate position be nominated for Professional Development, Membership, or Human Relations positions that maybe available.

## Conference Recap

The first priority right now is to get the bill cleared with the hotel and settling payment transactions with people who registered and didn't show. Jessica Gerber and Kay Cunnane are in the process of billing and tracking down the no shows, non-payment, and the people who want refunds. There will not be a lot of refunds granted, however at his point two people called in with medical reason and those were granted (also cancellations before the refund date will also be granted). The people who registered and didn't show up will still be billed.

### **PROS**

Organization

Committees

Continually heard from people that is the best conference

Facilities

Workshops. There was only one session that no one showed up for – “In search of the Constant Learner: Identifying and Preparing Students for the Rigors of an Undergraduate Design Education.”

Food

Attendance throughout conference

President's reception

Lucky Strike!!!

Keynote replacement (Cynthia and Shanna ☺) Andrew Romanoff

Diane Schafer did an AMAZING job with the coordination and organization of presenter's bios, break out session set-up, her follow up with presenters internet/AV needs, etc.

Maryanne also did a great job handling exhibitors. It was unanimous that this is an important job to have.

### **CONS**

People not showing

College net

### **SUGGESTIONS**

- Send out a confirmation of registration to people who have registered and payment has been received. In this packet, we would send a confirmation of payment with directions to host hotel, schedule of the conference, etc. Hopefully this will create buzz and people who have registered, but payment has not been received will call so we can inform them long before the conference date we have not received their payment.
- Add in a third date for registration so that more accurate head counts can be given to the hotel for food and hotel rooms. Example: A date for registration, a late fee date (no refunds) and final date when a person needs to have a \$0 balance (most

likely two weeks prior and at this time send out an invoice confirming they are all set to attend the conference).

- Provide some type of name tags for exhibitors that differentiate them from conference attendees.
- Also for exhibitors, it would be nice to figure out a way to include a registration fee with or in addition to their exhibitor fee so they can attend a session, be a part of the luncheon etc.
- Exhibitors that are here need to be related to the education field. For upcoming conferences maybe we should have a list of possible exhibitors provided to the board so we can ask the question “should they be allowed to exhibit and do they have information and tools that related to our jobs.”
- There really weren’t very many multicultural issues at this year’s conference. Maybe for next year add a round table discussion, more workshops, etc pertaining to the subject.

### Scholarships for seniors

There is some concern about offering a scholarship to students because of Colorado’s amendment 41 which prohibits students of a city employee to accept any “gifts”. As of right now, these “gifts” can be related to scholarship money.

There is the possibility to change scholarship for seniors to a scholarship to counselors geared towards professional development, KOO, send more people to NACAC, etc

We would like to look into what other groups are doing and when we get a better idea, develop some type of committee and process. Please think individually and we will discuss further at Austin conference.

### Any Hyatt staff that were outstanding?

### Other

Mike brought up the idea of spending the money to buy a laptop that is RMACAC only for finances, note taking, etc. It would be present at all the meetings and help separate personal from business. A vote was taken and motion passed on a unanimous vote. Mike was assigned the task of finding one for purchase. Dianne suggested that it be purchased through the University of Utah for cost savings.

Shanna would like some clear standards set on vendors at college fairs. Currently, it has been left up to host site if there are certain entities that are not appropriate. Shanna will be typing all of this up and sending it out. Recommended to get NACAC approval.

Peak Radio in Albuquerque would like to sponsor the college fair by being at the fair and doing a live broadcast. There were a lot of questions so it was asked that Peak Radio submit a written proposal to clarify their intentions.

My majors.com may be reconsidered for next year because of the Fox 31 situation and straight sales proposal. Hopefully with the vendor review by the board next year that can be avoided.

It was suggested to put the Andrew Romanoff presentation as a highlight for the upcoming newsletter.

Next year look at switching to Adbay. Cynthia, Shanna and John will host a conference call with Adbay to check into their services and benefits.

**NACAC Reminder!!!**

Delegates, please be in Austin by Tuesday evening, September 25 and be prepared for the assembly meeting on Wednesday, September 26 at 7:30 a.m. until noon.

All other board members please arrive in time for 5:30 p.m. executive board meeting on Wednesday! Also, please stay through Saturday's general membership meeting from 1:30 – 3:30 p.m.

There is a State and Regional Membership Meeting on Thursday, September 27 from 4:15 – 6:00 p.m. It would be great if board members could attend this, so please plan accordingly.

See you all in Austin! ☺