1. Welcome to attendees and introduction of executive committee: Nicolas Valcik (president), Lisa Muller (past president), Ann Lewis (treasurer), Kay Schneider (secretary), Ann Murray (newly elected vice president).

2. President’s report

Document updates: The board revised the bylaws, updated the membership list, posted past issues of Panorama online, and scanned archival documents as part of our knowledge management efforts in the past year.

Website: Mike Ellison has managed the website and mailing list for the past five years. AIR is no longer going to support the regional associations’ websites, so Mike and Erin Maggard (U of WY-Casper) are researching new CMS options. Mike and Erin are seeking functionality that allows multiple users to update the website (i.e. so that the conference program chair can add information regarding the conference), that supports e-commerce, and is not reliant on an individual institution or RMAIR member to host the site. Mike and Erin evaluated Drupal and WordPress and are recommending that RMAIR use WordPress. In the past we paid a 5% transaction fee to AIR to process conference payments while Paypal charges a maximum of 2.8%. There have been some issues with timely/accurate payment processing by AIR.

Past President: Rick Kroc has agreed to serve as an interim appointee to serve as past president during the upcoming year.

LinkedIn: The listserv and website will serve as our official communication mechanisms and document repository. Nick has also created a LinkedIn group for RMAIR.

Membership fees: The board proposed an increase in fees from $20 to $30 as of January, 2013, to cover liability expenses, technology expenses, and increased operating expenses. Archie George moved to increase fees, Larry Redlinger seconded the motion. Motion passed. We agreed that holding a membership drive before the end of the year would encourage people to save money by renewing their membership before the rates increase on January 1, 2013.

Logo: We will hold a competition for students to redesign the RMAIR logo; members will vote for their top choice of logos. We will order windbreakers with the new logo for members who wish to purchase them.
Naming awards and best presentation/paper: Nick recommended that we consider naming awards, such as the best paper award, after distinguished past members of RMAIR. Emeriti will be asked to submit recommendations for naming of the awards. One challenge will be to name the awards after a founding member who is known to the current membership.

The current concurrent session evaluation form is poorly designed and does not provide the conference planning committee with useful feedback regarding awarding of the best paper. Members recommended revision of this form, which currently only has three categories of ratings and a couple of evaluation items. The best presentation could be evaluated on the basis of the evaluations while the best paper could be evaluated by a group of volunteers.

Thank you: Nick expressed gratitude for the wonderful work done by the local arrangements co-chairs Tammy Scott and Kim Russell and by conference chair Lisa Muller. Lisa and her Wyoming colleagues solicited vendors and sponsors to raise $10,500 in sponsorships for this conference. This reflect an incredible fund-raising effort in which Lisa asked for contributions from the WY college presidents; 4/7 of the community college presidents provided financial support for the conference, as did the University of Wyoming and three vendors. Kay has sent thank you letters to all contributors and the board signed thank you posters, which will be sent to the contributors in the next week.

3. Treasurer’s report

Ann distributed a budget summary for the 2012 conference. Thanks to the sponsorships that were obtained, it is anticipated that income for the conference will exceed expenses (which has not been the case in the past couple of years.) Ann is working with Paul Gore regarding conference budgeting for Fall 2013.

Ann and Archie continue to work with the attorney to complete our application for 501(c)(3) non-profit status. Ann has invested a lot of time in recreating seven years of financial statements as part of our application process. Archie has also been working with the lawyer, who is conducting a review of the Bylaws as part of the process of submitting our non-profit application to the IRS. Attorney fees are unknown at this time. Ann has obtained a new EIN for the organization and she anticipates that we are very close to having the application ready for submittal.

4. Secretary’s report

Train the trainer was on hold this year due to lack of founding. After the financial statements for this year’s conference are finalized, the board will make a decision regarding funding this program in 2013. (Side note: Kay obtained copies of Train the Trainer, Best Paper, and Bylaws from other regional associations for use as a guide in developing policies for RMAIR.)

Paul Gore presented the best paper at the 2012 AIR Forum. We will formalize our policy for awarding Best Paper in the upcoming year.

Thank you to members who voted on the Bylaws and in the election. Members will be invited to vote to approve business meeting minutes in a couple of weeks. Kay created the
ballot so that people cannot vote twice, but the ballots were distributed to the list serve (due to the very low number of people who had paid memberships at the time of the voting), so it is possible that non-members could have submitted votes. We will refine the voting process as we move forward. Thank you to Mike Ellison for supporting the website and posting Bylaws and other information to the site.

5. Panorama report: State reporters are needed for AZ, MT, and NV.

6. Future conferences

RMAIR: Utah will host the October 15-18, 2013 conference, Idaho will host in 2014, and Nevada is next on the rotation in 2015. Paul Gore is leading the efforts in Utah. The contract has been signed and the room rate is $99 plus tax. The conference will be held at the University of Utah Guest House, which is accessible from the airport via light rail. Theresa Fall has resigned and had been serving as local arrangements chair. Paul is recruiting others to fill this role. One possible social event is to attend a no-cost Mormon Tabernacle Choir concert practice session on Thursday night. Paul indicated we are not locked into using one caterer but can choose from 8-10 vendors.

AIR: The Forum will be held in Long Beach in 2013. A special interest group/business meeting and dinner/social event will be scheduled for RMAIR members. Nick encouraged members to serve on various AIR committees and to represent RMAIR at AIR.

7. Adjourn: Paul Gore made a motion to adjourn the meeting, Larry Redlinger seconded the motion. Motion passed; meeting adjourned at 12:45 p.m.

Respectfully submitted,
Kay Schneider
Secretary