1. President Archie George welcomed the attendees to the business meeting/luncheon.

2. Executive Committee members were introduced and thank you gifts were distributed to the leaders of this year’s planning and local arrangements committee, Greg Appling, Amanda Spears and Mary Sherman; as well as outgoing officers Mark Chisholm (past president), Lisa Muller (Panorama editor) and Farah Thompson (secretary).

3. Ellen McGregor provided a summary of 40 years of RMAIR meetings, beginning with information from the first formal conference, which was held at the University of Utah. In 1988, the newsletter was developed and officers were appointed. Additional information regarding the 40-year history will be posted to the RMAIR website.

4. Lisa Muller provided a recap of the 2009-10 year. Challenging economic conditions were expected to impact attendance at the RMAIR conference but attendance has been comparable to previous years. Results from last year’s conference evaluations revealed that participants wanted a Thursday evening group event, so the King Tut exhibit was an optional social activity at this year’s conference. The RMAIR members met at AIR in Chicago in June. At the national level, there was discussion regarding the value of scheduling the regional meetings in conjunction with the annual AIR Forum, but there was minimal support for this proposal.

5. Ellen McGregor provided a treasurer’s report. The available balance will be approximately $20,000 after paying the Curtis hotel for hosting this year’s conference. RMAIR is earning a very low rate of interest by keeping the money in a savings account. RMAIR is not a 501(c)(3) non-profit organization; benefits of obtaining 501(c)(3) status include obtaining a sales tax exemption and being more appealing to donors. RMAIR will need to submit an initial application to obtain non-profit status; annual IRS 990 form submissions will be required to maintain this status. Archie George will research which state would be the most logical as a location for incorporating. While incorporating in Idaho is free, there are few RMAIR members Idaho.

RMAIR has not developed guidelines regarding how to administer the scholarship fund, which was established to honor former RMAIR members who are now deceased. This scholarship is separate from AIR’s Duckwall scholarship. Members discussed if the scholarships should be limited to graduate students, to support presenters’ travel costs, or to support new IR staff members’ attendance at their first RMAIR conference. One of the priorities for the upcoming year is standardization of the application criteria and application process. Archie George will distribute the PNAIRP scholarship guidelines for our review.
6. Election results were announced. The elections were very close, with 60 RMAIR members casting ballots. Mary Beth Worley (New Mexico State University) was elected to the president elect position and Kay Schneider (University of Denver) was elected to the secretary position.

7. Members will be asked to approve minutes from last year’s RMAIR conference via an online approval system.

8. Lisa Muller provided a Panorama update and indicated that all past year’s editions will be posted online as part of our organizational history. Lisa thanked contributors and the state reporters. Carol Bernhard (University of New Mexico) agreed to serve as the new editor of Panorama.

9. The 2011 fall conference will be held in Albuquerque and the 2012 conference will be held in Laramie. The AIR Forum in 2011 will be held in Toronto.

10. Passing of the gavel: Lisa Muller is our incoming president while Archie George will become the past president. One responsibility of the past president is to recruit candidates for officer positions. Lisa indicated that her agenda will include working with Mike Ellison, our webmaster, to ensure that the website serves as a repository for Panorama and the conference programs. Another priority for the coming year is the development of a toolkit for conference planning. The Train the Trainer program will continue, but the request for applications will be made earlier than has been the case in past years, as the pre-conference workshops at AIR fill up very quickly. Treasurer Ellen McGregor encouraged everyone to consider applying for a Train the Trainer grant, which provides $500 for travel plus the AIR workshop fee.

11. For the good of the order: Mavis O’Connor has retired from Colorado State. Nicolas Valcik made a motion to award emeriti status to Mavis, the motion passed. Additional door prizes were distributed. Acknowledgement was given to members outside of our region who support RMAIR.

12. Meeting adjourned.

Addendum to the minutes:

1. After the meeting an attendee pointed out to Archie that non-profit status and incorporation are separate issues, which seem to have been discussed as if they were the same. Archie agreed and will investigate each.

2. The association will need a comprehensive annual financial statement after the end of the year, consisting of beginning balance, all income and expenditures, and year-end balance. This will be published in the Panorama newsletter in the spring.

Respectfully submitted,
Kay Schneider