1. Welcome and Introductions – Nicolas Valcik, President

Nick called the meeting to order at 5:00 and introduced the other RMAIR Board members who were in attendance: Ann Murray, Vice President, and Ann Lewis, Treasurer. Kay Schneider, Secretary, could not attend. Since we don’t have a past president, Rick Kroc has been appointed as Special Projects Coordinator to handle some of those duties, such as facilitating elections.

Nick also introduced AIR Executive Board Member Elizabeth Stanley.

2. Recap of 2012-2013

a. RMAIR website, Listserv and Linkedin (120 Members) – Nicolas Valcik

RMAIR’s new website (rmair.org) was launched earlier this year. It has a member’s only site (in development), conference information, PayPal, an online store and a growing list of members’ intellectual property. It should be easier to register and pay for the conference this year and we will have a better way to update members’ information through the new website.

The RMAIR listserv was moved to Google after the AIR server crashed this spring. Thanks to Mike Ellison and Erin Maggard for working quickly to come up with a solution and getting the new listserv up and running. Email Nick or Ann Murray if you are not on the listserv.

RMAIR also has a growing presence on LinkedIn. It has become a recruiting tool for us.

b. Photos for new website – institutional or location – Nicolas Valcik

The website has photos of members’ institutions in the banner section. Email your photos to Nick to be included.

c. Tax-free Status 501(c)(3) Status – Ann Lewis/Archie George

Because of a delay in getting feedback from the attorney who reviewed our application for 501(c)(3) status, we have to update the financial information so it includes the most recent five fiscal years. Then it will be submitted for approval to the IRS, with which we currently have no status. Archie thinks we have about a 90% chance of being approved the first time. We can then post the letter of understanding from the IRS on the website. We need 501(c)(3) status should RMAIR ever apply for a grant. If our income is less than $50,000, we won’t have to file a return.

d. Annual Report

Nick has begun working on an annual report, one of the documents we will need to have for 501(c)(3) status. Since this is the first one, the report will cover 2011-12 and 2012-13; afterward it will truly be an annual report. We plan to have a final draft to present to the membership at the October conference.
e. Strategic Plan/Business Continuity Plan – Nicolas Valcik

Nick has appointed a committee to begin working on a strategic plan for the organization so that RMAIR can better serve its members and to provide continuity for the association. The team (members listed below) will have a draft by September. If everything stays on schedule, members will vote to accept the plan before the 2013 conference in October.

1. Jeff Johnson – Chair – Utah Valley University
2. Becca Belou – Montana State University
3. Katie Zaback – SHEEO
4. Brittany Esswein – Central New Mexico Community College

f. Recruitment Drive – Looking for Volunteers – Nicolas Valcik

If anyone is interested in working on a recruiting drive to increase membership and attendance at the annual conference, he/she should contact Nick as soon as possible.

g. Intellectual Property

The intellectual property section of the new website lists over 120 books, articles, software copyrights and the like that members have. We would like to keep building this database. If members have anything they would like to have included in this section, they should send their CVs to Nick, who will add their information to the intellectual property section. AIR likes this idea so much, they will be copying it!

2. Treasurer’s Report - Ann Lewis
   a. Funds raised for Utah in sponsorships

   So far, Ann Lewis has deposited $11,500 in funds raised for the Salt Lake City conference through the efforts of Paul Gore and Jenna Link.

   b. State of Accounts

   Currently, we have $23,982.50 in the checking account and two savings accounts with $560.40 and $751.38 respectively. The latter account is designated for scholarships. Ann L. will have a complete budget report in October.

   c. Insurance for the Board

   Ann L. is working with the attorney who has been helping with our 501(c)(3) application to explore options for insurance for Board members. She will have more information in October.

   d. Treasurer’s Transition

   Ann L. will be working on local arrangements for the 2014 conference in Coeur d’Alene, so she is stepping down as treasurer. Jackie Throngard from Idaho’s Office of the State Board will be fulfilling her duties.

3. Secretary’s Report – None; Kay Schneider was unable to attend.
4. Train the Trainer – Nicolas Valcik

The *Train The Trainer* program has not been utilized in the last couple of years. This is a program through which members can receive funding to attend the AIR Forum to get training; recipients of this funding must then present training for members at the next RMAIR conference. We will need to formalize this process and members will be asked to vote on guidelines sometime in the next several months. Having documented procedures and guidelines for how funds are distributed is part of the 501(c)(3) status we are seeking.

We would like to name this award after a RMAIR member who has been influential in helping members develop professionally. Members should submit names for consideration to Nick.

We are planning on accepting *Train The Trainer* proposals for the 2014 AIR Forum.

5. Results of Recent Votes by the Membership

   a. Undergraduate/Graduate Student Rate – passed

   b. Best Paper/Best Presentation Proposal – passed on the second vote. We failed to get a quorum the first time.

      As with the Train the Trainer program, we would like to name these awards after RMAIR members. Members should submit names for consideration to Nick.

   c. Logo Competition and update on ordering items – Ann Murray

      Ann Murray reported on the results of the logo competition. We now have an online store through nonprofitwebstores.com at which members can purchase items with the new logo. This is at no cost to the association. We will be looking at other providers on online stores for nonprofits to try to get a broader selection of items. Cafe Press is one possibility. We could get a percentage of the proceeds from them.

      Because of the “swoosh” and the mountains on the new logo, embroidery on items of clothing is not possible through the current web-store provider. Ann M. asked members if they would approve taking the lettering from the new logo to make a text logo for embroidery. This was approved by a vote of those present.

6. Panorama Report – Carol Bernhard

   Carol Bernhard is no longer working in IR and has been out of touch. We need direction on what members want *Panorama* to be as well as people to work on this publication. Interested members should contact Nick or Ann M.

7. Future Conferences

Fund raising has become a big part of conference planning. Nick asked members to vote on adding a fund raising chair to the program chair and the local arrangements chair for conferences. Members approved this.

b. Utah 2013 - Paul Gore

1. Fund Raising – Paul anticipates that they will raise between $13,000 and $15,000 for the conference in Salt Lake City. Jenna Link has been working as the Sponsorship Coordinator.

2. Call for Papers/Presentation Proposals – the call for proposals should go out in the next couple of weeks with a deadline in early July. Nick encouraged members to submit proposals.

3. Reviewers for Utah – Paul thanked those who answered the call for proposal reviewers.

4. General Information for SLC Conference

   The conference will be October 16-18 at the University of Utah Guest House Hotel and Conference Center. Paul encouraged members to make reservations early. There is a block of rooms set aside at the rate of $99.

   David Ma and Mike Martineau are program co-chairs. Paul reported that a request to have an IPEDS workshop has been made, but hasn’t been able to confirm this yet due to the expiration of the previous training contract. We need to wait while the contract is being rebid. There will be a pre-conference workshop on using GIS and maybe one on Tableau and/or SAS. Members will be able to propose others.

   Erika Hill is the local arrangements chair. The special event for Thursday evening will be at the Utah Museum of Fine Arts. This will include a reception and access to the museum.

   For more information, visit the conference page at rmair.org.

c. Coeur d'Alene 2014 – Archie George and Ann Lewis

   Ann Lewis reported that she and Kylene Lloyd were working on local arrangements and had reserved the venue. They were thinking of a dinner cruise for the special event. Members liked this idea.

   Archie George is the program chair/sponsorship coordinator but will be delegating the fund raising activities to somebody. He would like to focus on skill building sessions for the conference but is open to ideas.

d. Nevada 2015 - Kari Coburn

   Kari Coburn announced that this will be held in Las Vegas at a non-gambling venue. She indicated that there are a number of options that could be used.

   Serge Herzog will be the program chair.
Kari announced that she will be leaving her position in December 2013 and so will not be available to serve as local arrangements chair. They will begin searching for somebody to fill the position she is vacating in August. If anybody is interested, or knows somebody who might be interested, let Kari know.

8. RMAIR Elections – Nicolas Valcik

So far, we have one nomination for secretary and two for vice president. If you want to nominate somebody, contact Rick Kroc. We will be having elections before the October conference and announce results at the beginning of the conference so that new Board members can have time with current members while in Salt Lake.

9. Emeritus Nominations - Nicolas Valcik

We had one nominee, Steven Chambers, for emeritus status. Members voted and approved this unanimously.

10. Open Agenda

   a. Elizabeth Stanley, AIR Executive Board Member, explained that the Board had adopted a policy governance model in recent years. The AIR Board is seeking member input what they would like to see AIR doing and what goals AIR should be working on. She indicated that the AIR Board is very interested in what affiliate organizations are doing. Anyone with ideas can contact any AIR Board member.

   b. Adrian Clark of Rocky Vista announced that he was looking for a Research Analyst. Rocky Vista is a medical school of about 600 students in Parker, Colorado.

   c. Mark Chisholm congratulated Dawn Kenney on being elected to the AIR Board.

11. Adjourn – Nicolas Valcik

Nick reminded members that we had dinner reservations at the Rock Bottom Brewery at 6:30 and adjourned the meeting at 5:50.

Respectfully submitted,

Ann Murray