Welcome and introductions (Lisa Muller)

RMAIR 2012 conference in Laramie, Wyoming, October 3-5 (Lisa Muller, Kim Russell, and Tammy Scott): IPEDS training will occur on Tuesday, October 2. Workshops will be offered on Wednesday, October 3. Topics will include GIS, a hands-on SAS session, data mining, and SQL. Registration for the conference can be made via the RMAIR website. Early registration ends on July 15. Accommodations will be provided by the Hilton Garden Inn; see the RMAIR website for details. The social events that are being planned include a tour of the Wyoming Territorial Prison and a murder mystery party.

RMAIR 2013 conference in Salt Lake City, Utah, October 16-18 (Paul Gore): Planning for the conference is underway. Transportation directly from the airport to the conference center will be available by 2013.

RMAIR 2014 conference: Idaho last hosted in 2004 and has tentatively agreed to host in 2014. The meeting will be held in Coeur d'Alene and Archie George has recommended an outing on the lake as a social event.

Panorama update: The next edition of Panorama will be published in June. Past issues are online at the RMAIR website.

Treasurer report and budget update (Lisa Muller): Ann Lewis has made substantial progress in organizing our financial records. We lost money at the last two conferences. As a result, our checking account balance is $6,250.66. The savings account balance is $560.14 and the scholarship account balance is $751.04. Lisa and many other people in WY have acquired donations to underwrite some of the costs of the 2012 conference.

Non-profit status update and thank you to Archie George and Ann Lewis (Lisa Muller): Archie and Ann have devoted significant amounts of time to this effort. They continue to work with the lawyer to establish our non-profit status. Ann is compiling five years of financial data for our 501(c)(3) application. The intention is that RMAIR be a non-profit organization prior to the Fall 2012 meeting.

Summary of June 1 officer’s meeting (Kay Schneider): Several members of the Board met for a half day on Friday to discuss Association business. At that meeting, we:
o Proposed substantial revisions to Bylaws to update outdated language, to define responsibilities for all Board members, to eliminate repetitive and/or contradictory language, and to address responsibilities related to our forthcoming 501(c)(3) status. A draft of the changes will be sent to members for review and comment in June. Voting on the Bylaws changes will occur prior to the Fall Conference.

o Reviewed the budget (particularly in relation to conference planning), discussed efforts to obtain non-profit status, developed guidelines for expenditures, discussed technology needs (particularly in relation to conference registration and payment processing), and agreed to use Dropbox as a repository for RMAIR documents.

o Discussed developing formal policies for the Train the Trainer program and the Best Paper process. Drafts of documents will be sent to members for review and comment.

- Membership recruitment efforts (Lisa Muller and Kay Schneider): Vice President Nick Valcik has done a significant amount of work to develop a current membership list. Annual membership fees are $20 and RMAIR members are encouraged to invite colleagues to join the organization and to attend the conference.

- Web hosting: Mike Ellison has graciously served as webmaster for RMAIR, but support from AIR is lacking so we need to migrate to another hosting solution. The current content management system utilizes outdated technology and does not enable multiple people to edit the site. Some possibilities include using Drupal or Wordpress; please contact Mike if you have experience with either of these solutions. We currently pay a high transaction fee for credit card payment processing. Reducing this fee could fund the annual cost of webhosting. A vendor may be willing to sponsor the site in exchange for having a presence on the site.

- AIR items (Lisa Muller and AIR representatives): Christine Keller and Joseph Huey shared greetings from the AIR Board of Directors. As a result of recent changes to the AIR Bylaws, the organization is placing a greater emphasis on listening to members’ needs. Christine and Joseph welcome suggestions for how AIR can support our efforts, but will no longer do web hosting and credit card processing for the regional associations. They want to partner with us to determine what skills related to technology and policy we need to successfully perform our jobs. Fred Lillibridge indicated that updates from the Data Policy Committee would be helpful for RMAIR members. Another topic of interest is the Code of Ethics. Christine also invited participants to submit information to the E-AIR publication.

- Other: Fred Lillibridge serves on the AIR nominating committee and encourages RMAIR members to run for office. We also need to be sure to vote for our members so that RMAIR is represented at AIR.

- Dinner plans: Thank you to Lisa Muller for arranging our dinner outing.

Respectfully submitted,
Kay Schneider
RMAIR secretary