RMAIR Board of Directors Meeting Minutes
6/1/12

Present: Lisa Muller (Past President), Nick Valcik (Vice President), Ann Lewis (Treasurer), Kay Schneider (Secretary)

- IRS Form 1023/non-profit status: Ann provided a budget update and demonstrated the pivot tables that she has posted to Dropbox. She has done extensive work to summarize the financial information in preparation for our application for non-profit status. She has worked with the lawyer to provide the necessary financial information for the application. We all agreed that more oversight of the conference budgets is needed. We recommended that technology, training, hotel, food, printing/programming, annual expenses, and honoraria be added as a new budget categories. We also want the financial reports to clearly delineate between conference, sponsorship, and membership income. We updated the Bylaws to include references to the non-profit status and to the related reporting duties for the Treasurer.

- Directors’ and Officers’ insurance update: Kay has contacted the other regional associations to inquire regarding their practices. We will address this after we obtain 501(c)(3) status, as the laws regarding insurance vary by state. CAIR has developed an extensive training program/documentation for board members, which outlines members’ responsibilities, etc. The document is in Dropbox.

- Budget update as we plan for the 2012 conference: Idaho is in line to host in 2014 and Nevada could host in 2015. It is helpful to the hosts and to the Board if we begin to plan the conference three years in advance.

- Bylaws: Thank you to Ann for taking notes of all of the changes. We have proposed a substantial number of changes to all sections of the document. A draft has been sent to the Board for review. We will send the Bylaws to members for review and comment. Voting on the Bylaws changes will occur prior to the Fall Conference.

- Fall 2012 conference: Lisa is planning Excel, SAS, GIS, SQL, and potentially peer analysis workshop sessions for Wednesday. Lisa has obtained donations to fund the trainers’ reimbursement. She and her WY colleagues have also raised funds from vendors and from the WY colleges/universities.

- Budget/guidelines for RMAIR conference: We agreed not to charge a daily rate for conference attendance. Presenters who are not RMAIR members do not need to register for the conference. For 2012, there will be registration rates for early registration, regular registration, late registration, emeriti, and students. We updated the Bylaws to include language that requires the conference planners to work with the Treasurer regarding conference planning.

- Signatures for expenditures over $1,000: We will put a workflow in place to require two signatures for expenditures over $1,000. Ann will coordinate this process. This responsibility will be described in the Bylaws.

- Budget for blank cards/letterhead with RMAIR logo: Kay will follow up with Theresa regarding the most recent logo and will order thank you notes. We do not have a professionally developed logo but may want to pursue this when funding is more robust.

- Online membership renewal: We reviewed the renewal link on the RMAIR site. The membership dates are inconsistent, but the site is operational. We will add a note to the website that people who want to pay conference registration fees or membership renewals in this fiscal year can do so by sending a check to Ann.

- Technology: Cvent is able to provide tailored mailings and process online payment for the Fall 2012 conference. We need to determine who takes payment and if their services are cost effective. AIR charges a 5% fee to process payment. Lisa will obtain feedback from other users of Cvent regarding their experiences with this company. We want to be sure the mailing list is not used for spamming the members. Another option for processing payments is to piggyback on the University of Kentucky’s payment system. Dana is an AIR subcontractor and has not been responsive to emails/phone calls.
We agreed that we should offer a stipend for the technology specialist’s work. *(Side note…we did not agree on an amount, can we do this via email discussions? Do we need to reference the stipend in the Bylaws? I think we should cut a check to Mike for all of his work, but we may need to wait until member approval of the Bylaws if we do indeed include this in the Bylaws.)*

- Membership list: Nick has done a significant amount of work to develop a current membership list which will be maintained in Dropbox. Annual membership fees are $20.
- Written policies and procedures for the changing of the guard and controls that are to be put in place: All board members will develop documentation regarding how we carry out our duties. We will announce new Board members at the beginning of the RMAIR conference so that outgoing and incoming members may have the opportunity to consult with each other at the meeting. Efforts are underway to create a list of critical steps related to conference planning. Duties of Board members and appointed officers have been refined in the Bylaws.
- Train the Trainer policy: The Board will need to determine if funding is available to support RMAIR members’ attendance at AIR workshops. Lisa noted that we missed the window for early registration for 2012 workshops. In the future, the President needs to announce this program to members and encourage applications for funds in January.
- Policy for awarding best paper: The Board will need to determine if funding is available to award best paper and/or best presentation awards. We agreed that funds should only be awarded after the AIR conference. We will develop a formal policy for the 2013 conference. This policy will require membership approval. For 2012, we will use the Scantron survey results to determine the recipient of the best paper award. Nick recommended that we consider naming the awards after emeritus members as a way to honor our members and add prestige to the awards. We need to add policies to the website, possibly by updating the “Bylaws” tab to “Bylaws and policies.” Kay will follow up with Mike.
- Leadership candidates for 2013 Vice President: We need to identify candidates for future leadership positions.
- Agenda for RMAIR at AIR (attached): The agenda is finalized; the RMAIR meeting at AIR is scheduled for 6:00 p.m. on Sunday June 3.
- Archive of information: The Association will use Dropbox as a document repository, which will facilitate knowledge/information transfer within the organization. Nick will send Lisa boxes of old information from Fred for scanning.

Respectfully submitted,

Kay Schneider
RMAIR secretary
6/8/2012