RMAIR Business Meeting Minutes  
AIR Forum - May 28, 2014 5:00 p.m.

1. **Call to order, introductions**  
   Ann Murray, RMAIR President, called the meeting to order at 5:00 p.m. Thirty-five people were in attendance, 24 of which are RMAIR members. Dawn Kenney attended as a representative from the AIR Board of Directors. Everyone introduced themselves briefly.

2. **Approval of October 18, 2013 minutes**  
   Approval of the minutes was tabled until the RMAIR conference in September.

3. **Treasurer's Report**  
   Marcia Belcheir, RMAIR Treasurer, reported a balance as of last week of $23,465.88. About $8,000 was earned at the conference in Salt Lake City, UT. Ann Murray stated they are doing well with sponsorships for the conference in Idaho.

   a) **501(c)(3) status**  
   RMAIR's status as a 501(c)(3) nonprofit organization has been secured. Marcia explained that this allows RMAIR to not pay taxes. The lawyer was paid. We had a lot of procedure changes last year in order to comply with this. Thank you and good job to everyone who worked on that.

4. **Strategic plan implementation update**  
   Jeff Johnson thanked Katy Hill for her contributions. Katy is a graduate student from George Washington University and served as an outside contributor. Thanks, also, to Brittany Esswein from Central New Mexico College and Rebecca Belou from Montana State University for all their efforts. Jeff explained that the board is responsible for implementing the strategic plan. The following goals of the strategic plan were identified:

   - **Fall 2013 - the main objective, which was accomplished, was to ensure the continuation of the RMAIR conferences.** Standing committees were created for the strategic plan but they're not yet working on continuity of business processes. Another goal was to create buy-in for more formal governance. This is needed in order to comply with the 501(c)(3) regulations.
   - **Fall 2014/Spring 2015 - establish a professional development program.** There's been no action thus far nor have we identified who on the board is responsible for this.
   - **Spring 2015 - Conference fundraising is the major objective.** Identify the procedures that were successful in Wyoming, Utah, and Idaho for fundraising so these ideas can be carried forward.

5. **Upcoming RMAIR Conferences**
   a) **RMAIR 2014, Coeur d'Alene, Idaho - Archie George is the program chair and has put a call out for proposals.** There will be five formats: Traditional, Hands on "how to" sessions; Posters; Discussion Groups and one more. Over $10,000 in sponsorships has already been secured. An evening dinner cruise for the Thursday evening event has been scheduled.

   b) **RMAIR 2015, Las Vegas, Nevada - Christina Drum explained that historically responsibilities have been shared with Reno when the conference was held in Las Vegas.** Last time, they held the dinner event on campus at the student center.
Christina asked for feedback and received positive responses. She'll talk to whomever did it last time and see if they want to coordinate it again. Christina is looking for ideas and guidance so please share successful practices for local arrangements and sponsorship. A question was raised about expected attendance. Nick Valčik said we can provide the attendance list from the last conferences for an idea of the amount (he thinks usually around 100 - 110). But Vegas typically has higher attendance.

c) RMAIR 2016, Montana – The scheduled rotation takes the conference to Montana in 2016.

d) RMAIR 2017 location – Arizona? Jeff Johnson voiced concern about interest and volunteers to host. Lisa Muller talked to Donna who is in Flagstaff and she thinks it needs to go to the current AIR group in Arizona and find out if they're interested. Arizona attendees were asked to stay for a few minutes after the meeting.

6. Member recruitment ideas
Ann Murray explained that part of the strategic plan is to recruit members to RMAIR and asked for ideas. Discussion followed for ideas which included the following:

- Host a fantastic conference.
- Lower fees for graduate students. This helps recruit people into positions.
- Identify people in programs such as "Educational Leadership or Administration" and make sure they know about the RMAIR conference. This is a good way to recruit and build a hiring pool.
- Pick up sponsorships. Archie George explained that a small private college in Idaho is now going to attend because they know about it.
- Personal Appeals. Invitations to the president of the college or employer.
- Identify people in IR who are not on the membership list and reach out. Make sure their IR offices support the conference in Idaho. Each state can do things like these.
- Use IPEDS list to identify generic positions of colleges not represented.
- Craft a newcomers list?
- RMAIR really needs to reach out to smaller offices and ask "what can we provide for you?"
- Build professional contacts year-round as part of strategic plan. Find anyone in the region and put them on the listserv and give them the option to opt-out. Every month send notice about something so they get used to seeing the name. The listserv in Texas is used as a problem solving listserv. Use it as a networking device.
- Have regional magazine or journal like Texas.
- Let's get discussion going on the listserv. All of the board members are on the website if you have more ideas.

7. Recruiting Treasurer candidates
We have two candidates so far for Treasurer and Vice President. Elections will be held electronically prior to RMAIR in September. If you want to nominate or elect yourself, let Nick Valčik know.
8. Election of emeritus members (Nick)
   a) Sarah Lindquist – former RMAIR President, Arizona State
   b) Kari Coburn – former RMAIR President, University of Nevada, Las Vegas
   c) Diane Muntal – former RMAIR President, University of Nevada, Las Vegas
   d) Richard Howard – former IR Director, University of Arizona
   e) Jim Rimpau – Montana State University
   f) Ann Murray nominated Archie George – former RMAIR President, University of Idaho

9. Train the Trainer program (Jeff)
The Train the Trainer program was rewritten last year and relaunched. There weren’t any responses this year. We are evaluating why. Following board discussion, Jeff Johnson drafted a proposal. The aim is to enhance the connection and communication of AIR and RMAIR, but there’s no reason it couldn’t extend to other conferences. There is high priority on professional development. Travel costs is a big deterrent. Funding for travel to AIR was part of the program, but we didn’t get any applications. Not everyone was getting the information - maybe not everyone that needs to be on the list-serve is on it. Jeff’s proposal is a basic idea to break the connection with AIR for the program. Instead have the program fund a day of travel to RMAIR to present the findings. Can be based on any content from any conference. It won’t pay for people to go to a conference like AIR, but instead pay for the extra day needed at RMAIR to present it. Content could be an AIR pre-workshop, a series of panels on a topic, benchmarking or forecasting, etc. It’s not for creating one’s own workshop- it’s for bringing something back from another conference. Applications would be submitted the same way. Selection would be through the same process of selecting any conference proposal, then evaluated. The program would cover the conference and membership fee for one year, one night hotel expense, and one meal per the Mi&E federal chart. It is estimated to be about $376 for 2014 if registration is the same as 2013.

There was a suggestion to put the proposal on the RMAIR website and allow document changes and a comment period. AIR is going to be having a matching program up to $1000. Archie suggested we move forward so we could do it for Idaho. We have to have a vote. A question arose about how to address the possibility of two people teaching? Do they both get the full money, if there’s enough money? Could it be flexible and we not require it to be a 1/2 day workshop? Someone suggested a post conference workshop. Can we write the proposal two ways - so that we EITHER pay for them at RMAIR or provide money to go to AIR to get the matching funds?

Ann Murray said we will work on incorporating these suggestions and have it available on Google Docs, in hopes to make it available for the conference in ID. We can set aside a certain amount of money for professional development purposes and let the program chair decide how to allocate.

10. Naming Awards (Best Paper, Train the Trainer)
    Discussion tabled

11. Open Discussion
12. Adjourn
   Meeting adjourned at 5:58 p.m.

Respectfully submitted,

[Signature]
Tammy L. Scott
Secretary