RMAIR Annual Business Meeting Agenda  
September 26, 2014

1. Call to order, introductions  
Ann Murray called the meeting to order at 11:47 a.m. Ann introduced the new board members, including those elected in last month’s election and those continuing in existing positions. The new board, effective at the conclusion of the meeting, will be composed of Jeff Johnson (President), Joe Curtin (Vice-president), Tammy Scott (Secretary), Quinn Koller (Treasurer), and herself (Past President). Ann thanked outgoing treasurer Marcia Belcheir and outgoing Past President Nick Valcik for their service.

2. Approval of minutes  
   a. October 18, 2013  
   b. May 24, 2014  
There were no changes or corrections to any of the minutes. Lawrence Redlinger moved to approve both sets of minutes. Jeff Johnson seconded. Motion passed.

3. Annual report  
The annual report was sent to everyone via email.

4. Treasurer’s report  
Marcia Belcheir gave the treasurer’s report. The balance on October 1st, 2013 was $28,890.42. Between then and September 1st, 2014 deposits from conference registrations and memberships amounted to $17,444, with $23,610 in withdrawals (about $1,700 of that was for administrative costs for the nonprofit application, the rest was for the 2013 conference). The balance as of September 1st, 2014 is $22,780. There are a few, smaller assets in other accounts in the amounts of $560 and $751. Registration this year was done with EventBrite which was very helpful and is recommended for future conferences. There is $14,418 ready to go into the checking account. We haven’t paid for this year’s conference yet. Ann Lewis indicated they expect to either break even or have a slight loss this year due to the cost of food. Ann thanked Shari Ellertson for all her hard work on sponsorships.

5. Strategic plan implementation update  
The process of the strategic plan started two years ago. Jeff Johnson thanked the members who served on this planning committee and reminded members how it works. The plan was created, then it went to the board for implementation. Not much was done on it this past year while other priorities were addressed. The plan suggested that RMAIR work to enhance links between AIR and RMAIR in terms of the Train the Trainer program. The hope was to establish a year-round professional development plan. This will be one of Jeff’s highest priorities this coming year. If anyone has access to a system that would support a webinar and they are willing to allow RMAIR to use it, please let Jeff know.

6. Volunteers needed  
   a. Webmaster – Shari Ellertson nominated Leslie Odom from Boise State University.
   b. Panorama editor – Members said they really wanted to keep this going last year, but we lost our editor to a job change. Ann Murray asked if members want to continue to have a newsletter in some form. To do so, someone will need to serve as the editor. Sherri
Ellertson suggested that it might naturally rise up from Jeff’s efforts as an educational tool. Jeff agreed it might make sense to have contributions from people as they develop that.

c. RMAIR registered agent (Archie George) – Cathleen McCugh from the State of Idaho volunteered to be the RMAIR registered agent.

7. Upcoming RMAIR Conferences
Ann Murray announced that evaluations for THIS conference are available online at [http://bit.ly/rmairevals](http://bit.ly/rmairevals). Archie George is in charge of the Best Presentation and/or Best Paper Award. Please submit your papers and/or presentation to [Archie@uidaho.edu](mailto:Archie@uidaho.edu). Nick Valcik requested that his papers not be shared or published publicly because they will be published elsewhere first. The evaluations that you turn in for each session will be considered in the rankings. Archie asked for volunteers (at least three) to help determine best paper and best presentation. Kay Schneider, Carson Howell, and Chris Fastnow volunteered. Archie would like to get this completed within 30 days.

Anne Murray reminded members that the call for proposals is out now for next spring’s Denver AIR Forum.

a. RMAIR 2015, Las Vegas, Nevada – Theresa Farmer is the Local Arrangements Chair, with help from Tondra De, Christina Drum, Mike Ellison, and a few others. Postcards are available. The conference will be held at the Embassy Suites which is close to the airport and campus. It is a non-gaming property. Serge Herzog from the University of Nevada, Reno will be working on the program. The conference will be held October 7th – 9th, 2015. If you have suggestions for the Thursday night entertainment, please let Theresa know. Theresa asked for a volunteer to help with sponsorship. Serge spoke about the program and shared that their goal is to surpass historical attendance. He will work diligently to get the call for proposals out shortly after the AIR Forum in the spring. The theme has not been decided yet, though it might center around a focus on methodology and rigorous analysis – an area that most feel is underdeveloped. Contact Theresa or Serge if you have compelling ideas.

b. RMAIR 2016, Montana – Will be in Bozeman, MT

c. RMAIR 2017 location – Arizona is next in rotation. Jeff Johnson has had conversations with the couple of people who were here from AZ. They are going to try for something first in Tuscon. If that doesn’t work, maybe the community colleges in the Phoenix area will be able to help organize the conference.

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, University of Arizona
e. Jim Rimpau, Montana State University
f. Archie George, University of Idaho

Shari Ellertson moved to approve the slate of nominees for emeritus membership. Nick Valcik seconded, motion passed.

9. Train the Trainer Program (Jeff)

There are ongoing discussions about the Train the Trainer Program. There is concern because there were no applications for it this past year. The structure of the program as it currently exists is that RMAIR awards money for someone to go to an AIR forum workshop. That person then brings that training to the next RMAIR conference as a workshop. Since there weren’t
applications this year, we decided to reconsider the structure of it. The idea was put forward to instead use the program to fund someone at RMAIR to do a workshop (paying for the extra hotel night and conference fees.) This way members could bring back materials from any conference. However, AIR then put forth a matching fund program, offering $1000 to someone RMAIR sends to the Forum for such training. That may affect what we do. Please pass along ideas to members of the RMAIR board so we can decide what to do. A question was raised asking what the negative impact would be for taking the AIR matching funds. Jeff explained that it requires the person to go to the AIR Forum (as opposed to any professional development training) and the funding would be to attend the AIR Forum instead of paying expenses at the RMAIR conference. Ann Murray explained there will be a vote on the issue.

10. Open discussion

Jeff thanked the board members who participated this year and presented gifts for outgoing members Nick Valcik and Marcia Belcheir. Ann Murray presented thank you gifts to this year’s conference organizers: Archie George, Ann Lewis, Kylene Lloyd, Lucy Hine, Shannon Goodrich, and Shari Ellertson. Door prizes were distributed.

11. Adjourn

Jeff Johnson moved to adjourn the meeting. Nick Valcik seconded. Motion carried and the meeting was adjourned at 12:20 p.m.

Respectfully Submitted,

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Tammy L. Scott,
Secretary