RMAIR BUSINESS MEETING
October 6, 2017, 12 p.m.
Embassy Suites
Scottsdale, AZ

Welcome

RMAIR President Dianna Renz called the meeting to order at 11:45 a.m. Thirty-seven people were in attendance.

RMAIR Election Results

Immediate Past President, Joe Curtin announced the following election results. Seven states were represented with 41 ballots submitted. Congratulations to Quinn Koller and Christina Drum who will assume their respective roles for the 2017-2018 term. Lisa Muller was nominated for Emeritus Status. There was a nomination from the floor for Nick Valcik for Emeritus Status. Please refer to Addendum B for the full report.

The confirmed 2017-2018 RMAIR Board:

President
Dawn Kenney, Central New Mexico Community College
Vice President
Christina Drum, University of Nevada Las Vegas
Immediate Past President
Dianna Rena, Western Wyoming Community College
Secretary
Kay Cooley, Western Wyoming Community College
Treasurer
Quinn Koller, Utah Valley University
Panorama
Sarah Smith, Laramie County Community College

Proposed Bylaw Changes

Joe presented three proposals for consideration on behalf of the board.

- **Section 4: Emeritus Members**
  Joe suggested we strike the words “at the business meeting” at the beginning of the Emeritus Members section of the bylaws. The proposed sentence would read, such nominations shall be voted upon at any RMAIR meeting, or by electronic means where a quorum is present. A quorum consists of at least five of the member states and 20 members. Joe made a motion to amend bylaw section four for Emeritus Members; Nick Valcik seconded the motion; motion carried.

- **Section 3: Membership**
We received a recommendation to add Washington as a member state. Membership voted to include Washington as a member state. Membership will now read, "The primary focus will be for those individuals from the Rocky Mountain region of the United States and Canada, including Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah, Washington, and Wyoming, and Alberta and Saskatchewan."

- Section 5 Executive Officers to read "...Winners of the election for officers shall require a simple majority of those voting, providing the vote includes at least 20 RMAIR members from five of the ten eleven Rocky Mountain States or provinces."

Joe moved to amend the bylaws as stated above; Nick Valcik seconded the motion; motion carried.

### Housekeeping Duties

President, Dianna Renz stated that because no one has been able to locate boxes, binders, or electronic files of RMAIR business from past leadership, she suggested that incoming President, Dawn Kenney and Dianna host several phone conferences with the current leadership to work out the details of a central location for all RMAIR business/files. We will also be hosting phone conferences with the Bozeman, MT and Scottsdale, AZ RMAIR Planning Committees so we can document what is involved in planning for the annual conference.

The Best Presentation Award will be the responsibility of the local arrangements committee. Dianna also encouraged members to take advantage of the Train-the-Trainer Award at the next AIR Forum. The application is located on the RMAIR website. An interested member would attend a session of his/her choice and bring that information back to the RMAIR Conference in New Mexico next year. A female member stated that she applied for the award before and wasn't selected for what she was going for. She asked if the stipend could be used for a different professional development opportunity besides the AIR Forum. Joe commented that it is possible to use the stipend for another opportunity, but the AIR matching funds ($500) would not be available.

Dianna mentioned that at the last AIR Forum in May, after the treasurer's report, Quinn suggested we put some of our money in a CD. The members had a discussion about how might some of the funds be used to benefit members. Dianna asked the members if they had any ideas on how some of the funds should be used. Ideas mentioned were as follows:
- Provide a stipend for members who want to teach a half-day pre-conference workshop
- Provide professional development scholarships for members and more than one
- Provide a stipend for members who plan and organize the annual conference

Something formal will be written up and put out for a vote a little later.

**Website**

Our website person would like to rotate off. Currently the webmaster position has an annual $500 stipend attached to it, but none of the other leadership roles receive a stipend. Dianna asked what members thoughts are on this topic. Should we be giving a stipend to all the officers/positions or none of them?

- The local arrangements committee should be given a stipend for all their hard work.
- We should pay operational costs for website design & management
- Offer a stipend to a whole office to attend the RMAIR Conference. Often times offices have to choose between AIR and RMAIR.
- A “thank you” gift for the local arrangements committee

Should we give an award to the best first presentation along with the others?

Dianna stated that it was suggested that we attach a brief biography with the ballot when voting on Emeritus Status. This will also be put out for a vote after the conference.

**2018 RMAIR Annual Conference**

Next year’s conference will be in New Mexico. New president, Dawn Kenney, will be working on getting a local arrangements committee together. To date, there is no city/town or venue chosen.

**2019 RMAIR Annual Conference**

2019 RMAIR Annual Conference will be in Colorado, unless we insert Texas or Washington into the rotation. AIR is in Denver in 2019 so perhaps we should move the RMAIR Conference. This item will be on the board meeting call for discussion.

Dianna handed over the leadership of RMAIR to Dawn Kenney.
Adjourn

There being no further business, the meeting was adjourned at 12:34 p.m. The next meeting will be a regular business meeting at the AIR Forum in Orlando, FL in May 2018.

Respectfully Submitted,

[Signature]
Kay Cooley, Secretary

11/30/17
Date
Addendum B. Immediate Past President Report
Past – President Report
October 6, 2017

Motion to amend Bylaw, Section 4 – Emeritus Members

EMERITUS MEMBERS (proposed changes in red)

Emeritus members shall be nominated prior to the annual Conference; nominations should be submitted to the Immediate Past President. At the business meeting, Such nominations shall be voted upon at any RMAIR meeting or electronic means where a quorum (5 states and 20 members) are represented. These individuals shall become official emeritus members upon receiving a simple majority of those voting. Emeritus members cannot hold elective office in RMAIR. Emeritus members shall pay only the direct Conference costs (food, etc.) within the Conference registration fee. Annual membership fees shall be waived for emeritus members.

(Requires a 2/3 majority vote to amend Bylaws)

2017 Election

Establishing a Quorum: (sections 5, 11, RMAIR Bylaws)

1) Number of RMAIR States represented in the voting (minimum of 5 needed):
   a. 7 of 11 (no votes from Idaho, Texas, Alberta, or Saskatchewan)

2) Minimum of 20 Members voting:
   a. A total of 41 ballots were submitted
      i. Not every ballot, had responses to all issues

Conclusion: The requirements for a valid election have been met:

Treasurer:

Candidates:

1. Quinn Koller, Utah Valley University (incumbent) - 100% (38/38 votes submitted)
2. Unopposed
Vice-President, President-Elect:

Candidates:

1. Christina Drum, University of Nevada, Las Vegas 54% (21 votes)  
2. Mark Leany, Utah Valley University 46% (18 votes)

Emeritus Status:

Lisa Muller, Senior Research Scientist, University of Wyoming  
In Favor 100% (38 votes)  
Opposed 0% (no votes)

Issue 1:

Add the State of Washington as a RMAIR member state.  
In Favor 97.4% (37 votes)  
Opposed 2.6% (1 vote)

Election Summary:

Vice-President President Elect - Christina Drum, University of Nevada, Las Vegas  
Treasurer - Quinn Koller, Utah Valley University  
Lisa Muller, is granted Emeritus Status in RMAIR  
Issue 1 – Washington State added as a RMAIR member state – Report Favorable

Motion to accept Election Results:

Motion to Amend RMAIR Bylaws:

3. **MEMBERSHIP** – Membership shall be open to anyone having professional interest in activities related to institutional research. The primary focus will be for those individuals from the Rocky Mountain region of the United States and Canada, including Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah, Washington, Wyoming, Alberta, and Saskatchewan.

5. **EXECUTIVE OFFICERS** – The executive officers of the Association shall consist of President, Vice President, Immediate Past President, Treasurer, and Secretary. The nomination and election of executive officers shall occur prior to the annual Conference with the results announced at the Annual Conference. The newly elected executive officers shall assume office at the close of the RMAIR business meeting at the annual Conference. Winners of the election for officers shall require a simple majority of those voting, providing the vote includes at least 20 RMAIR members from five of the ten eleven Rocky Mountain States or provinces. The terms of the Secretary and Treasurer shall be staggered, three-year terms. Elections for these officers shall occur at the same time as the Vice President election.

(Requires a 2/3 majority vote to amend Bylaws)