



Board Meeting Minutes

10/09/23

- I. Approval of the Agenda for October 9, 2023 – **action item**
 - **Called to order at 9:14am – motion by Henrietta Romero and second by Katharine Baggett – motion approved unanimously**
- II. **Approval of the Minutes from September 14, 2023 – action item**
 - **Motion to approve with edits by Katharine Baggett and second by Samantha Nelson – motion approved unanimously**
- III. **Fall Meeting - Discussion/Action item –**
 - **Arrangements:** Samantha met with the committee, and all agreed to move the meeting to a virtual meeting. Once announced, registration increased significantly, so today there are 13 paid and one non-paid institutions registered.
 - **Presentations:** The current plan is to have presentations on both Thursday and Friday. The business meeting will be on Thursday, the Board meeting on Friday, and one presenter is booked for 11:00 am, as their only schedule option. Both days may be shorter, depending on any additional presentation submissions.
 - Current presentations anticipated from: Chad Sanders, University of Denver, RMACRAO; Samantha on a technology roundtable; NMHED/NMPED, and a possible presentation from Katharine. Katharine is asking a spokesperson from a new New Mexico Dual Credit organization to speak.
 - Discussed offering a 2-year and 4-year roundtable discussion, in which Karen Doughty and Henrietta may moderate.
 - Discussed asking NMHED for a session about residency, as there are many questions that institutions have.
 - Discussion as to which platform to use for the Fall meeting. Consensus is to use Zoom, which Samantha will set up with help from Henrietta and Katharine. Many new capabilities have developed in recent years, to include polling for voting, accessibility and other options. **ACTION:** Set up Zoom for Fall Conference.
 - Future discussion to determine which board member will assist with moderating, watching the chat, and giving housekeeping instructions to attendees.
 - **ACTION:** Henrietta will send an additional call for board nominations.
- IV. Elections – **discussion/action item**
 - NMACRAO has received one nomination for secretary elect, so far
 - Henrietta connecting with potential candidate for treasurer elect position
 - Samantha to reach out to potential candidates for president elect position
 - Might need to have a special election at the meeting, to have them vote online while we are discussing that item. We haven't received anything during the normal timeline for elections, so that necessitates the special election
- V. Invoicing for FY23-24 – **Discussion/Action Item**



- Everything has been arranged with CNM cashiers' office to accept NMACRAO checks; invoice template is ready to use, will use the mail merge feature – one month for payment. Fall business meeting will allow paid institutions from last year, since the dues deadline is after the Fall meeting; also voting allowed from any new institution that pays dues prior to the meeting.
 - Membership forms are to go to Janice Baca; the webpage needs updating
 - Janice Baca has the binders but needs treasurer documents transitioned from Google drive. Hoping to have better storage system with MemberClicks or another option.
 - Janice Baca needs to be added to the bank account, probably second week in November
 - **ACTION:** Samantha to send out invoices for dues to institutions.
- VI. Website preview – **Discussion Item**
- Samantha shared website preview of NMACRAO. MemberClicks.net will be the website address. Branded with NMACRAO colors and institution images
 - Members will each have their own log in; Samantha provided a list of all members, including HED, etc. Then each can view based on allowed access, type of institution and paid/nonpaid status, etc.
 - Still plan for job postings through email (additional fee if MemberClicks is used)
 - Will have Quick Link forms for membership application and other items. So far, the site is looking good.
- VII. **Other items**
- None
- VIII. **Motion to adjourn at 9:47 am by Henrietta Romero and second from Janice Baca – motion approved unanimously.**