



NEW MEXICO ASSOCIATION OF COLLEGIATE REGISTRARS & ADMISSIONS OFFICERS

**BUSINESS MEETING MINUTES**  
**October 27, 2022**

Attendance:

Past President - Linda Neel  
President - Henrietta Romero  
President Elect - Samantha Nelson  
Treasurer - Bernadette Gonzales  
Treasurer Elect – Vacant  
Secretary – Genevieve Buskirk  
Secretary Elect - Vacant

Called to Order @ 2:31pm by Henrietta Romero, President

Quorum of 13 institutions – Meeting to continue

- I. Approval of Minutes from November 18, 2021 – Genevieve Buskirk, Secretary
  - o Motion by New Mexico Junior College; Second by University of New Mexico; Motion Passes
- II. Treasurer Report –Samantha Nelson, Treasurer/President-Elect
  - o Began the fiscal year (July 1, 2022) with a balance of \$5,568.31. Current balance is \$7730.10 before conference expenses
  - o Has not yet received the invoice from Space Solutions for the Conference room
  - o Conference expenses include the meeting space, lunches, snacks and water, printing of agendas, plaques and flowers for the outgoing Board Members & Secretary of Higher Education
  - o Most, if not all, of the institutions in attendance at the 2022 Conference have paid (Thank you!)
- III. President Report – Henrietta Romero, President
  - o New Mexico to host AACRAO Conference – July 19-21, 2023
    - Location: CNM WORKforce Training Center, Albuquerque, NM
  - o Thanked the Membership for the opportunity to be the President of NMACRAO
- IV. President Elect Report –Samantha Nelson, President Elect
  - o No new items to report
- V. Past President Report –Linda Neel, Past President
  - o Fire Help – NMJC and CNM provided donations which Linda and Katherine Baggett delivered items to areas in need.



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- VI. Old Business –Linda Neel, Past-President
  - Constitution & By-Laws (Katherine Baggett has assisted in this process)
    - Change in language for the definition of a quorum
    - Addition: 30-60 day Membership preview process for approval and acceptance for Spring Conference
- VII. New Business –Henrietta Romero, President
  - Election Results
    - President Elect – Katherine Baggett, Central New Mexico Community College
    - Treasurer -Angela Marmolejo-Gomez, New Mexico Junior College
    - Treasurer Elect – Janice Baca, Northern New Mexico College
    - Secretary – Inca Garduno-Crespin, Luna Community College
    - Secretary Elect – Kari Smith, Clovis Community College
      - ❖ Motion by Michael Montoya, New Mexico Highlands University;  
Second by Chris Wright, New Mexico Military Institute; Motion Passes
  - Recommended dates/locations for Spring 2023 Conference
    - April 2023 @ New Mexico CNM WORKforce Training Center in Albuquerque, NM
- VIII. Comments from incoming President – Samantha Nelson, President Elect
  - Would like to offer workshops and trainings for all NMACRAO Members
- IX. Other Business – Samantha Nelson, President & Henrietta Romero, Past-President
  - Change of the Board
    - Past President - Linda Neel
    - Treasurer Elect- Bernadette Gonzales
    - Secretary – Genevieve Buskirk
    - Secretary Elect – Andrellita Chavez
- X. Adjournment – Samantha Nelson, President
  - Motion by Genevieve; Second by Kari; All approved @ 3:02pm