

Northern New Mexico ARMA Meeting of Board of Directors

Date: Tuesday, September 2, 2015

Time: 8:30

Location: New Mexico Higher Education Department, Animas Room

2044 Galisteo Street, Santa Fe, NM 87505

Present: Karen Payne, President; Pat Rael, Vice President; Treasurer, Margaret Martinez; Dan Koleski, Secretary; Kimberly Hunt-Brown, Membership Director

Board Members Absent: Immediate Past President, Cliff C. Serrano

Quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business. Per present Bylaws, now proxy vote is permitted – Karen has Cliff's.

Call to order at 8:45

- 1- Review of proposed amended Bylaws
 - a. Move to accept -1st motion Karen Payne/ 2nd by Margaret Martinez - passed
- 2- Treasurer's report - Pat Rael
 - a. Move to accept - motion Karen Payne and 2nd Margaret Martinez – passed
 - b. Decision was made to start to prep for the new Bylaws which give signature authority to the President, Vice President, and the Secretary and cancels the Treasurer's signature authority.
 - c. Pat will complete some financial work when she returns to work from medical leave, and can access her email.
- 3- Transfer assets to new Board
 - a. Password to Zoom, the web conference applications
 - b. Equipment
 - c. Records
- 4- Future Chapter meetings
 - a. Supplying lunches
 - i. There was discussion about charging for lunches or have meetings before lunch hour
 - ii. For the September meeting the decision is to meet during the lunch hour and to serve lunches then reevaluate the impact to the budget
 - b. Decision - continue to use Zoom for remote attendance
 - c. For the September 16th meeting:
 - i. Session of the Month, '20/20 Vision on Information Governance 2020'; facilitated by Dan Koleski
- 5- Future Board meetings
 - a. First Tuesday of every month 9:00 AM at the Higher Education Dept. using GoToMeeting for remote attendance
- 6- Spring Conference
 - a. Intent to obtain a grant from ARMA next quarter to help defray expenses

- b. Speakers
 - i. Karen Payne will be making some calls to obtain speaker possibilities
 - c. Will be two day format
 - d. Elements should have
 - i. Should have IT representation
 - ii. Want breakout sessions
- 7- New website:
- a. Templates were reviewed
 - i. Action items:
 - 1. Dan will send by email a few templates for final review and vote
- 8- Chapter data governance and communication
- a. There was discussion about the need for governance of social media and website
 - i. This was tabled for future discussion.
 - b. It was passed by majority vote to use email as a form of communication and voting
- 9- Member engagement
- 10- Community projects
- a. Ask Felicia Lujan about a table/booth at the Legislative Session.
 - b. Discussion with no decision about having a document shredding event.

Other action items:

- 1- Contact Mariano:
 - a. change name on PO box / change to ARMA/ get more keys-2 - Margaret
 - b. Ask if he has any other Treasurer records or audit histories
- 2- After hearing the response from Mariano, Dan is to contact Joe Valdez to see if he has any records or boxes that need transferred. Cliff says Joe Valdez has boxes.
- 3- Dan is to find out if JR Lopez has records that need transferred.
- 4- Margaret is to bring Chapter projector, presenter, and thumb drive of files from Cliff to next meeting.
- 5- All members in attendance today, when they go to the bank for signature authority, are to check to see if higher interest rates can be obtained for the CD.
- 6- Dan will obtain password to Zoom from Ray Vigil.
- 7- Dan is to setup generic website emails that apply to each position – will auto-forward to personal emails.
- 8- Karen will vet retention schedules for ARMA records.
- 9- Karen will find out if the Session of the Month is available to all members.
- 10- Kimberly will develop a template for monthly emailing and a marketing brochure.
- 11- Kimberly is investigation about using a van/other transportation from Santa Fe for Chapter folks to attend ARMARG's November conference.

Adjourned: 1 p.m., then to bank to get on account and remove Margaret.