

Minutes, Board of Directors, NNMARMA

November 3, 2015

NMHED, 2048 Galisteo St.

Santa Fe, NM 87505-2100

Secretary Dan Koleski's office – recorded by Secretary Dan Koleski – Karen Payne,
Presiding

Called to order 9:17

Attendance: Kimberly, Karen, Pat by phone, Dan

Draft Agenda approval: approved - 1st Karen, 2nd Dan

1. Treasurer's report – Pat
 - a. Accepted subject to audit- 1st Karen, 2nd Dan
2. Financial requirements (prior to receipt of fees) to have Conference – Pat
We need to establish a monetary reserve to have annual conference
Cash flow issue is with govt workers -- we don't get the money until after the event
Do: Pat will check the former year start-up amounts
3. Need for quotes and invoices for recruiting new State government workers - Dan
Need to establish as a process to aid new members with their procurement
All agreed
Resolved, going forward: We will accept PO/ then invoice/ then we will pay
ARMA International by debit card/ then get reimbursed by agency
4. Regional has a monthly Membership/Marketing and Governance meetings
needing attendance
 - a. Kimberly, Karen and Dan will attend when possible
5. SW Regional Leadership Conference - Karen will ask Mary Beth for agenda earlier
so we can plan. (NOTE: July 2015's agenda was not available from the region first
day of Conference.)
6. Page 2 of October 2015 *Chapter Connection* (CC) – 'Offer an ARMA Certificate
Program' – awareness of opportunity – Karen to pursue questions with ARMA (who
is approved to teach, how much do ancillary materials cost, etc.)
7. Bylaws update – Karen
Send Board final copy
Send to to ARMA/ cc: the Region
8. Status on regaining Chapter's assets (projector, pull-up banner, graphics,
'presenter', and chapter records/files) – Kimberly, Pat
Have received the banner and the projector from Cliff
Still need know if any historical records/ how to obtain/ Pat will follow-up with
Mariano
9. Constant Contact subscription - Karen
Create something for employers, recruit new members, using monthly
newsletters
10. Status of Chapter mailbox, mail retrieval and keys – Pat, Dan

- Dan still needs to get key
Pat will start picking up mail (has a key transferred from Mariano)
11. Newsletter – Kimberly
See above for Constant Contact
 12. Website status - Dan
Karen needs to get into site editor/CM
Need to add to website that lunch will be provided
Karen needs to know how to post minutes and how to add vendor banners to website
 13. Marketing – Outreach – Kimberly
We should look for associations to gain more membership
Dan has sent offer to DoIT and invited Secretary to speak at conference
 - a. try meetups.com (Karen)?
 - c. table in the Roundhouse in January
Kim will approach Felicia Lujan concerning the outreach at the Roundhouse
 14. Plastic, magnetic-baked nametags for new members since last order - Karen will check membership roster for those who do not have tags, then order
 15. Vacant Board Roles – Education, Marketing/Outreach – all (any ideas for recruitment)
Any possibilities?
 16. Spending for paid PR – ‘Round the Roundhouse’ ad – deferred to Nov. 18
 17. Spring Conference – all - – deferred to Nov. 18
 18. Status of grant app – Karen – deferred to Nov. 18

Adjourned at 9:55 1st-Karen, 2nd Pat.

Next meeting December 1, NMHED.