

FINAL Minutes

NNMARMA Called Board Planning Meeting

November 18, 2015

SRCA, 1205 Camino Carlos Rey, Santa Fe, 87507 – Piñon Room – 1:15 p.m.

Presiding: Karen Payne, President; Recorded by: Karen Payne

Present: Karen Payne, Pat Rael, VP/Treasurer, Kimberly Hunt-Brown, Director, Membership.

Absent: Dan Koleski

Member guest: Felecia Schreier

1. Call to order, approval of draft agenda – Karen 1:10
2. Approval of October minutes, 11-3 Board meeting (deferred, Dan)
3. Future meetings' (Chapter) – food, programs – Karen – Pat wants to have a no-cheese option. Pat will investigate options and be responsible for lunch pickup going forward. Group opinion expressed: as we get more momentum, we will get more attendance.
4. Board meetings: Pat and Kimberly would prefer 9 a.m., before the Chapter meetings, at SRCA since we have the room for the day. Pat cannot do 11:30-1 Chapter meeting and then a Board meeting afterwards – logistical issues. She and Kimberly can do before (Kimberly, tentative).
Deferred to get Dan's schedule for 3rd Wednesdays.
5. Zoom – effectiveness for remote Board and Chapter meeting attendance – Dan (deferred)
6. Spring Conference – final results, Pat: \$184 net. Expenses for 2015 conference: \$2.0, \$915+\$110 (or \$3.025. Pat and Kimberly want a large lunch with Conference. Pat: Pizza and salad, choice of dressings, vegan option pizza; and breakfast (full, cold items). Duration: 1.5 days, April 28-29.
Day 1: Pamela Sankey Miller; possibly Linda T to open conference. Karen will set up with Pamela.
7. **Review of Bylaws** – Karen and Pat – Pat says we aren't adherent enough to the ARMA template, wants Karen to go through Pat's latest version and make consistent. Karen will check Pat's latest version. No review at the meeting.
8. Review of Travel Policy – (deferred)
9. Offer from ARMA: Chapters '[Offer an ARMA Certificate Program](#)' – Chapter opportunity announced in Chapter Connections, October issue – Dan, Karen (ref. email to chapters@, ARMA 11-17 – (deferred, waiting on reply to questions emailed late 11-17 to chapters@armaintl.org):
 - "and the cost of participant materials' – would they come from ARMA? Assuming so. Cost?
 - 'approved facilitator' – what is the source of 'approved facilitators'
 - Is the CIP exam now online? That has been a problem for candidates in Northern NM – the only site is now El Paso, so it's a weekend trip. Used to be in Albuquerque...so, 1-4 hours for most."

10. Status of locating Chapter records from former Chapter Secretary JR – Pat, Dan (**deferred until Pat or Dan get the records**)
10. Using Constant Contact for newsletter, announcements, and ideas for – Karen (there are about 75 [sample formats](#)), (see email meeting reminder as a sample) – approved. Kimberly will take over after Karen gets a tutorial from Ccontact on image placement, vertical vs. horizontal alignment (make it look more 'portrait' than columnar. All agreed Chapter meeting reminder was good. Felecia endorsed Ccontact, uses Ccontact in her Women's Professional Group.



11. Outreach: update on display in the Roundhouse, January 30-day session - Kimberly – SRCA does have a booth at the Capitol, but doesn't know what day it is. Kimberly is waiting to hear more from Anaya.
12. Advertising in 'Round the Roundhouse, other paid PR – Karen (**deferred**) – Felecia says the publication is decent bang for buck, she has been pursuing for local Toastmasters groups to place an ad. Karen to find out cycle, and costs, and deadline; and then contact Rio Grande Chapter to see if they want to go in.
13. Quote and invoice format adoption – Karen – Pat, revision request: invoice needs a number added in yyyy-mm-da format + recipient's/user's initials. Must have 2 decimal places for \$ even though dealing in whole \$, per Kimberly.
14. Vacant Board roles – Education. Felecia is considering – she has to look at her semi-colon tattoo, which reminds her to 'press pause' before committing. Marketing/Outreach (Committees will report to Dir. Mem. – all (any ideas for recruitment).
15. Grant app (Due Dec 1) – [Karen](#). Pat says we need to have a specific goal before writing grant. Karen showed the [grant info from the ARMA-SW site \(below\)](#). Karen will pursue and request information on financials from Pat.
16. **Resolution:** 9 a.m., December 16, Pinon Room, Pat gets food; Karen gets IT support for cable connections.
17. **Adjourn:** @2:20

Chapter Grant [Information](#) from the SWR website:

“Suggested Types of Projects: It is the intent of the Southwest Region to maximize its flexibility in providing grants. While not all inclusive, below is a list of suggested types of grants which may be awarded:

1. Advancement of Standards – Chapters may apply for grants for projects that advance the development and implementation of standards (ISO, ANSI, AIIM, ARMA and others) which will prove to be of a lasting benefit to the members of the Region and to the Records and Information Management Profession.
2. Training/Certification Programs – Programs that provide improved training opportunities, enhanced educational opportunities or certification efforts outside of the scope of the ICRM may be considered.
3. Networking Projects – Specific programs or projects which enhance the opportunities for networking may be considered by the committee.
4. Projects Promoting Records and Information Management or ARMA International – Projects which provide for the long-term promotion of the records and information management profession or the promotion of ARMA International may be considered.
5. Other Projects – Any other projects that provide long-term benefits to the members within the Southwest Region or to the members of ARMA International as a whole may be considered, as well as,
 - a. Program speakers for chapter seminars, workshops, conferences or monthly meetings.
 - b. Establishing or maintaining a Chapter newsletter.
 - c. Chapter promotional activities.
 - d. Chapter libraries or other educational resources.
 - e. Legitimate operational needs.
 - f. Travel to the Regional Leadership Conference.
 - g. Any of the SW Region Chapters’ conferences or seminars.”