

## FINAL MINUTES

### NNMARMA

December 2, 2015 – NMHED, Dan Koleski's Office, 9-10 am

**Presiding:** Karen Payne

**Attendance:** Pat Rael (by phone), Dan Koleski, and Kimberly Hunt-Brown.

**Call to order:** 9:07

Draft agenda approved

#### OLD Business

1. Approval of minutes, 11-3 Board meeting (Item was deferred from last meeting, Dan provided minutes during meeting, Karen to distribute for approval)
2. Approval of minutes, 11-18 planning meeting – Karen (Pat still to approve)
  - a. Review of plans: December 16 Chapter meeting
  - b. Food and drinks: Pat, get food to meet non-dairy dietary preferences (water, paper and plastic tableware stored). SRCA-loaned speakers stored at SRCA (we need to bring a set for backup).
  - c. Dan will facilitate the Session of the Month, 'Analytics: the New Way to Manage eRecords' at the Chapter meeting Dec. 16
  - d. New process for securing hard-wired connection for streaming via SRCA – notify Linda Trujillo one week before to ask her IT to help - Karen
  - e. Meeting reminder mailing to members - Karen
3. Review of Amended Bylaws – update (submitted to ARMA 11-27-15)
4. Review of Travel Policy –latest version was edited and adopted during meeting.
5. Status of locating Chapter records prior to 2015-16 Board's term – Dan has received box of records from former Secretary J.R. Lopez and will transfer to Karen today for disposition.
6. ARMA: Chapters 'Offer an ARMA Certificate Program' – Chapter opportunity –Karen (ref email to chapters@armaintl.org 11-17 late afternoon – deferred) - deferred to next month due to lack of information. Meanwhile Pat will call Heather to try to obtain more information.
7. Using and subscribing to Constant Contact for Chapter communications – update - Karen/ will do tutorial before next reminder needed
8. Outreach: update on display in the Roundhouse, Session starts January 30, 2016, runs 30-days - Kimberly - there is nothing available except for Saturday -Pat volunteered to staff/need table and chairs. Kimberly will to find out if we need a sponsor and finalize with contact.

**Adjourned: 10:00**

**NOTE: Old Business deferred due to lack of time**

9. Advertising in 'Round the Roundhouse, other paid PR – Karen (deferred)
10. Quote and invoice template adoption – Karen - approved by Board prior to meeting
11. Grant app (Due Dec 1, next opportunity Mar 1) – Karen, deferred to next grant cycle Mar 1 due date.

**NOTE: NEW Business deferred due to lack of time[Payne1]**

1. Zoom – acceptability for remote Board and Chapter meeting – Dan (deferred).
  - a. Dan – comments on quality and ease of use.
  - b. Dan - show Karen/Board how to set up by sharing desktop during meeting
2. Spring Conference – update
  - a. Confirm Pam Sankey Miller as speaker, Day One – Karen
  - b. Ask Linda Trujillo to open Spring conference – Karen