

FINAL MINUTES
NNMARMA Board Meeting, January 5, 2016, 9 – 10 a.m.

Presiding: Karen Payne, President

Attendance: Pat Rael (by phone), Kimberly Hunt-Brown, Gerald Hoehne, Ed Rose

Call to order: 9:07

Draft agenda approved.

Gerald was sworn in and agreed to fulfill the duties and responsibilities of Treasurer.

OLD Business

(December's Board minutes were email-approved prior to the meeting.)

1. Advertising in 'Round the Roundhouse, other paid PR – Karen (deferred from 12/1)
 - Motion by Karen to consider procuring the advertising at the 3-month rate of \$185/mo. for a 4th page ad (Advertising is for Chapter in general and for the Spring Conference)
 - Gerald as Treasurer moved to first review the Treasurer's report for determination of available funds, Karen concurred
 - Pat will review Karen's reimbursement report and receipts for other items to add to current Treasurer's report
 - Gerald submitted a motion for the board to approve procuring 3 months of ¼ page 4th page advertising. Voting on the motion, the Board has unanimously **APPROVED** it By Voice.
2. Using and subscribing to Constant Contact for Chapter communications – update – Karen
 - Motion by Karen to procure *\$120 6-month prepaid subscription*.
 - Gerald and Kimberly stated it would be a good idea for outreach.
 - Motion voted on. Pat, Ed, Gerald, Karen, Kimberly – AYE; AYES have it, **APPROVED** By Voice.
3. Chapter Records Status Review (Any paper records left that need retention schedule applied)
 - Karen stated that **no records are left from the box conveyed to Dan Koleski, former Secretary, from J.R. Lopez, 2014-15 Chapter Secretary that need the retention schedule applied**. Treasurer's records existed but they were, in age, far beyond the 5- year retention schedule and were disposed of.
 - Gerald and Pat will search for additional documentation from Joe and other possible sources.
4. Grant app – Karen, has deferred completion to next grant cycle Mar 1 due date. (previously deferred from 12/1)
 - Pat will bring Treasury documents to the 1/20 Chapter meeting for transfer to Gerald
 - Pat will bring food to the 1/20 Chapter meeting (for ~ 18 people)

NEW Business

1. Pat requested that for future Board meetings she be called on her office phone, 505. 665.5360. She cannot access Zoom from work.
2. Registered Agent – planning – Ed
 - Ed explained concern of his not meeting the requirement for regular business hours availability and made a motion to consider using a commercial registered agent service.
 - Gerald proposed tabling this until more information can be gathered
 - **Ed will look up 3 providers and provide a comparison & recommendation**
 - Board has voted to explore additional options and make a decision via email
3. Spring Conference – update (deferred from 12/1)
 - a. Confirm Pam Sankey Miller as speaker, Day One – Karen
 - Title of presentation is Going Paper Lite, Karen will suggest a change
 - b. Ask Linda Trujillo to open Spring conference – Karen
 - Karen is investigating also tapping Senator Daniel Ivey-Soto as a speaker
 - Footer of the Constant Contact needs to reference email address info@armannm.org; this email address needs to forward to Ed; Ed has agreed to make these changes
 - Board will get together by email to work out PR issues
4. Current Bank - Authorizations – Cards
 - Gerald and Karen going to bank after the meeting, will check if their cards will work
 - Gerald will be put on the bank account today; 4 current voting members will have cards
 - Pat agreed to go by the bank on Saturday and sign necessary paperwork
5. Treasurer Duties, Bank Statements, Transition information
 - Pat and Gerald have agreed to meet shortly before the 1/20 Chapter meeting to go over
6. ARMA Monthly Trainings - Session Choices - Distribution to Members - Gerald
 - Gerald suggests using Constant Contact for this, soliciting feedback from existing members
 - Pat has taken on the responsibility of setting up the In-the-Roundhouse display
 - Karen suggested renting furniture, requested info from Pat on specs of available space
 - Pat stated there's an email stating what is available – room for one table and chair
 - Pat will contact an appropriate person at the Roundhouse to find out more info
 - Current Banner is out of date with incorrect/old information
 - **Karen made a motion that the board vote on procurement of a new banner, cost \$200**
 - **Gerald moved to request an email showing banner appearance and soft cost before vote**
 - Kimberly suggested not even having the banner state meeting is in Santa Fe
 - Pat – banner should state that remote attendance is possible
 - Gerald proposed ABQ Conference Room as an alternate session location
7. New Member Welcome - Standard Email Language – Board member source – Gerald
 - Pat moved that the Secretary handle this task; Ed seconded this

- Gerald will work on template and send to Board by email for approval
 - Kimberly will also send out an example / template
 - Anita Gavin still needs a welcome
8. Outreach efforts to bring in members – this was deemed sufficiently discussed for this meeting
9. Website – Report on Progress Made / Planning Done by Karen & Ed during 1/2 working meeting
- Board approves of work done so far; Karen will feed Ed more graphics
 - A group photograph will be taken at the next Board meeting, for positing to the site.
 - Karen requested that Board members submit a head shot with bio to her or Ed in order to fill out the Board of Directors page
 - The 6th and final web page will be dedicated to Conference information.
10. Planning: January 20, 2016 meeting (Chapter)
- a. Food and drinks: Will be addressed by Pat. Pat requested the number of guests be submitted to her prior to the meeting
 - b. Gerald will facilitate the Session of the Month, 'Can Imaged Paper Records Then Be Destroyed?'
 - c. Meeting reminder – Karen
- Karen will set text of link regarding RSVP on website to mail to: Ed Rose (secretary@armannm.org, which goes to his personal email)

Adjourned: 9:57