

FINAL Board meeting minutes 2/2/16



FINAL Minutes

NNMARMA Board Meeting, February 2, 2016, 9 a.m.
NMHED, 2048 Galisteo St., Santa Fe, NM 87505-2100

Presiding: Karen Payne, President

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

Call to order: 9:00 A.M.

Draft agenda approved.

1-5-16 draft minutes approved.

OLD Business

1. New Member Welcome - Standard Email Language - from whom? – **Kimberly/Gerald [for vote]**
 - a. "Standard Greeting" for new members – Membership Director taking on the role
 - b. Confirm the process to bcc the Board for its confirmation that greetings have gone out and to whom
2. Registered Agent – report on service provider comparison and recommendation – **Ed [for vote]**

Ed gave the following report. High Desert Filings' (newmexicoregisteredagent.com) local office does not accept walk in business or provide promising customer service by phone.

Gerald provided a report on INCORP, pricing schedule, and advertised provided services.

Prices lower if a multiple year prepay arrangement is contracted: \$89.10/2yr -

\$80.52/3yr – \$73.06/4yr - \$66.56/5yr...cost per year of course.

INCORP will receive all legal and tax documents, annual report forms.

Gerald also believes that INCORP falls in line with establishing the Chapter as self-sufficient and takes the service responsibilities of registered agent off any one individual by using a professional centralized Registered Agent service. Board concurs.

Pat raised a concern with going for multiple years while the service is not yet proven. Ed concurs.

Ed proposed procuring INCORP for 1 year of service to test and evaluate their service. Gerald seconded.

PASSED

Gerald will handle the procurement of services from INCORP, to be paid by check.

3. Discussion of legislative session Roundhouse exhibit (2/6), to include: – **all**
 - Attendees' schedule (hours covered, etc.)
 - Pat has to leave at 9 to attend to – will be there 7-9
 - Karen, Gerald and Ed plan to be there at 7 – Board determined this will be sufficient coverage.
 - Kimberly unable to attend.
 - Pat will bring box of items, Ed and Gerald will help.

Kimberly raised question of inclement weather policy for Saturday since Gerald suggested that the Chapter might not get a space in ensuing years if we no-showed. Ed suggested the Chapter follow New



Mexico State Employees / State Personnel Office's website for notifications of delays or closures, since the Roundhouse is a State government building. Ed provided the web address of the SPO for reference ... www.spo.state.nm.us

- Results of invitation to Chapter members to visit Roundhouse booth – no response
 - Furnishings and provisions of exhibit spot
 - 80 business cards... Members allocated to Roundhouse Project will provide a clipboard in case visitors care to leave their information if interested in learning more about the Chapter. Director of Membership to follow up with interested parties.
 - Kimberly will put together a sign in sheet for use at the exhibit spot – should have spaces for contact info, name, agency / employer.
 - Karen clipboard, tablecloth, candy dishes, business cards for Pat, candy, and the old Chapter banner. Ed will bring a backup clipboard.
 - Reimbursement to Board members for expenses incurred staffing exhibit or any extraneous Chapter business such as retention schedule application to incoming Chapter records.
 - Location of exhibit
 - Parking
 - Gerald provided a description of the parking structure adjacent to the Roundhouse location (on Galisteo), coming from Galisteo. Near the west side entrance. Gerald will also send out an email with instructions.
 - Parking in the structure –free. Plan to arrive early. There should be space at 7 AM. Parking structure is 24-hour access. Just drive in and park as far to the east as possible.
 - Review of handouts
 - Hot Topics* booklet
 - ARMA International – Global Authority of Managing Records
 - ARMA - For Your Information
 - Resource costs
 - Online education
 - Total savings for being a member
 - Karen suggested folders to keep all the handouts together; Gerald and Pat objected, saying people do not need folders.
4. Outreach efforts to increase involvement by current Chapter members. Continued discussion. Includes using Survey Monkey or Constant Contact for creating and distributing surveys to gather members' views on issues such as new times for monthly sessions, changes of meeting venue, etc. Karen to check on cost of Constant Contact surveys.

Gerald proposed moving ahead with *'Round the Round House* ads – one advantage to that venue being that members know we are pro-active and to reinforce the desirability of membership and participation in the Chapter and its activities. Karen reminded Board that we agreed to wait until we have the Conference nailed down (could include the theme if we have one).

Ed provided a description of how to use Survey Monkey to create, test, and send surveys. Anonymous survey and non-anonymous survey options. Ed explained NMHED already has a free



Survey Monkey account; but the question is, whether appropriate to use that or a separate account the Chapter creates

Karen brought up \$15 add-on charge for Constant Contacts' survey features, and noted that this would avoid having to import contact data into new created Survey Monkey survey.

Ed seconded stating it would provide a more unified interface to membership, since Constant Contact is being used for other mailings.

5. Spring Conference – update – Called Board meeting Feb. 13 – **Karen**

- a. Agenda for Called Meeting to be provided – Ed, Karen
- b. Potential additional guest speakers / presenters
- c. Theme selection, if any

Because this is a special meeting being called in ABQ, Gerald brought up the fact that it is official Chapter business and any expenses incurred would be reimbursed. Specifically offered to reimburse Pat for mileage if she could attend.

Pat: will be available via iPad and cell phone, 690.0188

6. Update on Chapter grant due before March 1 – **Karen**

Karen has it half-way done – basically a balance sheet and income statement are needed (chapter financials). Karen will work with Gerald.

NEW Business

1. Update on 34 years' of records storage retrieved from PRC and inventorying and retention schedule application plans - **Ed, Gerald, Karen**

- a. Location, terms of storage, furniture available to use to apply retention to 10 1-cu. ft. boxes of old records – **Gerald**

- b. Gerald did procure a storage facility on a month to month rental agreement at \$53/month

Table not yet purchased by Gerald because his debit card has not been issued. Karen volunteered to follow-up with LANB.

Gerald described condition of boxes – stacked 3 boxes high at the location.

- c. Scanning plans for retained records – **Karen/Gerald**

Pat: Hard to plan when you don't have an inventory.

Kimberly: If we have enough capacity to scan to USB stick. Karen replied that she had already procured two USB sticks.

- o Karen asked about the viability of USB stick for long term storage.
- o Ed stated that the technology is better in recent years but still only appropriate for short term storage.

2. Conferences (example, Rio Grande March 11) and attendance by Board and/or notification to Chapter members to discover willingness or interest to present information from topics covered at conferences they attend at a subsequent monthly chapter meeting – **Gerald**

- Gerald is concerned as to whether we are capturing important information. Time frames for membership – housekeeping, time for lunch.
- Pat will have an overview of past Chapter Conferences prepared by the 13th in preparation for the meeting.

3. Cloud storage for Chapter records – update on backup efficacy and feedback on accessibility - **Ed**

4. Discussion turned to Dropbox for Chapter storage. Ed said Dropbox advertises distributed backup across multiple data centers.



- Ed expressed concerns using the free option even though Dropbox promises to be doing these backups for the free option. Question is, can we hold them accountable if a file is lost?
 - Board agrees that there is a basis for concern.
 - Ed will look into tiers of paid business service with Dropbox. To be further discussed via email.
5. Annual Conference/Seminar - Request for **Pat** to provide a procedure for holding a Conference – how the NNMARMA Board has done them in the past – **Karen**
6. Treasurer's Report:
[Available on DropBox](#)

Adjourned: 9:57 A.M.