



## FINAL Minutes

**NNMARMA Called Board Meeting, February 13, 2016, 1 P.M.**

Starbucks – 6421 Riverside Plaza Lane, Albuquerque, NM 87120

**Zoom: N/A**

**Presiding:** Karen Payne, President

**Attending:** Kimberly Hunt-Brown, Gerald Hoehne, Ed Rose

**Call to order:** 1:21 PM

Draft minutes from last board meeting - approval deferred until next regular Board Meeting.

Draft agenda approved.

### **Business - Spring Conference Planning and Update**

0. Discuss receipts submission for meeting expenses.
  - PROCESS: Save receipts for meeting expenses, give to Treasurer.
  - An expense form is stored in Drop Box.
  
1. Discuss Checklist/Procedures and notes from prior Conferences from Cliff Serrano via Pat.
  - The 2010 Checklist/Procedures document followed the formatting of a responsibilities break-out.
  - The 2013 Checklist/Procedures document contained more verbiage as to what tasks actually have to be done.
  - Decision to use the 2013 model as a template.

#### 1.1: MARKETING

- Verbiage to put on the website following the same language as to be placed in the Round the Roundhouse ad. – Ed
  - Verbiage should include information about # CEs earned via attendance of the conference.
  - Karen will get the exact number of CEs.
  - Verbiage should include a 10% discount off attendance fees for state employees.
  - Verbiage should include that attendees will receive a Certificate of Attendance.
- Round the Roundhouse ad – Gerald will reach out and find out more.



- Round the Roundhouse ad to be put in as soon as possible.
- Card or flyer to announce the conference – Karen.
- Gerald created a sketch / wireframe for the flyer and provided to Karen.
  - “Hands on Information” flyer can be used as a reference.
  - Ed, Karen, Gerald agree that it had too much dense information.
  - New flyer should have a simple design with a brief schedule of events included near the bottom.
- NM State Printing to be considered for helping with future materials production. - Kimberly will research.

### 1.2: POST-CONFERENCE MODULE FEEDBACK SURVEYS

- These shall take the form of hard copy survey documents similar to academic course evaluations, to be provided at the end of conference modules.
- Karen will check what was used last year for surveys.
- Surveys should have a length of about 5-6 questions.

### 1.3: ICRM CREDITS – Karen is a CRM, it requires 10 CEs.

## 2. Confirmation of and arrangements for speakers

- a) Review of featured speaker’s 2015 ARMA-RG slides as guidelines for what we want.

Pamela Sankey Miller of Houston was planned to provide a whole day of speaking with multiple break-out sessions.

Sara Fordice of SRCA may provide additional speaking sessions.

Secretary Edwin Burckle, Chair of the Commission for Public Records to be investigated as another possible keynote speaker. - Gerald

- b) Travel arrangements (arr. 4/27, dep. 4/28 or 4/29, her preference – all expenses covered, air and ground; no fee)

PSM was to submit her itinerary.

PSM planned to utilize a rental car. Gerald to look into local rates.

- c) Update on Senator Ivey-Soto as keynote – Senator is “still on”
- d) Possibility of SRCA presenting new retention schedule – “still on”
- e) DOT David – Gerald



DOT speaker David Coriz, the Bureau Chief of Information Resources and Records Management, is not available to speak.

The DOT speaker has expressed a desire to do anything else he can besides speaking to assist; he will try to help in other ways.

The DOT speaker will try to make other DOT employees available as Conference Attendees. He will send staff to the Conference when materials about the Conference are finalized and provided to him.

- f) Sara Fordice, PNM RM, is interested in speaking. (She's good, we would just need to give her a topic or see what she prefers.)
- 3. Theme adoption, if any.
  - Motion by Ed to approve the following theme:  
  
2016 – Information Governance Conference  
"Going Green"  
Transitioning from Paper to Electronic Records Management
  - Gerald seconded the motion.
  - AYES have it. APPROVED.
  - PSM to be asked for other examples of content she can provide.
  - "Going Digital" may be a sub-theme.
- 4. Exhibitors (we have the 2<sup>nd</sup> room (Yucca) reserved) – fee? Assistance morning-of?
  - Motion by Ed to have the following:
    - Door prizes provided by exhibitors.
    - Fee for exhibitors of
      - § \$100 for 1 day
      - § \$150 for 2 days
  - Gerald seconded the motion.
  - AYES have it. APPROVED.
- 5. Comp'ing SRCA staff.
  - Need to determine per participant fee and overhead.
    - \$175 Early Bird Fee (before April 6, 2016 inclusive)
    - \$200 Normal Fee (after April 6, 2016)
    - 10% Discount for State Agency Employees
    - No Refunds After April 18
  - Need to get a feel for how many SRCA persons are coming.
  - SRCA courtesy rate of 50% of the normal conference fee and the speaker will be comp'd fully.
    - This can be administered either as, for example, the first 5 out of 10 SRCA attendees are included free. (OR)
    - Half of the total of SRCA attendees are free.
  - **The board agrees that we cannot give all SRCA persons free attendance.**



6. Solidify logistics - Gerald

- a) Hotel block -- room rate, conditions, and meals provided at hotel.

Gerald completed an analysis of various local hotel prices and features.

Chosen provider:

Quality Inn

§ Full hot breakfast.

§ No shuttle.

§ \$48 / night rate.

Motion to approve Quality Inn as the hotel provider by Gerald.

Motion seconded by Ed.

AYES have it, APPROVED.

Board agreed to block out 25 rooms for the time being.

All participants need to reserve by 4/6.

Needs more research and follow up, hotel contract – Gerald.

- b) Snacks and lunch at SRCA conference site

Gerald spoke to Patrick Mores, Chef at Santa Fe Community College which can cater the event.

Gerald will follow up to refine the order and procedures.

Gerald needs to ask when SFCC needs a final head count.

Motion by Ed to approve the following orders from SFCC:

§ Breakfast, both days at a rate of \$5-\$6/person (2 day fee)

- Scones, muffins, cheddar biscuits, coffee, water
- Fruit, fruit juices (orange, apple, cranberry, grapefruit)

§ Lunch Day 1 at a rate of \$12/person

- Mozzarella and Spinach Roasted Chicken Breast

§ Lunch Day 2 at a rate of \$7/person

- Build Your Own Pasta Bar
- Including Mushroom Zucchini Pasta
- As well as different toppings and Salad



Motion seconded by Gerald.

AYES have it. APPROVED.

- c) Transportation of attendees to/from hotel (if needed)

The Lead Speaker will be on their own for the rental car. NNMARMA will pay for the Lead Speaker's room.

Gerald will get the Lead Speaker the best room.

Gerald will make sure the Lead Speaker's room has a hospitality basket.

- d) Registration table, supplies, etc.

A six foot table will be taken out of storage.

An ARMA table cover will be placed on the table once installed at the Conference.

A Chapter Clipboard will be present at the Conference.

Supplies for the conference shall include:

(100) 5x7 and 8.5x11 Notepads, paper provided by State Printing – Kimberly

Goodie Bags including pins, RFID protectors, ARMA logo mini-Frisbee fans, pens

Re-useable bags – Ed

Tourism / Chamber of Commerce advertisements – Gerald

Name tags produced by State Printing – Kimberly to investigate

7. Capture additional action items

- NNMARMA needs to determine a drop-dead date for registrations and determine the lead time that will be necessary for logistical operations.
- NNMARMA will use a modified version of the hands-on registration form.
- Gerald provided the following rough script agenda for the conference (see next page).



ROUGH CONFERENCE AGENDA / SCHEDULE\*

8

April 28

\* Times for door prizes need built in.

7:30 - 8:00 Breakfast

8:00 - 8:30 Registration

8:45 ~~Keynote address~~ Welcome Address Linda Trujillo

9:00 - 9:45 Keynote address → Sen Ivey-Sato / Burekka

9:45 - 10:00 Break

10:00 - 12:00 } Pam SM

12:00 - 1:00 Lunch

1:15 - 4:30 Pam SM

April 29<sup>th</sup>

7:30 - 8:00 Breakfast

8:15 - ~~9:00~~<sup>10:15</sup> SRLA

10:20 - 12:00 Sara F.

12:00 - 1:00 Lunch

1:15 → 3:00

3:00 Closing Linda Trujillo



Adjourn: 4 PM