



FINAL Minutes

NNMARMA Board Meeting, 3/1/2016, 9 AM.

NMHED, Taos Room 2048 Galisteo St., Santa Fe, NM 87505-2100

Phone Contact for Pat Rael: 505-665-5360

Presiding: Karen Payne, President

Attendees:

Pat Rael, VP; Ed Rose, Secretary; Gerald Hoehne, Treasurer; and Kimberly Hunt-Brown, Director, Membership

- Call to order **9:05**
- Approval of draft agenda – Karen Pat Rael suggested moving Item 1 of New Business to top of agenda – Pat Rael. **Approved.**
- Approval of February minutes, called and regular Board meetings. **Vote. Ayes have it. Approved.**
- Treasurer's report – Gerald
Balance: \$3,359.06 CD: \$5,095.95 Total: \$8,655.01
- **Membership report**
 - Kimberly emailed three expiring members, Yolanda Vigil, Margaret Martinez and Mariano Romero. No response. Indicated to Karen via email 2/25 that she thinks further efforts would be unproductive.
 - Karen King, PRC, 2-17 meeting attendee who did not sign in – Kimberly sent her an email 2/29 (see attachment 8) responding to an indication of interest in membership and is going to submit the costs to her accounting people for payment.

\$195.00 membership fees, totaling \$780, received from 4 Higher Education Employees who joined 12-2015: Ed Rose, Anita Gavin, Gerald Hoehne, and Linda Lujan.

OLD Business

1. Member surveys - Constant Contact (\$50/incident)
Board will table this until next meeting.

2. Status on action items, 2/19 email:
 - a. Capture of contact information from 2/17 meeting attendance, Excel spreadsheets, and thank-you email drafts – Kim, Pat
Kimberly will get the contact information entered into the Excel spreadsheet provided by Karen within the next month.
Pat will have the contacts entered into the same workbook by the end of the week.

 - b. Edit 2/17 preliminary flyer, including space for presentations' content and brief bios – Gerald
Task completed by Karen (Attachment 7); see 3 b. below

 - c. **Other Conference arrangements - Gerald**
Hotel is secured.
SFCC is prepared.
SRCA is on board.

NOTE for Constant Contact use ('note to self') : for any Chapter communication content, ad/Chapter communications: Include tagline: "Educating Professionals for Over 30 Years"; use same blue RGB as website (hex# for the blue - #429DD1, or RGB 66, 157, 209.) The blue highlights in this agenda are same RGB font color.

Registration process:

Ed will handle registrations.

---- via fillable form PDF

---- post to website along with verbiage about the Conference

- d. Preparation of 2/13 meeting minutes – done, edited, [Attachment 2](#) – Ed
- e. FRRDS training requirements, both stipulated by NMAC and SRCA (provide difference) for RLO training – Gerald
RLOs required to go to a 4-hour training at SRCA; no length specified by NMAC. Will provide 90-minute session but no breakouts – not conducive to the type of presentation that they give. (Breakouts were requested when the possibility of SRCA providing a 4-hour presentation was discussed (Karen and Melissa Salazar). Now that the length is shorter, breakout sessions no longer applicable.
RLOs that do not take the 4 hour training will not get credits toward the 4-hour requirement either from the NNMARMA 2-17 meeting or the 90-minute session at the Conference. Their requirement is attendance of an SRCA-provided 4-hour session.
- f. Albuquerque Conference room, NMHED, 5201 Eagle Rock Ave NE 87113 - capacity and feasibility/accessibility of use as a meeting site for all members – Gerald/Ed.

TABLED: LACK OF TIME TO COMPLETE MEETING IN ONE HOUR ([DUE TO MOVING NEW BUSINESS TO TOP OF AGENDA](#))

SRCA attendees – number, comp'ing, and rate – Gerald (after discussion with Melissa)

Motion to comp SRCA personnel (2) besides speaker/arranger AYES have it. APPROVED.

- g. Richard Davis' WebEx and conversation (2-3:15 Monday 2/22) – report – Karen - See [Attachment 3](#) – RD's WebEx slides or a sample (to be provided later) – assessment of WebEx shows the presentation to be both promising and effective. [See New Business, 3a.](#)
Richard's travel arrangements agreed to be made after 4/6 (our early-bird date, by which time we should know registration numbers). Richard is on his own for arrangements with NNMARMA travel policy to use as a guideline.
- h. Date (logistics, feasibility), staffing for assisted inventorying of storage boxes (photos of some boxes in Dropbox [Attachment 4](#)) – all
TABLED: LACK OF TIME TO COMPLETE MEETING IN ONE HOUR
- i. Previous conference evaluation sheet – Karen (provided, see [Attachment 5](#) "duplex 2015 feedback form.pdf")
Board agrees it looks good. No vote needed. Karen will re-create in Word and modify.

3. Conference recap/old business from 2/13 meeting

- a) Title: 'Going Green: Transitioning from Paper to Electronic Records Management and Digitization'
- b) E-Mail Vote requested 2/16 on issue remaining per minutes 2/13:
 "(Should) Board members whose agencies aren't covering their fee be comp'd complimentary)....?"
Situation: If the agencies don't pay for State employees, they can't attend as part of a workday/on State time, but instead are charged annual leave.
 Alternative stated as not attractive by Kimberly.
Issue background (raised by Pat after 2/13 minutes distributed) – Board is and will be doing all the work associated with the Conference, with potential help from SRCA, so should not also have to pay beyond meals, if that. Karen had replied with a suggestion by email that no fees be charged for workers/volunteers
Motion that Board members be totally comp'd
AYE - UNANIMOUSLY APPROVED
- c) Draft of Conference announcement flyer – Karen (had created a quick one sheet 2/16 for 2/17 Chapter meeting for 60+-attendees who are also Conference prospects, Gerald was to revise for

further distribution per 2/18 action item (2b above). Will be an edit for different recipients (other Chapters).

Motion to approve Attachment 7 (with tweaks for intended audience) as Conference flyer.

Ed Rose seconded.

AYE. UNANIMOUSLY APPROVED.

- d) NM State Printing as resource for following items – Kimberly. Has reached out but has not gotten a response back yet.
- i. 5x7 vs. 8.5x11 notepads
 - ii. Gift bags for attendees
 - iii. Attendee name tags
 - iv. Pens, other imprinted items ('Frisbee fans', see example)



Frisbee Fans

TABLED: once Kimberly has solid info she will get back to the Board.

- e) Re-usable bags (state surplus?) for attendee gift bags – Ed

TABLED: Ed Rose needs to look into getting these bags.

- a. Round the Roundhouse (RTH) Conference ad
 - i. Deadline, requirements, and costs – Gerald
 - Content can be changed every month --- as long as we get it in before the deadline, this month's is March 4. March and April will be same (Conference), May and going forward, if we decide to continue, will be more generic/'About Us'.
 - The rate for a non-profit is \$185 per month.
 - \$37 more per month for guaranteed position (page 3)
 - \$100 upcharge for color --- one-time fee per ad
 - ii. Content – a summary of flyer content – Attachment 7 – Karen

Ed made a motion to approve Attachment 7 with the conditions above

All in favor. AYE. APPROVED UNANIMOUSLY.

- b. Proposed Conference Schedule (see Attachment 6)

TABLED: LACK OF TIME TO COMPLETE MEETING IN ONE HOUR

NEW Business

Conference

1. Feasibility (Moved to top of the meeting agenda by Pat)
 - a. Are we ready?

Discussion: Kimberly – we should postpone until Fall. Pat – do we have arrangement set and sufficient people to run it? Gerald – perhaps should consider postponing until Fall, but will speakers be available. Pat – maybe our original primary speaker will be available later rather than on April 28. (Karen replied that she would not.) Gerald – a lot of work and time has been invested, the arrangements are all set.
2. Given new State economic information, should consideration be given to postpone Conference due to State spending cuts?

Ed: 'Generally speaking and from a high level perspective, it has been my experience that some agencies will come across pockets of money even in challenging economic conditions. These cases can arise from grant opportunities (Federal funds) or from Federally-funded/sponsored term positions. Depending on whether or not the grant wording includes provisions for fringe benefits and training, even if the State has no money there can still be Federal dollars at play which could mean there are still certain kinds of State employees that might still be able to participate. Oil prices could also come back, although it may take some time for this to filter back into the State budget.

Karen – Per points 1 and 2 above, her thought has been to put opportunity out there and see how it goes. Decision point would be April 6.

Result: no vote taken, decision made to proceed as planned.

3. Speakers – ‘talent’, presentation content – Karen/Gerald
- a. Richard Davis – Karen. May provide slides from Monday’s WebEx, was a good session, fits in our theme of paper reduction/going green. Got Karen to understand how software de-dupes by visual similarity, tags, content similarity, format (ID columnar, for example), visibility of data, image similarity (i.e., headshots), and setting up unique values (identifiers). He also talked importance and capability of software to accomplish de-duping functions described previous sentence plus provide noise-reduction in paper images (de-speckling, line removal, de-skewing). He will offer seminar participants a limited pilot of scanned documents in their agencies/companies, no obligation/pressure. Wants to be considered an advisor to participants in their journeys toward less paper.

All speakers for any Chapter event understand they cannot “sell” products/services. Board approves content provided no sales involved.

- b. Sara Fordice - from email 2/26, Friday afternoon (agreed to 2 sessions):
 - i. Provided a list of subjects: (or said she can do a mixture of each in one presentation)
 - ii. What to Watch for While Transitioning Your Records Program from Paper to Electronic Format
 - iii. How to Transition your Business from Paper to eRecords
 - iv. Migrating from Paper to Digital Documents
 - v. Document Conversion has a reputation for being expensive and difficult to cost-justify – How do I sell it to Management
 - vi. 9 Steps to Convert Paper Files to Digital

Board decision: one session but two parts: Main Title: “How to Transition your Business from Paper to eRecords” Session 1: Nine Steps to Convert Paper Files to Digital, and Session 2: Selling Document Conversion to Management - Karen to communicate to Sara

Motion to agree to Sara’s request to cover her room Thursday night, April 28.

Kimberly seconded. All in favor – AYE (UNANIMOUSLY APPROVED).

4. Conference promotion
- a. Website – Conference page content (registration?) and creation – (Ed, creation; Board, content)
ED WILL ADD CONTENT TO BE DETERMINED BY BOARD ON THE WEBSITE AND A LINK TO A FILLABLE PDF FORM, including: Bios, Schedule.
 - b. email to Feb 17 Chapter meeting attendees and those signed up-no-shows (non-member, other) – Pat, Kimberly ([see Old Business, 2 a.](#))
 - c. RtR ad costs – Gerald, Karen
 - i. ¼ page ad – approved January Board meeting
 - ii. total cost: 20% upcharge fee for page placement for RtR ad + non-profit rate - Gerald
 - iii. content – not enough space to get both Conference and ‘About Us’ info
 - a) Conference info – who, what, where and when – [Attachment 7](#)

RtR AD VOTED / APPROVED to use [Attachment 7](#) – Gerald will handle placement

- d. Speaker gifts/acknowledgements - Nambe ware items suggested by Kimberly and Gerald as gifts for speakers - **GERALD WILL PURSUE.**

Adjourn: 10:12 AM