



APPROVED Minutes

NNMARMA Board Meeting, May 3, 2016

Via Zoom, call-in 982.808.6200, meeting ID 585-800-

Phone Contact for Pat Rael: 505-665-5360

Presiding: Karen Payne, President

Invited: Officers Pat Rael, Vice President; Gerald Hoehne, Treasurer; Kimberly Hunt-Brown, Director, Membership

Call to order – 9:05

President:

No draft agenda so none was approved.

Approval of draft minutes from previous meeting(s) –Apr 13's meeting by email

Treasurer's Report – Gerald – balance \$1,609.80, net of 2 checks to be deposited later that day for one-day exhibitor Debra Kruzic and two Navajo Nation attendees, \$100 and \$350 respectively. There were also 4 participants who paid by credit card – Gerald conveyed to Pat who processed through SWR. Also includes charges for Richard's travel (UAL, Hertz), last month's Round the Roundhouse ad, and 2 instructors' accommodations at the Quality Inn. Outstanding payables: Action Audio (est \$357 pre-tax on 3/28 GH email) for A/V rental and Santa Fe Community College (SFCC), food both days for 45 = \$1,170 pre-tax. SFCC is willing to defer billing until we start realizing revenues from invoicing. Reported that no grant from the SWR has arrived and agreed to follow-up with the Region Treasurer.

Gerald agreed to file an amended Treasurer's report after he deposited the checks he was given last Friday for the exhibitor and attendees.

Membership Report – Kimberly (joined call late, report not requested). Reported later in the meeting that one participant from last week wants to join ARMA and said she would pay personally since she assumes her agency will not. Kimberly is following up with her. All mentioned that ARMA membership was talked about/brought up by the 'MC' during the two days.

President presented a plan to call attention to yet-unapproved ByLaws by refusing to hold elections until ARMA approves Bylaws. Pat pointed out that we in fact do have ByLaws approved in 2009. She reported that Sen. Ivey-Soto noted that both our policies and bylaws are not published online yet. (Our policies are ready to post, that section was a placeholder put up by the web administrator who did not have time to post all content before he resigned his Board position. We were waiting for approved 2016 Bylaws.) Pat suggested conveying the Senator's observation that our Bylaws are not in evidence to Heather (ARMA), and sent an email during the meeting (to which, as a follow-up, she received a favorable response).

Vice President: nominations status – no replies to two emails to members.

Discussion on strategies for filling Board positions and what being an active Board member means. Problems presented for those Board members whose jobs do not allow the flexibility needed to be as responsive as those whose jobs/careers provide more latitude. Board members with those limitations agreed to respond to tasks assigned with an estimate of when they can be done and not silence.

Pat re-stated her position that the time of day for our monthly meetings is not convenient for her coming from Los Alamos, and advocated that we return to the Chapter's former years' mornings time of day for meetings, but instead of one Chapter/Board combined meeting, have breakfast and training for 90 minutes and then a Board meeting right after. The Board agreed that we should send out a survey to members to see what they want in terms of time of day for meetings. Karen will design using Constant Contact survey feature (included in the eMail Plus monthly fee, \$20 month upcharge, to which we subscribed in March temporarily to get the survey and event registration features).

Karen expressed the desire to pass on the President's position for the coming year. The Board encouraged her to stay. This issue remains unresolved.

2016 Spring Conference

- All agreed that it was a big success, that all speakers and presenters/instructors were excellent and well-received by attendees and Board alike. Pat suggested that Karen write a thank you to all speakers. Pat is continuing the task of securing IGP certification, which will be conveyed to all participants.
- Conference evaluation – Karen will design one using the survey feature in Constant Contact.

Pat left the call at 10 and Kim, Gerald, and Karen continued to discuss issues remaining issues when Pat had to leave.

- Round the Roundhouse ad for May-June. Agreed that we should continue our presence in the publication for the next issue with a reduced ad size.
- Website maintenance. Karen reported that she does not have the skills (nor the time to develop them) indicated in Ed's January 2nd tutorial at Starbucks, and that when she saw the nature of the task decided to advocate that we subscribe to the more user-friendly editor. That was declined by the Board for financial reasons because at the time Ed agreed to continue with the maintenance, but all agreed that there needs to be more than one person empowered to edit the website. Motion made and passed to purchase the editor, and Gerald agreed to talk to Ed about what that consists of so we can proceed.

Old business was not addressed due to lack of time, and remains on the agenda for the next meeting:

1. Update on 2nd Chapter grant app from SWR due before June 1 – **Karen** – to re-do the one submitted in March with different content.
2. Records in storage – alternatives: move boxes to the first floor (Gerald and possibly Joe Brown, Kimberly's husband) for easier access for Pat (and Karen near-term). Pat and Kimberly were to be looking at this before the next Board meeting May 2nd.

Meeting adjourned 10:15.