



FINAL Minutes

NNMARMA Board Meeting, June 7, 2016, 12 p.m.

Via Zoom: ZOOM - Phone 1-408-638-0968.....Meeting ID 240 097 7785

Phone Contact for Pat Rael: 505-665-5360

Invited: Pat Rael Vice President; Gerald Hoehne, Treasurer; Kimberly Hunt-Brown, Director, Membership; and Karen Payne, President and Acting Secretary

Absent (vacation): Kimberly Hunt-Brown

Guests: none

Call to order: 12:13 pm

President:

Approval of draft agenda (any additions or amendments?) check

Approval of draft minutes from previous meeting(s) – distributed 5-5; no changes reported except Pat did not remember working with Kimberly to apply disposition to Chapter records. Karen supplied documentation of earlier meeting's minutes. – no objection

Officers' and Directors' Reports

- a. Treasurer – 2 outstanding invoices for no-shows, one is verified as being processed, no word on other, a GSD employee no-show; 5-31 balance \$9,115.02, *net of* two checks written to RtrH, \$173.70, and SFCC, catering, \$855. Chapter working capital (excluding the short-term liabilities of 2 checks) is \$8,086.72 as of May 31, with s-t liabilities of 1,028.7, and receivables of \$315. \$1,615 approx can be considered what we made on the IG Conference including the 2 no-show receivables.
- b. Membership - no report; Kimberly absent.
- c. Vice President – Officer voting: will handle the 'adopt the slate by acclamation' email to members, with a deadline May 13.
- d. Secretary
 - 1) Results of Constant Contact opinion survey – 12 responses out of 38 sent - 32% response rate. See attached report for results; [click here](#) to see who responded.
 - 2) Bylaws vote – still 10 replies, all affirmative. Need 25 to approve. Discuss solutions. (One person thought her lack of response was tacit approval, so that might be the case with some members.) [Click here](#) to see who responded. See attached Member Roster to see who we should call. [Kimberly talked to Jennifer Camp at few weeks ago (CPR) who agreed to encourage her co-workers to respond.] Decision: split up the names via email.
 - 3) Website maintenance – on KP radar to see how that can be done; responsibility ultimately needs to be spread out among Board members and not reside with just one person. Will keep Board apprised.

New Business

- 1) **June Chapter meeting plans** – content, format, responsibilities, swearing-in of officers. General chapter business, get input from attendees, talk about the Bylaws, questions, etc. FY ending, new officers will be sworn in.
- 2) **Motion made and passed to change to 8:30-10 meeting time** as of July 2016 meeting as a trial.

- 3) **Chapter Outreach/Membership** – discussion tabled due to Kimberly's absence.
- 4) *Round the Roundhouse* ad during the summer? (Deadline for June 20 issue is June 10.)
- 5) Leadership Conference, SWR – attendance?
- 6) Room/facility for Chapter meetings – Linda T can only go out 2-3 months at a time. IOW, she could give us July and August. The lock-down of the building until 10 is a permanent rule. Look for an alternate site (parking, 'rental' fee, security), would be some of the issues).
- 7) Summer 'retreat'/planning for the year – August. Date? Place? Agenda: 2017 IG Conference, public relations, outreach strategies, additional Board members.

OLD Business

Status, Kimberly: one participant from Conference wants to join ARMA, would pay personally since she assumes her agency will not.

Scheduling (logistics and staffing) for inventory of records storage –**Board**. Replay: Pat cannot manage stairs – Karen can; Gerald offered to move them down a floor (perhaps in jest?). Pat and Kimberly were to decide how to proceed.

Candidate Search... Replacement Secretary... Sourcing -- **Board**.

Adjourn

Replies on opinion survey:

Fordice
 Hunt-Brown
 Hames
 Sisneros
 Montoya
 Trujillo
 Madrid
 Rael
 Schreier
 Valencia (NMFA)
 Payne

Replies on Bylaws

Trujillo, L
 Schreier
 Hunt-Brown
 Salazar
 Montoya
 Gavin
 Rael
 Hoehne – assumed
 Payne