



DRAFT Minutes

NNMARMA Board Meeting, July 6, 2016, 11:30 a.m.-12:30 p.m.

Via Zoom: Phone - 408-638-0968.....Meeting ID 9828086200

Video/Audio (over PC speakers): <https://zoom.us/j/9828086200>

Phone Contact for Pat Rael: 505-665-5360 if she can't get in to Zoom (~~call her~~)

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

Absent: Kimberly (vacation)

Guests: none

Call to order: 11: 40 a.m.

President:

Approval of draft agenda (any additions or amendments?) Yes, agenda amendments:

- marketing for a Secretary and Program Director
- purchase of meeting hardware;
- voting for CMOY/CLOY (due Aug 1 to Heather).

Approval of draft minutes from previous meeting(s) – distributed 6-25; no changes reported – approved)

Officers' and Directors' Reports

a. Treasurer

- i. Financials through 30th, current \$6,504.79, includes \$56.57 escrow, checks written to SFCC for \$8___for conference food and to Sara Fordice (exclusive of 2 nights' hotel) for mileage, and 2 days of meals. \$133.11. There are 2 outstanding receivables: no-shows from GSD and DOH – assured of payment intentions.
- ii. Agreement by Board that we need to specify levels of reimbursement for speakers in the future.
- iii. Leadership conference attendance grant status – no word, MBH passed it on.
- iv. SWR grant submittal (can be after July 1 for 1st quarter deadline of Sep 1, only one awarded per year, this application cycle's is ready to send)¹ – Gerald will send to make the first deadline.
- v. Status (if known) of SRCA member renewals - this will be an FY 2017 expenditure; renewals for their eight members sometime this month at the Associate membership level.

b. Membership – report in Board packet

c. Vice President – no report.

d. Secretary (KP)

- i. RSVPs (as of 7-2) for July 20 meeting – 3 Board, (GH, PR, KP), 1 non-member, Cynthia Bowman, requested attendance via Zoom; 1 (as of 7-2) out of state member attending (Geoff). Zoom requests:

¹**Deadlines:** September 1st (for 1st Quarter July-September); December 1st (for 2nd Quarter October-December); March 1st (for 3rd Quarter January-March); June 1st (for 4th Quarter April-June)

- a) Cynthia A. Bowman, TRMC, Administrative Services Manager, San Jacinto River Authority, Conroe, TX.
- b) thought there would be more by time of Board meeting.
 - i. Room/facility for Chapter meetings – we are set for July and August with cabled Internet. KP will send an email reminder to Linda T as in previous months July 13 and August 10.
- 1) Bylaws vote – passed by required majority of membership, now considered to be adopted. [Click here for tally.](#)
- 2) Karen to send email to all Chapter members with the revised-for-formatting-only version (done by Gerald at member's request) letting them know the bylaws passed
- 3) After Bylaws have passed announcement, Gerald wants to market our openings for Secretary and Program/Education Director, with an attachment of the portion of the Bylaws that define those two positions. Karen will do via Constant Contact.
- 4) Website maintenance – update – KP to attempt as soon as minutes are done – this week.

New Business

1. July Chapter meeting plans – Pat will handle building and door signs, food, and sign-in sheets. Cabled Internet, Gerald says, is yes for July and August.
2. Discussion of stand-alone Camera purchase, ballpark \$248. Microphone \$?. Gerald will check on both. Microphone will allow better transmission of speakers, ambient room level.
3. Gerald received feedback from some members on meeting reminders frequency: 1 month (this will be the Friday after a meeting), 2 weeks, 1 week, and day-before via Constant Contact. Set those up as scheduled.
4. Chapter Outreach/Membership
 - a. appreciation for Kimberly's increased Outreach efforts (attached), and next steps:
 - i. monthly (5th of month) Chapter-less member outreach (099 list) (attached, see yellow geographical sort).
 - ii. Gerald and Kimberly have reached out to all 099s in NM, with an introduction to Chapter. Invited all to join us via Zoom on July 20. Need to get revised meeting ID and link to all contacted. Karen will check that all are on our Ccontact lists.
 - iii. are we geographically-bound in recruiting given Zoom availability? NO
 - iv. Pat: does ARMA care if we market to all on 099 list? Decision: do it anyway, let chips fall if there is a problem.
 - b. Constant Contact – pre-pay for additional six months of Email Plus? (\$313, including \$5/month rate increase). Cost, no pre-pay, \$360 (\$60/month). Provisions of eMail Plus pricing: up to 2,500 contacts (we currently have 2,038, including NM RLOs, ARMA Region 099s, event promo and registration, Fb promos, Surveys – unlimited use vs. \$50 per incident and 1 user. **Approved for 6-month pre-pay of \$192 at the eMail level, not eMail Plus. Bump up to eMail Plus again for the Conference marketing months.**
 - c. **Round the Roundhouse** ad July? (Deadline for July 18 issue is July 8.) \$173/month. Decision: run ads for certain periods – legislative session, conference ramp-up and event. Electronic newsletter. **Agreed not to renew ad for 5 months, revisit in December for January issue when we are ramping up for Conference.** Gerald will apprise RtRH should they ask.
- 2) Leadership Conference – Great NW and Pacific Region (click link for Reno conference details if interested) – Gerald (confirmed attendance and arrangements made).
- 3) Board 'Retreat'/planning for the year – formerly held in August. Last year postponed to first Board meeting in September due to unavailability of Pres. and VP.

a. Want to have one? **YES August 13th.**

- i. Date (Saturday) – NMHED ABQ conference room. Lunch food and beverages supplied or out for lunch nearby. 10 a.m. – 3 p.m (if needed).
- ii. Agenda:
 - 2017 IG Conference,
 - public relations,
 - outreach strategies,
 - additional Board member recruitment,
 - site for meetings,
 - Chapter records disposition.

Any additional items, let Karen know.

- 4) (Discussed after Pat left call): voting for CM/CLOY should be done before July 25 so we can capitalize on our current Constant Contact plan provisions of surveys. Gerald suggested using via Constant Contact, Karen will do.

OLD Business

Adjourn: 12:45

Bylaws votes:

APPROVE

Anita Gavin
Ashley Hernandez
Barbara Ricci
Carl Baca
Debbie Williams
Diane Madrid
Ed Rose

Felecia Schreier
Felicia Lujan
Geoff Kelly
Gerald Hoehne
JR Lopez – speakers, not
SOMs
Kimberly Hunt-Brown
Linda Trujillo

Lucille Sisneros
Melissa Salazar
Nadine Montoya
Patricia Rael
Sara Fordice

REJECT

Mariano Romero