



Draft Minutes

NNMARMA Board Meeting, Aug 2, 2016, 9 a.m.

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

Video/Audio link <https://zoom.us/j/9828086200>

Attending: Gerald Hoehne, Treasurer; Kimberly Hunt-Brown, Director, Membership; and Karen Payne, President and Acting Secretary

Absent:

Guests: none

Call to order 9:00

President:

Approval of draft agenda (any additions or amendments?) – Gerald, add iii. to Membership and Outreach

Approval of draft minutes from previous meeting(s) – distributed July; no changes reported

Officers' and Directors' Reports

a. Treasurer

- i. Financials – unofficial, eight transactions in July, AllStar Awards for speakers' gifts. Received escrow from ARMA for \$50. Balance of July 29: **\$6, 449.95**
- ii. Leadership conference grant status – received
- iii. SW Region 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 – not submitted
- iv. Status of A/R for two Conference attendees – not received, will generate a past due and email it to their agency heads

b. Membership and Outreach –

- i. Question: in addition to Julie Filatoff's associate membership being in the works, any others? None
- ii. one participant from Conference wants to join ARMA, would pay membership personally since assumes agency will not. (Not addressed, Kimberly absent July meeting.) Kimberly suggested it might be someone from Game and Fish. Karen will search registrants and forward.
- iii. change to draft agenda: status of SRCA from most recent list. Waiting on response from Melissa.

- c. Vice President – vacant – Gerald from Leadership Conference: some areas are supportive, some are not. LANLabs don't feel that membership is a benefit, since all of records are managed through Risk Management, and they have DOE guidance for records. Can't have a Board without a President, VP, Treasurer, and Secretary. (Verified with Heather, also in Bylaws – KP inquiry at Heather's suggestion on whether Sec-Treasurer can be combined to Emily, SWR. Agenda planning meeting. Need to

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)

update the SoS on Ed no longer being our agent; should do something for Pat, per Gerald -- lunch or dinner

d. President & Acting Secretary

- iv. Attendance at July 20 meeting – in addition to Cynthia Romero, DOH; Geoff Kelly, Iron Mountain (Austin, territory includes our state among many); the Board as of 7-20; Felecia Schreier, DHSEM; Julie Filatoff, STO; and Ashley Hernandez, SLO; also by remote: (next page)
- v. New meeting announcement frequency: Monday early a.m. after previous meeting and early Mondays 2nd weeks, 1 week, and week of.

✓ Angelica Valenzuela Las Cruces	Recording and Filing Supervisor	Doña Ana County Clerk's Office
✓ Carl Baca Las Cruces	Asst Dir, FSA-RMR Office	NMSU
✓ Cynthia Bowman Conroe, TX	Administrative Services Manager	San Jacinto River Authority, Conroe, TX (CT)
✓ Kelvin L. Starks Jr. Gallup	Regional Records Liaison	Department of the Interior Office of the Special Trustee for American Indians Office of Trust Records/Navajo Region
✓ Ramona Griego – will attend via phone Santa Fe (assumed)	Business Operations Specialist Supervisor, (IT) Records Management	NM Department of Workforce Solutions
✓ Rosalie Vigil Española	Document Specialist 111/Coordinator	Rio Arriba County
✓ Sylvia Ortiz Las Vegas, NM	Med Records & Health Information Supervisor	New Mexico Behavioral Health Institute, Community- Based Services
✓ Tanya Trujillo Española	Co-worker of Rosalie Vigil, will attend with Rosalie	Rio Arriba County

Need to put in meeting announcement and announce verbally at the top of the meeting – those joining us via Zoom can ask questions. Also remind the Speaker to ask for questions from remote attendees.

Old Business

- 1. Board planning meeting for FY 2017 –
 - a. Date, Saturday, August 13, 10 a.m – 3 p.m., NMHED ABQ offices (see July 27 email for directions)
 - b. Agenda:

- 1) Gerald would like to start with what he learned last month at Leadership Conference, Great NW and Pacific Regions
 - 2) 2017 IG Conference (site?)
 - 3) public relations
 - 4) outreach strategies
 - 5) additional Board members' recruitment for VP and Secretary
 - 6) scheduling and length of Board meetings
 - 7) communications, both internal and external
 - 8) planned capital outlays (camera)
 - 9) implementation of retention on stored Chapter records – set a date to do
2. website maintenance – update – Julie Filatoff's email offer of July 14. KP received the forwarded email from Gerald 7/29, immediately called and left voicemail.
 3. CMOY/CLOY voting results (sent to HQ August 1). KP to announce to the members and former members asked to vote. Has let Heather know via the special form.

New Business

Chapter Meetings

- 1) Speakers – Gerald – August and beyond (who, content)
 - a. Director of State Printing, Robert Newlin, August – no headshot or bio, pic can be pulled from the website if necessary. Topic: none yet.
 - b. Sept – Diane Carlisle, ARMA - IGP
 - c. Oct – JR Lopez, need bio and headshot, topic TBA
 - d. Nov – John Pinkston, need bio, headshot, topic TBA
 - e. December – Robin Thompson, ARMA staff, presentation on IG, will send topics (to Karen? Gerald?). Also could do a half-day conference. Consider postponing to January for better draw.
 - f. KP – suggested cancelling December meeting given its proximity to Christmas (Dec. 21)
- 2) August Chapter meeting plans – with Pat's resignation, Kimberly will handle sign-in sheets (KP will send file) and add membership@armanm.org to RSVPs. She will not attend the August meeting. Kimberly will have names of attendees to add to the sheets because next meeting notice will request RSVPs via membership@ in addition to current info@ through our website). No longer a need for door signs. Gerald will tell Karen what front door says at NMHED for meeting announcement.
- 3) Food - Gerald
- 4) Chapter supplies retrieval from SRCA - Gerald
- 5) **Observation from July's meeting:** We need to monitor the 'chat'. Zoom has a 'raise your hand' feature, which might make questions more manageable and forthcoming from participants. Monitor sees a hand-raise, lets facilitator know verbally as (s)he cannot easily both monitor and speak. This in addition to reminding attendees they can 'speak' via audio.
- 6) Site change:
 - a. Do we still need (at the moment) to acquire a camera? As long we are at NMHED no need for camera; but yes acquire one by time of IG conference
 - b. Guests/attendees will check in and be escorted to conference room by NMHED staff.

Adjourn

Next meeting September 6, 9 a.m.

FINAL