



## Draft (to Board) Minutes

NNMARMA Board Meeting, Oct 11 2016, 9 a.m.

Via Zoom: ZOOM

Audio only via phone - 408-638-0968.....enter Meeting ID **9828086200**

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

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

**Guests:** none

**Call to order – 9:00**

**President:**

Draft agenda approved

Approval of draft minutes from previous meeting(s) – distributed 9/8 1:30. No reply from John Pinkston on the portion of the meeting he attended (attached), or on sponsorship levels, so approval assumed by both John and the RG Board.

### Officers' and Directors' Reports

a. Treasurer

- i. Financials – 4 debits in Sep: \$488 S/chapter, Zoom payment, \$19.98, \$71 storage, Constant contact, Sep 22-Oct 21, \$65 -bank balance is \$5,410.13. Projections for October, ~\$400 for uncabled CPU device purchase (term to avoid saying 'laptop').
- ii. Reminder: SWR annual grant status – submittal by Dec 1. Gerald would like this in November agenda as well.
- iii. Outstanding: reimbursements: Karen, \$20 - gift card for Carlisle + Oct meeting fruit and juices; Kimberly, est. <\$30 for Sep doughnuts and coffee.

b. Membership and Outreach –

- i. Julie Filatoff's associate membership, (not on roster, escrow not on there) others in process? – Kimberly, none known. Follow-up to meeting discussion on Filatoff's progress in joining: in response to Kim suggesting Julie check with her AR/AP group on payment, Julie replied 9/16 that STO AP had not paid ARMA, and she will get it resolved.
- ii. Jerry Eichel, bigbytes – Gail Gordon on 8-16 FFE application per Jerry's marketing person's request; she is following up as of 10-10, has created a PO.

c. Vice President – vacant

d. President & Acting Secretary

- i. Attendance at Sep 21 meeting – per Gerald 9/21 1 p.m "We had 11 participants (equal mix of in person and online) - Kimberly provided the refreshments." – Kim will provide a scan of the meeting sign-in sheet today Oct. 11
- ii. Projected attendance as of 10/10 –
  - a. Remote: Robert Glasper, Records Analyst Supervisor, Travis, TX County Transportation and Natural Resources; Ernest Garcia, Office of Trust Records, Office of the Special Trustee for American Indians, Albuquerque.
  - b. On-site: Nadine Montoya, Manager, University Archives/Administrative Systems, Business Office, Eastern New Mexico University-Roswell; Mike Tedesco (Spring Conference attendee), Tax and Revenue, Data Capture Bureau Chief; Julie Filatoff, State Treasurer's Office and pending Associate member. HED: Diane Vigil-Hayes, Linda Lujan (assumed), Angela Gallegos.

## Old Business

**Joint Chapter Fall Seminar** - Update on link to ARMA-RG website payment page - NNMARMA will be doing the invoicing for payment. Karen will modify registration and plans to go live today.

[Sponsor recruitment](#) (click for levels' description) – ARMARG Board's agreement assumed since no response. NNM to ask RG to handle sponsor recruitment; we will handle sponsor registration.

**Board position recruitment** - potential Board candidates (see attached annotated Sep 30 roster) – attached letter to be sent to all members.

**Recognition plaque for Pat** – wording approved. Karen - proof (or proof soft copy), Gerald to pick up finished plaque, mail to Pat (has mailer, label, and thank you card, will get Kim's signature).

**Website maintenance** – projected date for conversion to Star Chapter is post-Seminar. Julie finds Weebly, our current editor, very difficult to use. Has done a stellar job in spite of this.

**Old Chapter Records retention session** - Saturday, Oct. 15 at San Mateo unit. Gerald will drive, provide empty boxes, which we will label discard, keep, etc.; then will take ones to be shredded to HED for disposition.

**Storage unit** – post records disposition, can downsize to their smallest unit; we will only be storing meeting supplies and equipment.

## New Business

### 1) Chapter Meetings

- a) Speaker suggestions – 2017 meetings – January and going forward. Kimberly asked about Session of the Month, all agreed it isn't conducive to membership. Gerald to consider more speakers.
- b) Food – October same as September's. Doughnuts, munchkins, coffee – Gerald (or Kim if she and Joe ride together that day. Will let us know tomorrow.) Juice (orange and apple) and fruit, - Karen. Supplies from storage unit fetching – Gerald.
- c) When we monitor chat – reverb of voice of person monitoring if they speak/ask questions. Suggest they sit as far from the transmitting device as possible. Monitor asks housekeeping questions – audible? Picture OK? In RSVP responses going forward, include a note to use chat for questions during Q&A or to convey concerns during session.
- d) Karen will switch 'owner' and 'pro' on Zoom back from Gerald to avoid meetings ending after 45 minutes.
- e) Sponsors –will ask ARMA RG to handle - once we go live with registration, they can invite sponsors including a local attorney (Gerald to provide name).

## Adjourn

## Board Position Recruitment Letter

## NORTHERN NEW MEXICO ARMA

2016-2017 NNMARMA BOARD MEMBERS

KAREN PAYNE, PRESIDENT &amp; ACTING SECRETARY

GERALD HOEHNE, TREASURER

KIMBERLY HUNT-BROWN, MEMBERSHIP DIRECTOR

Date

Dear \_\_\_\_\_,

NNMARMA has two important leadership vacancies to fill, those of Vice President and Secretary. We are looking for Board members who believe in our mission to bring educational opportunities to remote areas of New Mexico and our region. We believe your RIM/IG experience would be an asset and we hope that you will consider taking one of these positions. ARMA International and our Chapter is in a challenging and exciting time, as the demand for RIM and IG professionals continues to rise. NNMARMA has a tradition of providing high quality service, and we invite you to become part of our team. We pride ourselves on supporting each other as a team and believe that we offer an opportunity for our members to learn and grow.

A position description for both jobs is attached. If you are interested, please contact Karen Payne, Chapter President or Gerald Hoehne, Treasurer, at [info@armannm.org](mailto:info@armannm.org). We look forward to hearing from you.

Warmest regards,

Karen M. Payne, MBA, CRM, CPO®  
President and Acting Secretary  
Northern New Mexico Chapter of ARMA

## Sponsorship Levels

### **\$100 - Registration Bag Contributors - Bronze**

- Recognition as a Bronze Sponsor in Conference marketing material.
- Opportunity to include marketing brochures, literature & promotional items in registration bags (minimum 50 each).

### **\$250 – Breakfast or Break Sponsor - Silver**

- Recognition of level in Conference marketing material and venues.
- Acknowledgement signage at break table.
- Have company marketing brochures, literature & promotional items in registration bags (minimum 50 each).
- Post-lunch opportunity to provide a 10-minute presentation on company's products or services after we re-convene.

### **\$500 - Gold/Premier**

- Recognition of level in Conference marketing material and venues.
- Acknowledgement signage at lunch table.
- Post-lunch opportunity to provide a 10-minute presentation on company's products or services after we re-convene.
- Have company marketing brochures, literature & promotional items in registration bags (minimum 50 each).