

**Lunch Meeting November 4, Ortiz Restaurant, 100 Sandoval St., Santa Fe
Agenda and Notes¹ – Old Board Business not Addressed Tuesday Nov. 1
12:30 – 1:15 p.m.**

Not being an announced or formal meeting, not called to order but noted that we had all Board members present (Hoehne, Payne, Filatoff, and Hunt-Brown)

Julie Filatoff welcomed as new member and presented with a new member clock.

Old Business

- Board Position Recruitment: Tabled until next Board meeting. (stands as tabled until next Board meeting)
- Recognition plaque for Pat (former chapter VP) was mailed on October 21. Gerald will find out if it was delivered. Gerald to follow up with Pat.
- Website Maintenance: Projected date for conversion to StarChapter is “after the Fall Governance Conference.” Both current and StarChapter CMS are fluid/migratable. Julie will continue to update current website (images, news stories) including posting a banner of any qualifying sponsors for Nov. 16.
- Purchase of Chapter-owned device: Karen will purchase an HP 15.6” Touch Screen Laptop (AMD A10-series, 6GB memory, 1TB hard drive, black, model: 15-BA079DX) and deliver to Kimberly’s home Saturday Nov. 5 in the afternoon; or take it to the storage unit Thursday Nov. 10 if nothing else can be worked out. Karen to donate VGA adapter (check compatibility) because new laptop will have none; chosen because it had 2 GB more memory and was the lightest in weight of the three considered. Kimberly to set laptop up, purchase required anti-virus and MS Office software. She will apprise Gerald of costs before purchasing.
- Old Chapter records retention was performed on Saturday, October 15, at our San Mateo (Santa Fe) storage unit by Gerald, Karen, Kim, and her husband Joe. Most records found were obsolete and taken to HED for shredding that same day. Records with ‘Life of Chapter’ and some not-yet-expired Treasurer’s reports were retained but not sorted. This amounts to approximately one box of Life of Chapter and further-retained Treasurer’s reports remaining. Karen and Jim will do this on Thursday, November 10. They will bring the box to Gerald at HED so he can determine most economical and labor-saving method of imaging for storage. They will also empty out the unit and move remaining contents to a smaller storage unit. (NOTE: Gerald out on the 10th so box is still at same storage unit, and Karen was unable to alter the lease to a smaller unit because she is not the primary lessee.)

New Business

- Chapter Meetings

¹ Red font is business conducted on unfinished business from Nov 1, as well as additional decisions made/action items. Blue is an update to an event.

- Speaker suggestions sought for 2017 meetings. Karen will contact Rich Davis, Pamela Sankey Miller, and Robin Thompson to see if they would do an hour session via Zoom for our Jan-Mar meetings.
- Karen reported Linda Trujillo (SRCA) forwarded her information on webinars on long-term digital preservation. Gerald suggested once we open up StarChapter that we make this content available members-only for a value-added to membership.
- Gerald mentioned approaching someone at DHS to speak at a meeting.
- Karen will reach out to Senator Ivey-Soto.
- Upcoming Fall Seminar Nov. 16
 - All agreed to make telephone calls Monday- Wednesday to Chapter members to see if anyone has registration in the works (waiting for approval, just haven't signed up). Gerald will provide a Chapter roster and a list of those whom Karen had already called Nov. 3rd.
 - Karen will call RG to see where they are on seminar recruitment and suggest that they call their membership.
 - Julie will be completely unreachable on the 8th and 9th. Karen has her proxy on voting on the 9th as to whether to end registration and re-schedule.

Gerald and Julie sworn in to their respective positions of Acting VP and Secretary.