



## **NNMARMA Board Meeting**

Held Tuesday, December 10, 2016, 9:00 am  
Starbucks, 951 NM Highway 528 SE, Rio Rancho, NM 87124

### **In Attendance**

- Karen Payne, President
- Gerald Hoehne, Acting VP/Treasurer
- Kimberly Hunt-Brown, Director, Membership
- Julie Filatoff, Secretary

### **Guests**

- None

### **Call to Order**

- 9:25 am

### **President**

- Draft agenda approved with one addition (Roundhouse; see below)
- Draft minutes from previous meetings approved—November 4 and 7, 2016
- NNMARMA presence at the Roundhouse during the Legislative Session: Date is Saturday, January 21. Suggest arriving between 7-7:30 am; park in parking structure. Gerald will bring from storage unit: Table, tablecloth, four chairs, ARMA literature, ARMA pins, banner. Karen will bring: Generic business cards, chocolate (wrapped in turquoise foil). Wear your nametag. Expect to leave about 11:30 am. Julie is unable to attend.

### **Officers' and Directors' Reports**

#### **A. Treasurer**

- Financials/Bank Account Recap (see attached).
- SWR Annual Grant status: Submitted prior to December 1 deadline with help from SWR Director MB Hames. The grant request originally included the November conference; we removed that before submitting. Request included laptop (~\$400) and StarChapter annual fee (\$599).
- Submitted annual chapter report to the Secretary of State (\$11 filing fee).
- Registered-Agent Report: Discussion re: every three years must be filed? Gerald will check.
- Karen attempted to get the storage unit lease changed to a smaller one at Xtra Space, but Gerald is the primary, so he must request.

## **B. Membership and Outreach**

- Karen welcomed new member Debbie Hunt in Farmington.
- Still waiting on membership from Jerry Eichel of bigbytes (“in accounting”).
- No November Chapter meeting due to canceling IG conference. Board concerned about loss of momentum. Will send out holiday greeting card next week. Discussed print vs. electronic. Karen has some cards she can donate. Julie will create inserts and labels. All will sign. Get to Gerald prior to December 16 for mailing.
- Bought new laptop and have begun loading documents and software, including financials, escrow reports from International, 099 reports, chapter rosters from HQ, and everything on DropBox. Kimberly will buy a carrying case for laptop.

## **C. Acting Vice President**

- Convert to StarChapter ASAP. Gerald made Julie an administrator.

## **D. Secretary**

- Julie will ensure that StarChapter content mirrors existing Weebly account, then ask StarChapter support to go live via a work request. Julie will .pdf all Weebly pages prior to that so we have an archive. (Note: Gerald not at work from 12/17 through 1/2/2017.)

## **E. President**

- StarChapter allows us to send a maximum of 2,500 emails per month, 500 at a time. Currently we have 1,700 people on our list. Discussed how best to reduce list to 500. After much discussion, decided to keep all 1,700 people, but mark them “Member,” “Inactive Non-Member,” “Active Member,” etc. Then we can close our Constant Contact account. Nadine Montoya (ENMU Roswell) was not getting emails, but Karen believes she has fixed this. Note: StarChapter will send out an automatic “We’re Live!” email, so that blast counts against our 2,500/month. Karen cautioned against automatically deleting bounced contacts; bounces could be due to a typo or other temporary problem.
- Speaker line-up for 2017: Tabled until planning meeting.
- Report on Chapter records retention and disposition, round 2, November 10. Karen made an informal report to Gerald the same day. Karen will formalize for disposition documentation (destroy and retained list, photos) and put with chapter records in Dropbox. Current contents are now (in three 1-cubic-foot boxes):
  - Life-of-Chapter Records: Newsletters, agendas, minutes, bylaws, acts of incorporation, proclamations, and supplies for possible use (file folders, etc.).
  - Treasurer’s Reports: Binders marked 2010-2011 and 2012-2013 with respective destroy dates of 2017, 2018, and 2019 written on each binder.
  - Conference/Seminar Supplies: Lucite sign holders, nametags and blanks, a box of 6x3 pads, and approximately 600 small chapter pins.
  - Meeting Supplies: Plasticware, cups, stirrers, napkins, plates, Splenda, sugar packets, etc. Gerald will buy a plastic tote to store so these items don’t attract bugs.
- Karen successfully repurposed all empty binders to a delighted Rio Rancho High School staff. Gerald asked Julie to put on website as news item.

Meeting adjourned 10:37 am. Next Board meeting: Friday, January 13, 9 am.

**BUSINESS CHECKING, \*7801**

All completed transactions from 11/01/2016 to 11/30/2016

<i>Date</i>	<i>Number</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
11/30/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 407105 0485 EXTRA SPACE S TORA 505 98606 NM XXXXXXXXXXXX7450 11-28-16	71.00 ✓		3,039.18
11/23/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 449398 ZOOM US 888 799 9 CA XXXXXXXXXXXX1685 11- 22-16	14.99		3,110.18
11/21/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 490641 CTC CONSTANTCONTACT COM 855 22955 MA XXXXXXXXXXXX1685 11-20-16	65.00 ✓		3,125.17
11/14/2016	1174	CHECK	75.71 ✓		3,190.17
11/14/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 431605 SHELL OIL 10070070 007 RIO RANCH NM XXXXXXXXXXXX1685 11-12-16	6.02 ✓		3,265.88
11/14/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 444500 WALGREENS 12270 RIO RANCH NM XXXXXXXXXXXX1685 11-12-16	3.26 ✓		3,271.90
11/09/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 490641 StarChapter 866 77532 MD XXXXXXXXXXXX7450 11-08-16	49.00 ✓		3,275.16
11/09/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 449215 OFFICE OF THE NM S OS 505 827 4 NM XXXXXXXXXXXX7450 11-08-16	11.25 ✓		3,324.16
11/08/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 461043 THE HOME DEPOT 35 07 ALBUQUERQ NM XXXXXXXXXXXX7450 11-06-16	38.54 ✓		3,335.41
11/07/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 461043 SANTA FE HILTON FB SANTA FE NM XXXXXXXXXXXX1685 11-06-16	49.16 ✓		3,373.95
11/03/2016	1172	CHECK	61.52 ✓		3,423.11
11/03/2016		POS PURCHASE MERCHANT PURCHASE TERMINAL 439900 BestBuyCom79193900 4880 888 BESTB MN XXXXXXXXXXXX1685 11-02-16	367.93 ✓		3,484.63