



Minutes

NNMARMA Board Meeting

Tuesday, March 7, 2017, 9:00-10 am

Attending

- Karen Payne, President
- Gerald Hoehne, Former Acting VP/Current Treasurer
- Geoff Kelly, Vice President
- Kimberly Hunt-Brown, Former Membership Director
- Nadine Montoya, Membership Director
- Felecia Schreier, Education Director
- Julie Filatoff, Secretary

Guests

- Invited, Mary Beth Hames, SW Region (declined)

President

- Karen introduced the outgoing and incoming Board.
- Draft agenda approved.
- Draft minutes of February 14 Board meeting distributed on February 14 by Julie; approved, finalized, and posted online March 5.

Officers' and Directors' Reports (Old/Current Board)

A. Treasurer

- Gerald presented the financials and a recap of the bank account. We received a \$500 Southwest Region grant and \$100 escrow from ARMA International. He wrote three checks. As of February 28, 2017, our balance was \$4,253.48.
- Gerald has been in contact with John Pinkston of the Rio Grande Chapter of ARMA re: settling up for the collaborative October non-event. Gerald says John is still working on this to let us know what, if anything, we owe the Rio Grande Chapter.
- Bank change - (need a Board vote)
 - Karen moved that Gerald withdraw all but \$100 of the account balance from Los Alamos National Bank in the form of a cashier's check. (Note: Leave in enough to cover two outstanding checks of \$15 and \$59.) Karen and Gerald will take the cashier's check to Bank of America on Saturday, March 11, and open new account. After checks and pending auto-debits clear and after Karen receives the debit card on new account, Karen and Gerald will close out the LANB.

- After discussion, Karen amended her motion to taking \$4,000 out of the LANB account, and leaving the balance of \$253.48. Nadine seconded the motion, and it passed unanimously.
- Karen needs a second person on the BofA account. (Gerald is leaving board.)
- Geoff doesn't have a sense of what the Chapter spends money on. Karen will give him information.

B. Membership and Outreach

- Kimberly sent Nadine the email content that she has used for recruiting. This consists of half a dozen different messages (welcome, membership expired, etc.).
- Karen has the February 099 report of prospects (monthly from ARMA, 5th of each month, shows which members in SW Region not affiliated with a chapter), have forwarded to Nadine and ensured she is on ARMA's distribution for March and forward.
- Nadine was able to open the rosters that Karen forwarded to her.
- Gerald explained that StarChapter has a membership module and we can set it up to auto-send a "welcome" message when we add a new member. Karen asked everyone to visit our site once it is running on StarChapter (currently on iPages). Through StarChapter we can also contact individual members. Geoff is familiar with StarChapter. Nadine asked if we knew of other organizations that used StarChapter; Gerald said yes, Arizona and Chicago Chapters of ARMA, for example. Nadine asked about linking from our website; Gerald said ask Julie. Karen explained that StarChapter will allow us to get rid of Constant Contact, which costs \$65/month.

C. Former Acting Vice President

- For the benefit of the incoming Board members, Gerald talked about the history of the Board's efforts:
 - We're a relatively "new" Board. We've had challenges trying to get people to join the Board.
 - Having live speakers (as opposed to recorded webinars from ARMA International) changed the dynamic of our Chapter.
 - The Board promoted Zoom so people could attend remotely. (We're a large state.)
 - All of our assets are now in our storage space at Extra Space in Santa Fe, not at members' houses, which shows our intent at professionalism.

D. Secretary

- The StarChapter website is ready to go. Karen needs to sign two forms, which Julie will forward to StarChapter; then it should be live. Julie asked about taking payment through StarChapter. Gerald explained that it is not a payment portal; we still need an external portal (like PayPal). Karen explained that we will continue to process payments through the Southwest Region, which is free to us.
- For the foreseeable future we will be holding monthly member meetings at the New Mexico State Treasurer's Office on South Pacheco in Santa Fe. There is adequate bandwidth for streaming, a seating capacity of 18 comfortably, ample free parking, etc. Julie panned around STO's conference room to show the Board what it looks like.
- Elections are coming up. Julie will research the exact timing and process. We will need to send ballots out to the membership.

- For the benefit of the incoming Board members, Karen and Julie explained that the Secretary prepares draft minutes, sends them out for approval, stores them (both draft and final) in our Dropbox account, and posts them on the website.

E. President

- Karen emailed Melissa Salazar of the State Records Center & Archives (who expressed an interest in a meeting fee for non-members) to let her know that it is okay for non-members to attend once we resume meetings (\$10 on-site; \$0 virtual).
- Karen wishes to schedule a luncheon for the outgoing and incoming board members to meet; possibly the week of April 10. Let Karen know what is convenient.
- Karen still need to complete the Chapter records inventory document from retention application on November 9, 2016, including a disposition report. We should be able to move to a smaller storage space at Extra Space.
- Karen reported that, unfortunately, Barb Ricci has withdrawn from consideration as Chapter Treasurer due to a new work assignment. We need to find someone else.

New Board Members

Karen asked the incoming Board members to introduce themselves:

- Geoff Kelly, Iron Mountain, Vice President: He lives in Austin and has been a member of ARMA for 20 years. Was on the board for Corpus Christi, Texas, Chapter, which has the same challenges as NNM. He sees NNM as not having money challenges so much as generating meetings and a succession plan for the Board. He wants to be purposeful with time. How about quarterly Chapter meetings? For example, April, July, October, and January. This reduces the burden on the Board and creates member anticipation about meetings.
- Felecia Schreier, New Mexico Department of Homeland Security & Emergency Management, Education Director: She joined ARMA to be more informed about records management. The problem with having quarterly meetings is that it's easy to drop. She suggested offering monthly online-only meetings and quarterly live meetings. Why are members joining and coming to meetings? Are we serving their needs? Conferences require a long lead time so people can plan. She wants to create a long-term plan for education. Felecia will take the lead, but wants to grow leadership as she has done for Toastmasters. She will look at the roster for ideas. (Karen noted that we need to have conferences to generate revenue.)
- Nadine Montoya, Eastern New Mexico University—Roswell, Membership Director: Nadine appreciates all suggestions for growing the membership. She has been an ARMA member since 2007. She established the RIM program at ENMU—Roswell. She likes the idea of creating a schedule of speakers; we must give the members something to look forward to.

Respectfully submitted, Julie R. Filatoff