



Agenda

NNMARMA Board Meeting

Friday, January 13, 2017, 9:00 am

Attending

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

Guests

- None

Call to Order

- 9:15 am

President

- Draft agenda approved
- Approval of draft minutes from previous meeting(s) — distributed December 13, 2016 by Julie; approved and posted online January 4, 2017.

Officers' and Directors' Reports

A. Treasurer

- Gerald presented the Treasurer's Report. We received \$759.32 in December, and paid out \$620.82. Our current balance is \$4,226.35. This included a \$500 escrow deposit, but we do not have an escrow report.
- Gerald arranged with Xtra Space to lease a smaller storage unit and we will move into it sometime in January. Should reduce monthly fee from \$71 to \$59.
- Julie will send her mileage reimbursement request ASAP.

B. Membership and Outreach

- No formal membership report because the chapter has essentially been inactive for a couple of months.
- Kimberly's membership was renewed finally (in January); she may be shown as a dropped member.

- Felicia Schreier said she was unable to attend the January 18 chapter meeting. Julie RSVP'd, but no one else has. Karen decided to cancel the chapter meeting, and asked Kimberly to please let Rob Newlin at State Printing know, and to ask his office to let anyone know who comes for the meeting.
- There was a discussion regarding the 500-email limit for StarChapter. Gerald checked, and that is correct: 100 members and 400 non-members on the Lite plan, with a maximum of 1,500 emails sent per month. Gerald asked Julie to contact StarChapter to find out what it would entail for us to import all 1,700 contacts. (Note: Later tabled due to possibility of chapter going inactive or being disbanded; see below).

C. Acting Vice President

- Gerald reiterated that he must step down as Treasurer and Acting Vice President due to his new job duties.

D. Secretary

- Julie was concerned because she had not received any emails from the secretary@armannm.org address. Everyone said there was not much email traffic.

E. President

- In light of Gerald's leaving, the fact that our bylaws (and ARMA International) prohibit a board being made up of just three people, and the lack of support by the membership, Karen suggested that the Northern New Mexico Chapter be disbanded. There was some discussion—for example, there has been a NNM ARMA chapter for 30 years. It was decided that Karen would contact Heather at ARMA international to talk about our options—disband or go inactive—and what the procedure would be. After Karen has talked to ARMA International, she will call for a board meeting so we can discuss her findings. Other items to be discussed:
 - If disbanding, to whom we give our funds and how
 - To which entity we give our physical assets/records (computer, treasurer's reports, etc.) and how
 - How we will let the NNM chapter members know (Constant Contact?) that we are disbanding or going inactive and how they can become members of another chapter (i.e., Rio Grande), and if ARMA International will allow us to use chapter funds to pay the difference in dues to another chapter.
- Julie will contact StarChapter to find out what the financial implications are if we cancel our plan early (i.e., early-termination fee).
- It was decided to cancel the NNM ARMA presence at the State Capitol on Saturday, January 21 (Gerald moved, Kimberly seconded, unanimous vote). Gerald will contact building services to let them know we will not need a table.

Adjourned at 10:03 am; minutes taken by Julie Filatoff.

TREASURER'S REPORT
 December 1 Thru December 31, 2016
NORTHERN NEW MEXICO CHAPTER
REGION 05, CHAPTER 119

LOS ALAMOS NATIONAL BANK

Beginning Balance 12/1/2016 **\$ 4,087.85**

Date Written	Date Cleared	Ck #	Description	Deposit	Amount
		deposit	CCD Assoc of Records MO Escrow 161019 119	\$500.00	\$0.00
	9-Dec		POS - StarChapter Monthly Fee		\$49.00
	12-Dec		POS - Smiths ABQ		\$40.00
7-Dec	12-Dec	1175	Karen Payne - Mileage Reimbursement		\$112.11
	19-Dec		Deposit - Maria's Restaurant	\$259.32	\$0.00
	19-Dec		POS - Maria's Santa Fe		\$259.32
	21-Dec		Constant Contact		\$65.00
	22-Dec		POS - Santa Rosa Post Office		\$9.40
	23-Dec		POS - Zoom		\$14.99
	30-Dec		POS Extra Space Storage		\$71.00
Monthly Disbursements				\$759.32	\$620.82
					\$ 4,226.35

Deposits (Seminars/Workshops) Dec-16

		\$ -
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Checks Written in October 2016 Not Cleared

		\$0.00	\$0.00
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NNM Chapter Available Balance **\$ 4,226.35**

Ending Balance 12/1/2016

Investments - Bal.	Dec-16	Total CD
CD LANS Certificate # 314488	Closed on May 19, 2016	\$ -

Total Checking & Investments **\$ 4,226.35**

Submitted for Board Approval and Audit: Monday, January 09, 2017

Treasurer

President