



Minutes of NNMARMA Board Meeting

Tuesday, February 14, 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

- 9:03 am

President

- Draft agenda approved.
- January's draft minutes approved; post online
- Karen will stay on as President for the foreseeable future. Gerald will stay on as Treasurer through the audit and the closing of our Chapter's bank account at Los Alamos National Bank. Kimberly will stay on as Membership Chair as long as is needed for a smooth transition. Julie (appointed as Secretary in 2016) will stand for election in May, along with the other appointees.

Officers' and Directors' Reports

A. Treasurer

- Gerald presented the bank account recap. We have a balance of \$3,881.15, plus an uncashed check of \$500 for a grant from the ARMA Southwest Region. Gerald will deposit the check ASAP.
- Our debit cards were deactivated. LANB allegedly sent new cards to the PO box in November, but we did not receive them. LANB has canceled those cards and is sending new ones again. Gerald will let us know if they show up.
- Gerald will contact the various vendors with whom we have automatic payments on the debit card (StarChapter, Xtra Space, Constant Contact, Zoom, etc.) to give them our new card number.
- Gerald moved the Chapter's records and other items to a smaller storage unit at Xtra Space in Santa Fe. Xtra Space pro-rated our rent and only charged \$5.60 for the first month. Our new space number is AU44 (will be A144) on the second floor.

- Gerald will reach out to John Pinkston of the Rio Grande Chapter to settle up for the Fall Information Governance Conference non-event (split sunk costs 50/50).
- Karen received another invoice from All-Star for \$16.95. Gerald will write them a check.
- In preparation for the Chapter audit, Gerald will give Julie all the financials. Julie will scan them and put them in DropBox, then let Karen know so she can send them to Mary Beth Hames.
- Gerald will reach out to Barb Ricci re: Treasurer transition after the audit. Barb has been a Board Member (President and perhaps other positions) before. She can update the Secretary of State's office re: Board Members after the May elections.
- Gerald has been holding off on paying the invoice (due February 1) for our designated agent, which is Encor. The Board agreed we should pay the \$99 invoice ASAP.
- Melissa Salazar, Deputy State Records Administrator, is our contact at the State Records Center & Archives (SRCA). Karen will contact Melissa to say that the Board has agreed to a \$10/in-person meeting fee for non-members (i.e., SRCA staff), and will tell new Education Director and Membership Director.
- Due to a lack of customer service, the Board wishes to change banks.
 - a. Gerald will write checks for any outstanding items.
 - b. Karen and Gerald will go to the LANB on Jefferson in ABQ on a weekday to close out the account and get a cashier's check for the remaining amount.
 - c. Karen will discuss with Barb Ricci which bank she would like to use (preferably a large, interstate bank with several branches in New Mexico). Karen will take the cashier's check to the new bank and open a checking account/debit card(s), and have Barb Ricci and/or Mary Beth Hames also on the account.

B. Membership and Outreach

- Kimberly will reach out to Nadine Montoya, the new Membership Director.
- Kimberly will reach out to Felecia Schreier, the new Education Director, about a March meeting, etc., after Karen gives Kimberly some talking points.
- Julie stated that Treasurer Eichenberg has given her permission to hold Chapter meetings at STO. The room will hold a maximum of 30 people, boardroom-style, so not ideal for IG conferences. Julie will ask the STO IT Director if it is possible to stream for a maximum of 30 connections (Zoom) or between STO and ARMA International. A high-speed cable connection is needed.
- There was a discussion about the Chapter's most-expensive tangible asset, the laptop computer, which was purchased so Kimberly could do Chapter work on the train. It was decided that Kimberly would hold onto it and it could be used for Zoom (Chapter meetings); and that the new Treasurer, Membership Director, or Education Director might want to be the custodian later.

C. Acting Vice President

- Karen will suggest to Geoff Kelly that he reach out to Gerald to transition to Vice President.

D. Secretary

- We discussed whether or not people should be allowed to attend Chapter meetings remotely for free. Decided to allow it, but not in-person meetings due to cost of food.

- Julie will make sure StarChapter's content is up to date prior to pulling the plug on iPage and activating StarChapter.
- Elections: Julie will oversee the election process in May, per the bylaws.

E. President

- Board Transition Process: Karen will send job descriptions to Nadine, Felecia, and Barb.
- Karen will set up a lunch with the new and old Boards if it is convenient for Nadine and Barb to do so.
- Karen asked if we can move all of our 1,500 contacts to StarChapter. Julie presented a comparison of the \$49/month Lite plan vs. the \$85/month Standard plan:

	LITE	STANDARD
	\$49/mo	\$85/mo
Project Setup		
Setup Fee	\$399	\$699
Dedicated StarChapter Specialist (DSS)	3 hours	5 hours
Available Layouts	1	10
Plan Limits		
Members (up to)	100	150
Non-Members (up to)	400	2,500
Admin Users (up to)	3	10
Emails per Month	1,500	15,000
Storage	400 MB	2 GB
Services		
Phone Support	✓	✓
24/7 Online Support	✓	✓
Ongoing Board Training	✓	✓

The Board decided to switch to the Standard plan; dropping the \$65/month Constant Contact fee will more than make up the difference. Karen asked Julie to contact StarChapter to see if they will waive the \$699 setup fee for the Standard (vs. Lite) plan.

- Karen will formalize/complete the records inventory (from November 10, 2016) and a disposition report.

Adjourned at 9:56 am.

Respectfully submitted, Julie R. Filatoff