



Minutes

NNMARMA Board Meeting

Tuesday, July 11, 2017, 9 a.m.

In Attendance

- Karen Payne, President
- Julie Filatoff, Secretary
- Nadine Montoya, Treasurer and Director, Membership

Not in Attendance

- Felecia Schreier, Director, Education
- Geoff Kelly, Acting VP

Officers' and Directors' Reports

A. President—Karen Payne

- Draft agenda approved.
- Approval of draft minutes from June 1, 2017, board meeting tabled until August board meeting.
- Board agreed there was no time to promote/arrange a chapter meeting on July 19 (third Wednesday, usual day) if not started by July 5, so next chapter meeting is Wednesday, August 16.
- Karen made a special request to use the Zoom account and pay half of the cost (\$7.50 per month). It is due by the 15th of each month. Board agreed. Karen will pay 6 months in advance and will mail the check to Nadine today (\$45). (FYI: The account is affiliated with Karen, not NNM ARMA.)

B. Treasurer—Nadine Montoya

- Financials—account balance, disbursements, etc.—tabled until August meeting.
- Nadine and Julie attended the Regional Leadership Conference. They had suggestions the Board can use to run the chapter better:
 - Need to do strategic planning ASAP. Need to have programs in place for an entire year; less stressful than trying to do it month by month. Had two strategic planning sessions in 2016: February and December. Can do remotely because board members scattered.
 - Consider setting a theme for the year and create programs around that theme.
 - We should consider selecting a charity to work with/for.
 - Nadine will come up with a list of city and county clerks, hospitals, and universities. If we send to Heather at ARMA HQ, she will market for us.
 - Other chapters have great ideas for meetings, etc., and are willing to share with us. Florida chapter in similar situation; three board members, etc. SW and SE region

leadership will share attendee list from RLC. There should also be notes from the RLC itself.

C. Membership and Outreach—Nadine Montoya

- Merger with Rio Grande chapter status:
 - Any new members from RG? Nadine will audit our latest list from ARMA.
 - Recognition, outreach (disallowed for us to contact them directly), etc. We need programs to recruit! Karen: RG used to have meetings regularly and they were good. Nadine: If on 099 list, we can recruit them now. Nadine will speak to Mary Beth about members; also money transfer.
 - Have not heard anything about funds being transferred to NNM. If 24 months, can't count on RG's funds. In strategic planning, talk about sponsorship, etc. (RG gave \$1,500 to NOLA chapter before Regional Leadership Conference.)

C. Vice President—Geoff Kelly (absent)

- Thanks for the great speaker in June, Geoff!

D. Secretary—Julie Filatoff

- Star Chapter tutorials status: Karen and Nadine both committed to starting.
- Julie has secured speaker for August 16 chapter meeting, Joseph Dworak of the New Mexico Attorney General's Office re: Inspection of Public Records Act (IPRA). Joseph will do a "canned" presentation, but audience can use questions to tailor.
- The RG chapter has requested that we store its records. Retention of Life of Chapter (LOC) items is June 30+2 years (so 6-30-2019). ARMA HQ's definition of "dormancy" is 2 years. Julie will inventory the 5 boxes just after taking custody, if there is none enclosed.
- We need a location in the northern ABQ area for chapter meetings. Julie checked into the CNM Workforce Training Center, but it is \$105. Karen thinks maybe one of our current/future members is in northern ABQ and can give us space for a meeting. Tabled until we can speak directly to RG chapter members. (Note: Can ask ABQ-area 099 members.)

E. Education Director—Felecia Schreier (absent)

- Content ideas for live meeting: Inspection of Public Records Act (IPRA) is ready to go for August 16.
 - How to navigate ARMA International's website (the education portion). (Karen tried to enlist someone and they wanted to know what our problems are with the website before they would commit.) Note: ARMA HQ is creating a new website, some of which will be up January 1. That's a better time to ask HQ for a "website tour."
- Discussion of educational event (other than monthly Chapter meeting): Timing, speakers, site. We have 4-5 good speakers potentially:
 - Jennifer Crawford, our June speaker, Iron Mountain
 - Randy Kahn, Kahn Consulting (attorney, author, speaker, blogger; Karen heard him more than 10 years ago, relevant, email attached)
 - Dave Foley, recommended by Mary Beth Hames (email attached)

- Robin Athlyn Thompson and Mark Walker from the aborted joint Chapter October event
- Robin's topic: "RIM and eDiscovery: We are the First Responders." Mark was going to speak on ESI and workflows. Karen thinks Robin has changed companies since October and doesn't know if she still has a working relationship with Mark.
- Expenses: Kahn would require travel + fee as perhaps would Foley ("No or very little cost" on Foley, per MBH); assume none on Jennifer but should check; none for Robin and Mark.
- We should survey the membership on meeting frequency and content; can create and send through StarChapter. We may need to call people and ask them to please take the survey. Karen will send language to the board from the June 2015 membership survey.
 - Consider not offering food at chapter meetings (saves money and time).
 - Wednesday at 10 am is good time for Nadine. 2 pm is good. Not Friday!
- For the August 16 chapter meeting, we should call all members and 099s to invite them. Divide list into four (Karen, Geoff, Nadine, and Julie). Feel out whether they would be interested in sitting on the board as Education Director.
- Should we invite Diane Madrid in Las Cruces to be on the board? (She has said no before.)
- The board voted unanimously to remove the current Education Director due to lack of response to emails and phone calls, and absence at meetings.

Adjourned at 10 am.