



Minutes

NNMARMA Board Meeting

Tuesday, September 12, 2017, 10 a.m.

Attending

- Karen Payne, President
- Geoff Kelly, Vice President
- Julie Filatoff, Secretary

President—Karen Payne

- Agenda approved.
- August board meeting minutes distributed for review 8/7/17; approved, uploaded to website.
- President reported under New Business.

Officers' and Directors' Reports

A. Treasurer—Vacant

- Balance checking—\$2,463.33 as of 1 a.m. 9/12/2017.
- Switched automatic monthly payments to President's credit card (Xtra Space storage, StarChapter, and Zoom videoconference).
- Received box of Treasurer's records via Julie.
 - This morning discovered an undeposited, endorsed donation check (bottom of box, so overlooked) from the Rio Grande Chapter for \$2,500 dated 7/14/2017 and received by Nadine Montoya (then Treasurer) on 7/24/2017. Karen will deposit this.
 - Discovered undeposited \$5 cash from last meeting's attendee. Karen will deposit this.
 - Checks are in a hard-cover 13x9" ledger, arranged 3 vertically to a page.
- Karen contacted Bank of America customer service to find out how to remove Nadine from account without her presence, and received paperwork by mail. She will take the forms with the check and cash deposit.
- Karen set up a new online banking account.
- Karen opened and linked a PayPal account to our checking account for online meeting fees.

B. Membership and Outreach—Vacant

- Report in New Business

C. Vice President—Geoff Kelly

- Geoff reported that Iron Mountain employees in the hurricane zone (Texas) are doing okay, and there was damage (but not terrible) to buildings.

D. Secretary—Julie Filatoff

- September Meeting RSVPs: 4 members and 2 guests as of today. Karen says it is difficult to register; is it possible to find out if people have tried to register, but abandoned the process? Julie will find out. Julie will send out another meeting notice today.

Old Business

- Wednesday's meeting—interesting-sounding topic! Julie will start with host's login. Karen will attend remotely.
- Meeting plan beyond this month. Future educational event (other than monthly Chapter meeting)—timing, speakers, site—planning and decision deferred. Reached out to Robyn Thompson; have not heard back; Karen thinks Robyn is at a new job.
- Chapter meetings—frequency given current situation? Tabled until next board meeting.
- We will forego an October chapter meeting (conflicts with ARMA National Conference); in November Karen will speak on what's new at the ARMA National Conference.

New Business**President**

- Karen requested a copy of the final Rio Grande membership roster (9/6/2017) from ARMA in an attempt to track who went to 099 status and whom we gained from the merger. No reply yet.
- Karen requested escrow reports from ARMA. No reply yet.
- Karen requested that Julie start receiving the membership rosters so she can update StarChapter. These are sent out on the 5th of each month, so the 9/30 distribution will arrive on 10/5.

New Members (10)

- Debby Kruzic, President, Records & Data Management (from Rio Grande Chapter)
- Beth Ann Barela, Staffmark (employment agency), Market Manager
- 8 returning from State Records Center & Archives: Camp, Lucero, Montoya, Rodriguez, Roybal, Salazar, Vigil, Wooldridge.
- Karen sent a welcome email and survey (below) to 10 new members fielded early on September 12 ("welcome back" to the 8 from SRCA and "welcome" to two new members (one known from the Rio Grande Chapter). She requested the survey back by September 26:

Question	Response				
Meeting topics: any suggestions ?	(type response here)				
Best time of day? (put an 'x' under all that apply)	8:30-10	10-11:30	12-1:30	3-4:30	5-6:30
	Live, on-site	Virtual	Both/Either (no pref)	Comments	
Meeting format preferred ('x' all that apply)					
	Topic	Month	Day of Week	City	Format (live/on-site, virtual/remote)
Day-long educational event - preferences					

Board Vacancies—Suggestions for Recruitment

- Treasurer—Most urgent and required by bylaws and for checks and balances (someone on the bank account besides the President; ideally within New Mexico due to banking).
- Membership Director
- Education Director

Strategic Planning/Long-Range Planning Meeting

- Tentatively scheduled for Wednesday, October 11, 2017, at 1 pm at Iron Mountain, 555 Gallatin Place NW, Albuquerque, NM 87121-8454. Geoff will reserve a conference room and provide lunch. Karen will invite Mary Beth Hames, Southwest Region Director, if she is available.

Adjourned at 10:50 am.

Minutes taken by Julie R. Filatoff