



NNMARMA Board Meeting Minutes

Tuesday, May 2, 9-10 am

Attending

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

Not Attending

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

President

- Meeting called to order at 9:03 am.
- Draft agenda approved.
- Draft minutes from previous meeting approved and uploaded to website.

Officers' and Directors' Reports

A. Treasurer

- Financials
 - We have officially closed the Los Alamos National Bank (LANB) account and opened the Bank of America (BofA) account. Nadine is working with Gerald to put together the Treasurer's Report and will send it to the Board when complete.
 - The BofA account balance is \$3,247.69.
 - Gerald was able to close the account in Santa Fe without Karen being present, and sent Karen a cashier's check (balance from LANB) of \$74.89. Combined with the \$1 returned from the SF Post Office for our mailbox we had maintained there, Karen made a BofA deposit of \$75.89 on Apr 28.
- There is a pending debit on the BofA debit card for \$52.63 for Best Buy when Karen renewed the anti-virus software on our chapter's laptop computer. Karen will research why this is still pending and let Nadine know.
- Nadine has changed the billing address and debit card numbers on vendor accounts (ExtraSpace, etc.) and is waiting on confirmation of the change of address, which took place Saturday, April 29.. Auto-debit accounts include Zoom, StarChapter, and Constant Contact.
- Gerald gave Nadine documentation re: John Pinkston/Rio Grande Chapter October seminar settlement and she will issue a check to the RGC for \$285.16. This is our Chapter's share of the sunk costs for the Fall '16 Seminar.

- Nadine will inform ARMA International that we have a new bank so they can direct-deposit escrow payments. If International says it has to be the President who lets them know, Nadine will let Karen know.

B. Membership and Outreach

- Nadine is auditing our 1,939-person non-member list in Constant Contact to review contacts' responsiveness to previous emails. Based on this, she will:
 - Work with Karen to trim our non-member list
 - Export the list to Excel (.csv) so Julie can re-import it into StarChapter.
 - Inform Karen that she can cancel Constant Contact (hopefully by May 20).
 - Begin using StarChapter for email blasts and other member/non-member communication.
- For our member list, Nadine will determine which are new or returning, and whom we need to reach out to. She will send welcome letters to our three newest members—Jerry Eichel (joined April 3), True Chan (April 14), and Ed Rose (March 17). Nadine will reach out to state and city colleges to garner new members. Also, Karen will find out if Gale Gordon-Smith is still with Big Byte (said his membership payment was in accounts payable several months ago).

C. Vice President

No report.

D. Secretary

- This week Julie will post the Board ballot (photos and bios) and send out a StarChapter "survey" (ballot) with a deadline of 30 days hence.
- We discussed whether "Acting" Board members run for office. We decided to not use the word "Acting" with the knowledge that Board members can resign from the Board if they wish (although we don't want them to!).
- The chapter mailing address will now be Nadine's work address. She will send Julie the correct address to put on our website. Also, Nadine will let ARMA International that the zip code they have is wrong.
- Karen asked Julie about the status of Board members completing the StarChapter tutorials. No one has done that so far; Karen and Nadine both pledged to do so. Julie will resend the link. Julie also said that by completing the StarChapter tutorial, Board members will see all that is possible with this powerful tool.

E. President

- Karen announced that the ARMA Rio Grande Chapter Board sent out an email to poll its 40 members about either merging with the NNM Chapter or new Board members stepping up, and to respond by May 15. One person has already indicated that he/she wants to be on the Board; if we acquire the RGC, we'll ask that person to be on our board. Karen noted that while it would be good to change the name of the chapter (to New Mexico Chapter, for example), a name change would involve many steps and agencies. Nadine noted that there is not a Las Cruces/southern chapter. Karen also noted that should we acquire the RGC, we would also acquire its assets
- Karen will personally write Jerry Eichel a welcome note also.

- Karen will close Constant Contact before next billing cycle (the 20th) if possible, after Nadine audits and exports the non-member list as detailed above.
- Nadine told Karen that she would prefer to be Treasurer and “Acting” Membership Director (instead of the reverse).

F. Education Director

No report from the Education Director; but the three Board members discussed the education program, and suggested the following:

- Hold a chapter meeting at the State Treasurer’s Office on Wednesday, June 21, from 8:30 am to 10:00 am.
- Hold another Zoom meeting the week of May 8 to plan June 21 chapter meeting (the next board meeting is June 6, which is kind of late). Nadine and Julie will email Karen their availability.
- Content for June 21 meeting could be live or on-demand webinar from ARMA International:
 - Nadine will reach out to the administrator at the State Records Center & Archives to see if they would like to speak to our chapter and/or have content they can provide.
 - Julie sent a link to ARMA International on-demand webinars to see if one is appropriate (need to preview to make sure; about 30-45 minutes would be good). Julie will find a few to recommend at the next planning meeting.
 - Nadine will speak to Geoff re: ideas about education programs (Nadine toured the Iron Mountain Carlsbad location with Geoff and found it educational).

General meeting content ideas:

- FOIA vs. Inspection of Public Records Act (IPRA). What is the status of reaching out to the NM Attorney General’s office, introducing them to ARMA, and trying to get a customized presentation?
- How to navigate ARMA International’s website (the education portion).

We would like to survey the membership on how frequently to meet (monthly? quarterly?) and what content they’d like to see.

Karen will be in touch with Felecia regarding her vision for the education program going forward.

Meeting adjourned 10:14 am.