



Minutes

NNMARMA Board Meeting

Tuesday, February 6, 2018, 9:00 am

Attended

- Karen Payne, President
- Margo Young, Treasurer
- Julie Filatoff, Secretary

Unable to Attend

- Geoff Kelly, Vice President

President

- Draft agenda: Julie moved to accept, Margo seconded, passed 3-0.
- Minutes from November board meeting were approved by email and were posted on armannm.org.
- See continued President's Report under New Business.

Officers' and Directors' Reports

A. Treasurer—Welcome Margo Young, NMSU

- Checking account balance: \$4,115.27 as of 2/5/18. Our chapter may receive rest of Rio Grande Chapter's Treasury balance 24 months after dissolution of that chapter. Possible dissolution date is 6-30-2017. Should not consider that in cash-flow projections, however, because balance is unknown.
 - Recurring auto-payments: Extra Space Storage (two payments in January due to the company's 28-day cycle), Zoom, and StarChapter.
 - Two non-recurring: \$23.88 (debit card) to UPS for two-way mailer (Phoenix to Las Cruces to Rio Rancho) to facilitate over the holidays adding Margo as a signatory to the checking account; \$26.98 (debit card) for iPage to renew armannm.org domain.
 - Escrow deposit from ARMA: \$20.

B. Membership and Outreach/Marketing—Position Vacant

- Report under New Business

C. Vice President—Geoff Kelly

- Deferred.

D. Secretary—Julie Filatoff

- Report under new business.

Old Business

- Plan for chapter meetings beyond February 2018 (frequency and content): see New Business.

New Business

Chapter Meetings

February 21, 2018 chapter meeting will be Karen Payne presenting "Taxonomy and Classification in Records Management / Information Governance: What Are They?"

- Issues in generating topics for monthly meetings:
 - There are temporarily no fallback Sessions of the Month available (recorded prior MER conferences' presentations) due to ARMA's database changeover.
 - The usual difficulties in finding speakers and suitable topics. Mary Beth Hames offered us some cyber-security contacts about which Karen will follow-up.
- March 21, 2018 Chapter meeting speaker
 - Margo will check again with John Isaza to see if he is interested in speaking.
- Chapter meeting frequency:
 - Margo and Julie thought continuing with monthly is best, if sustainable with our current leadership quotient.
- Annual meeting (Amended Bylaws, Art V, Sec 3) will be held in conjunction with spring conference and will be noticed "in a timely manner" as referenced the same section of the Bylaws.

Chapter Name Change Discussion and Action

- Ideally would prefer to have completed prior to Spring conference (see below).
- Name should reflect our new statewide presence instead of being regional (northern NM). Board voted and approved changing to *New Mexico Chapter of ARMA International*.
- Julie compiled and distributed a report with ARMA and state requirements. Recap:
 - Draft resolution; Board to review and sign.
 - Send resolution to ARMA HQ and the SW Region leadership for approval.
 - Send notice to chapter members 30 days prior to Board approval ($\frac{2}{3}$ vote).
 - File Articles of Amendment with NM Secretary of State's Office (\$30).
- ASAP: Julie will log into SoS website, update Registered Agent to INCORP add Directors (Julie, Geoff, and Margo).
- Inform Registered Agent.
- Update logo (with new Chapter name and per new ARMA Guidelines): Julie will send mockups to Board for review.

Spring Conference Discussion and Action

- Speakers: Either Dave Foley (an expansion of his "7 Habits of Effective Records Managers" presentation from September chapter meeting) or Jim Just and Charmaine Brooks (an expansion of "Conquering the Challenges of Shared Drives" from December chapter meeting). Board discussed merits of each; Karen asked Margo sound out long-term members Carl Baca and Diane Madrid in their role as supervisors on both topics since management buy-in and approval is necessary for attendees.
- Date: Early May seems best (weeks of April 30 or May 7, except for May 9. Julie would prefer it not be on a Friday.
- Venue: Julie did research last year; the Jewish Community Center (Albuquerque) came out on top. Have caterer on-site, parking, and convenient location.

Board Vacancies

- Karen asked for suggestions to recruit Membership/Outreach Director and Education/Programs Director. Neither Julie nor Margo had suggestions.

President

- As Acting Treasurer until Margo joined board, Karen reported on December-January bank activity (above) and transition tasks.
 - January 4 Karen requested ARMA add Margo as chapter Treasurer and put her on distribution for escrow reports. She neglected to let the Southwest Region Director know, so did so on January 18.
 - Switch auto-payments from Karen's debit card to Margo's (Extra Space Storage, StarChapter, and Zoom videoconference).
 - Ship checkbook (hardcover ledger, 13x9") to Margo but keep a few checks for immediate needs of chapter name change and check-signing redundancy.
 - Provide access to NNM ARMA Dropbox folders.

Membership and Outreach—Vacant

- Before the transition to retrieval vs. push for ARMA reports in mid-January, Karen had requested that Julie receive membership rosters to update StarChapter. Julie has been receiving these, but it is a moot point because HQ is providing these through the "group" section on HQ's website: http://www.arma.org/members/member_engagement/groups.aspx?id=202522http://ehandbook.explorearma.org/sites/default/files/Documents/FAQ_Accessing_Membership%20Rosters.pdf?pdf=FAQ_Accessing_Membership%20Rosters
- Admin status is required to download the chapter membership and 099 rosters (only Karen is an Admin now). Karen will request that Margo and Julie be made admins.
- Karen received a link to the recorded "chapter websites" webinar presented by Heather last week; she and Julie will review.
- Karen received no response to the August 2017 membership questionnaire. Julie will send one via StarChapter that is more user-friendly. In addition, Margo suggested a paper survey be given to attendees at the Spring conference; Julie and Karen concurred.

Meeting adjourned at 9:55 am.