



Minutes

NNMARMA Board Meeting

Tuesday, March 6, 2018

Attending

- Karen Payne, President
- Geoff Kelly, Vice President
- Margo Young, Treasurer
- Julie Filatoff, Secretary

President

- The board approved the draft agenda.
- Minutes from the February board meeting were approved and posted on armannm.org.
- President will report under New Business.

Officers' and Directors' Reports

President—Karen

- Changed one Treasurer transition objective: Have kept auto-payments (Extra Space storage, StarChapter, and Zoom videoconference) on Karen's debit card for now.
- Karen shipped the hardcover ledger-style, 13x9" book of checks to Margo.
- Margo is able to access the Dropbox folder, including the "Financial" folder in "NNMARMA Records."
- Margo is receiving the escrow reports.

Membership and Outreach—Vacant Position

- Access to membership rosters is now via NNM Chapter page at ARMA.org. Karen asked HQ to make Julie and Margo chapter admins on that page, but Margo said it was not done. Karen will follow up with Heather at HQ.
- Membership questionnaire from August: Julie was going to float a better one via StarChapter. Julie has not done so, but will draft something for board review.
- Suggestions for recruiting Membership/Outreach Director and Education/Program Director: None.

Treasurer—Margo

- Checking account balance as of March 2, 2018: \$3,993.23

- Recurring auto-payments during February: Extra Space Storage, Zoom, and StarChapter: \$166.99
- Non-recurring payments: \$30.05
- Escrow deposit from ARMA: \$75.00

Vice President—Geoff

- Geoff will ask around Iron Mountain to see if there is someone who would like to be a speaker for a virtual meeting (no travel, so less cost).

Secretary—Julie

- Chapter Name Change
 - Considered an amendment to our articles of incorporation. Julie drafted a resolution; board reviewed, edited, and approved. Sent resolution to ARMA International's Director of Member Services (Heather Lehman) and the Southwest Region Director (May Beth Hames) "prior to notice being sent to the members to ensure that the proposed amendment does not conflict with ARMA International Policy." ARMA HQ and the SWR approved.
 - Julie mailed out a notification to all chapter members on February 21, 2018, that the name change (from Northern New Mexico to New Mexico) would take place in 30 days. One former member responded, questioning the wisdom of the name change. Karen drafted (and the Board edited/approved) a reply, explaining the importance of the name change and that both the Southwest Region and ARMA HQ have approved.
 - After 30 days, "These bylaws may be amended by a two-thirds vote of the Board of Directors." Julie will amend bylaws, fill out the Articles of Amendment form, have it signed by two officers, and pay \$30 (\$20 for filing and \$10 for a "certified copy" for our records). Julie will: ask Margo for check for \$30; hand-deliver to Secretary of State's (SoS) office in Santa Fe; inform board of receipt of certified copy, scan for Dropbox, and file with other records; and change all documents, website, etc. (get new domain, work with StarChapter).
 - Registered agent is wrong on SoS website. Julie sent form to InCorp for their signature, and will file that with SoS as soon as possible.
 - Julie emailed four versions of a new chapter logo using ARMA's guidelines. The board discussed a choice. Julie will revise slightly and send out again for approval.

Old Business

- Chapter Meetings: See below.

New Business

- **February Chapter Meeting Technical Issues:** Karen can't replicate issues thus far with 3 volunteers (need people with both audio and video, and ideally, two monitors); she has an appointment with a Zoom tech.

- **Spring Seminar** (June 14 in Albuquerque): Karen visited three possible sites—Nusenda, the CNM Workforce Training Center (WTC), and the Jewish Community Center (JCC).

Site	Pros	Cons
Nusenda	<ul style="list-style-type: none"> • Good ambience • Free 	<ul style="list-style-type: none"> • Books up months in advance • No amenities (catering, A/V support)
CNM WTC	<ul style="list-style-type: none"> • Good location and venue • Dedicated A/V support • Accepted our 501(c)6 as non-profit 	<ul style="list-style-type: none"> • Not free (but cheaper) • No onsite catering
JCC	<ul style="list-style-type: none"> • Onsite or offsite catering • A/V support at cost 	<ul style="list-style-type: none"> • Not free • Logistical issues

- Karen will provide cost comparisons to Margo. Karen proposed that board vote on the site and pricing by email before the April Board meeting. JCC is holding date, so Karen will let them know as soon as we decide.
 - Possible Speakers (four 75-minute sessions): Dave Foley (possibly with Deb Wilemon), “7 Habits”; Charmaine Brooks, “Conquering the Challenges of Shared Drives”; Carl Baca, “Credit Card Industry Standards and the Records Manager.” Board decided on three sessions from Dave/Deb and one from Carl. Karen will contact Dave; then Margo will talk to Carl (her boss). Carl and Dave also know each other.
 - Seminar Theme: Did not discuss, but need to decide (if any) before marketing.
 - Registration Fee: Need to set price before marketing.
 - Sponsorship Levels: Did not discuss.
- **Chapter Meetings Content:**
 - March 21: Margo suggested, and Board agreed, to point members to John Isaza’s online iMasters presentation at 12 noon
 - April 18: Margo has secured George Despres of Brandeis University.
 - May 16: Margo emailed Laura Carpenter of Disney to speak on “Gameification.”
 - June 14: Spring Seminar (see above).
 - July onward: Possibly John Isaza for September. Margo also is in discussion with Randy Kahn, but we worry that he is too expensive. The Board discussed (but did not conclude) whether it is tenable to meet monthly. Discussed which months to have no meetings (for example, November and December?). Fill in with iMasters presentation by HQ when feasible. Julie said she will read more HQ literature to find possible speakers. Margo has done a terrific job finding speakers and we thank her. Geoff, as noted above, will inquire within Iron Mountain, and we thank him for our Iron Mountain speaker and attendees last year.

Respectfully submitted, Julie R. Filatoff