



Minutes

NNMARMA Board Meeting

Tuesday, April 3, 2018

Attending

- Karen Payne, President
- Geoff Kelly, Vice President
- Margo Young, Treasurer
- Julie Filatoff, Secretary
- Mary Beth Hames, Southwest Region Director

Opening Matters

- No agenda available.
- Minutes from the March board meeting were approved and will be posted on armannm.org.

Spring Seminar

- To be held Thursday, June 14, 2018, at the CNM Workforce Training Center in Albuquerque.
- \$175 (\$150 early) registration for non-NNM Chapter members; \$150 (\$125 early) for NNM Chapter members.
- Hotel room block at Staybridge Suites.
- Dave Foley is confirmed as speaker; Margo will talk to Carl Baca to confirm later this week.
- Finalized sponsorship levels and what is included.
- Karen and Margo will work on getting CRM, IGP, and CLE credits.
- Margo presented an Excel spreadsheet with costs and revenue for different levels of attendance.
- The board also discussed: Agenda, attendee packet contents, AIEF raffle, registration setup and process, press release, website/email announcement (Julie to get Record Liaison Officer list from State), advertisements (Round the Roundhouse, ARMA International website, possibly Facebook), food, presentations (on web), board duties during seminar, photography, speaker gifts, evaluations, etc.

Officers' and Directors' Reports

President—Karen

- Karen will go to our storage unit in Santa Fe to do some cleanup of records that have met retention and place other documents into records storage. She will also look for some items that we will need for the Spring Seminar.

Vice President—Geoff

- Iron Mountain may be willing to be a sponsor of the Spring Seminar.

Treasurer—Margo

- Checking account balance as of March 1, 2018: \$4,075.22. As of March 31, 2018: \$3,717.24. Note: If checking account balance falls below \$3,000, there will be monthly fee.
 - Expenses during March: \$253.98 recurring plus \$104 to InCorp (registered agent)
 - Escrow deposit from ARMA: None

Secretary—Julie

- Julie moved that the Chapter change its name from “Association of Records Managers and Administrators, Northern New Mexico Chapter” to “New Mexico Chapter of ARMA International.” Margo seconded the motion. The motion passed unanimously via voice vote.
- Julie will amend bylaws, fill out the Articles of Amendment form (two copies), sign the form, and mail it to Karen. Karen will sign both copies, affix a check for \$30 (\$20 for filing and \$10 for a “certified copy” for our records), and mail it to the Secretary of State’s (SoS) office. Once Karen receives the certified copy, she will inform the board, scan it for Dropbox, and file it with other records, then inform ARMA International and the Southwest Region of the official name change. The board will work together to change the chapter name on all documents, website, etc.
- Julie mailed the change of registered agent form to the SoS.

Director of Membership and Outreach—Vacant Position

- No report, but remember that membership roster available through ARMA International web page (NM group page).

Director of Education and Programs—Vacant Position

- Upcoming chapter meetings:
 - April 18: Margo has secured George Despres of Brandeis University. Julie has put on website and sent email announcement.
 - May 16: Margo has secured Randy Kahn.
 - June 14: Spring Seminar (see above).
 - July and August: No meeting (post on website).
 - September 19: Margo emailed Laura Carpenter of Disney.

Respectfully submitted, Julie R. Filatoff

