



Chapter Meeting Agenda

August 8, 2019 4:00 p.m.

Nevada State Library & Archives Building

**100 N Stewart St., Lower Level,
Carson City**

- Approve minutes of the July 11, 2019 meeting
- Treasurer's Report 7/31/19
 - Follow-up on Austin's House
- Information Media Specialist report
- Finalize and Vote on Projected Budget
- Finalize and Vote on Speakers and Meeting Locations
- Discuss and Vote on which events Chapter wants to participate
- Discuss and Vote on Leadership updates to ARMA International and Leadership Certificates
- Discuss and Vote if Chapter will sponsor any meetings
- Vote on 2nd Administrator for LinkedIn
 - Suggestion from July meeting: Shawnyne Garren
- Website Review – Board Resources
- 2019 Nevada E-Records Forum Update
- Finalize September date and speaker details
- Discuss and vote on September member spotlight
 - Suggestion – Brandy Ellison
 - Vote on Member spotlight form and publish date
- Reminders: Update all media sites with calendars of speakers and locations; first meeting date, time, location, event; send Welcome to New Year email
- Discuss Chapter Catch Phrase for marketing
- Discuss PayPal, Bank Accounts and P.O. Box
- Discuss Future Agenda Items