



Sierra Nevada Chapter of ARMA

Board Meeting Minutes

July 11, 2019 @ 5:30pm

Meeting was held at the Nevada State Library & Archives Building, Carson City; in attendance: Sara Martel (President), Brandy Ellison (Treasurer), Heather Hahn (Information Media Specialist). Shawnyne Garren (Vice President) was also in attendance via teleconference shortly after the meeting was called to order-5:30.

5:20pm Meeting called to order by Sara Martel, President

*Online search for how to handle vacant spot to count for quorum conducted. Subtract from 5, only need 3 for quorum.

Minutes:

June 3, 2019 meeting minutes postponed until next meeting.

Treasurer's Report:

- May 31, 2019; June 30, 2019; Fiscal Year End Treasurer Reports provided:
- Balance on hand as of May 31, 2019 [REDACTED]
- Ending balance as of June 30, 2019 [REDACTED]

Austin's House:

- Per Shawnyne, check will be presented at their next board meeting.

Information Media Specialist Report:

- Website and Social Media Report for July 2019 provided.
- Went over page views, followers, etc. Feel free to share activity especially during our summer break.
- Add Tauri as second Administrator on LinkedIn? - Add to August Agenda for discussion and vote.
- Shawnyne is planning on bulking her LinkedIn account up and could possibly be the second Administrator.

Select Standard Meeting Day and Time:

- Blank calendars for reference as well as proposed meeting time schedule provided.
- Board Meetings will be from 4:00 p.m. to 5:00 p.m. Any buffers needed will be adjusted at the board meeting.
- Speaker arrival and set up 5:00 p.m. to 5:20 p.m. - If a speaker is late this will reduce their time to speak.

- Chapter/Member Meeting will be from 5:30 p.m. to 6:30 p.m.
- An attempt will be made to hold meetings the second Thursday of every month with offsite meetings being varied. Meetings will be 1 hour to maintain structure.

Sara made a motion to adopt the agreed upon meeting time schedule, 2nd by Heather-passed unanimously.

Website Review - Board Resources:

Discussion moved to August meeting.

Projected Budget:

- Bylaws state that President or designee must attend ARMA International's annual conference. A suggestion was made to budget for 2 Board Members to attend leadership and to allow budget for one member to attend ARMA International's annual conference. If only one Board member is available to attend leadership, should the Chapter offer to pay for partial expenses for one chapter member?
- Shawnyne is registered to attend ARMA International's InfoCon through Douglas County.
- Projected Budget was edited to account for 2 Board Members for the Leadership Conference - Tempe, Arizona from the original 1 Board Member.

Speakers and Meeting Locations:

Discussion moved to August meeting.

2019 Nevada E-Records Forum Update:

- Discussed registration thoughts and introductions of speakers.
- Edison stickers and verification list as part of registration.
- Print name tags at registration.

Member Spotlight:

- Heather will make up a form for the chapter member selected for the member spotlight. To have continuity, the form will have 2-3 questions. Suggestion was made to have outgoing President as the September Member Spotlight. Will vote at the August meeting.

Chapter Catch Phrase for marketing:

Discussion moved to August meeting.

PayPal Account:

Discussion moved to August meeting.

Future Agenda Items:

- Discuss leadership certificate
- Update chapter Board of Directors on ARMA website.

Next meeting - Thursday, August 8, 2019 at 4:00 p.m., 100 N. Stewart St., Carson City. Teleconference and video conference will be available.

Meeting Adjourned: 6:36pm Motion by Heather, 2nd by Brandy.