



Sierra Nevada Chapter of ARMA

Board Meeting Minutes

July 10, 2018 @ 5:30pm

Meeting was held at BJ's Restaurant, South Reno; In attendance: Joy Sowle (Past Pres.), Sara Martel (VP), Sara Center (Treasurer), Shawnyne Garren (Secretary), Heather Hahn (Affiliate Member/Webmaster). Tauri Schow (President) was also in attendance shortly after meeting was called to order.

5:50pm Meeting called to order by Joy Sowle, Immediate Past President

MINUTES:

April 10, 2018 and June 12, 2018 minutes reviewed and motioned for approval by Sara M. with 2nd by Joy. Approved unanimously. (There were no minutes for May 2018 - field trip to Alpine County Records)

TREASURER'S REPORT:

April - June, 2018 Treasurer Reports given:

Balance on hand as of March 31, 2018 ██████████

Ending balance as of June 30, 2018 ██████████

Primary expenses were related to the registration and travel expenses of Pacific Region Leadership conference.

Detailed monthly reports filed for audit pending confirmation of Network Solutions charge dated 6/8/18 in the amount of ██████████, presumed to be for the cost of chapter website domain name registry.

Sara C. also reported that the 2017-2018 Year End report has been filed for audit.

NEW BUSINESS:

- Post Office Box -

Joy reported that the account is now on an auto payment plan with next renewal due in August 2019. Box keys have been issued to Tauri and Heather for mail pick up. Chapter's mailing address is PO Box 17483 Reno, NV 89511.

- Website Update -

Heather reported (and demonstrated) that the chapter website is now active and accessible. Prior webhost was NetObjects and we are now using WordPress which Heather has found to be more user friendly. Domain name transferred successfully so our web address www.arnasn.org remains the same.

New site features:

- Heather has requested that each board member submit a headshot to include with bios
- We will utilize the Google calendar to post/broadcast chapter meetings and events
- Look for the new Chapter Blog coming soon...
- May utilize PayPal connection to facilitate registration admin for the next e-Records Forum

- Sierra Nevada Facebook page –

Thank you, Joy for all your past work and dedication to keeping this page current!! New admin will consist of Heather Hahn and Tauri Schow

Planned Inaugural post to relate to the upcoming Leadership Conference

- ARMA Chapter Central -

Joy emailed a link to current board members. Board is highly encouraged to specifically check out the eHandbook tools! Member lists and more can be accessed through this tool.

- 2018/2019 Speakers and Locations -

Tauri would like to calendar the entire year's speaker line up as far in advance as possible. Sara M. suggested a tour of the State Library and Archives in the month of October as it is American Archives Month.

Sept - OPEN

Oct - Archives Tour (100 N. Stewart Street 2:00-4:00pm Date TBD)

Nov - OPEN

Dec - OPEN (Speaker or Social?)

Speaker Ideas:

GDPR - Body Cams - HIPPA - Digital Born Docs - Blockchain Technology - E-notary/E-signature - LinkedIn/Resume building - collab w/Vegas Chapter for GoToMeeting speakers

e-Records Forum: Need to identify speakers and sponsorship levels: Gold, Silver, Bronze: Costs/benefits per level to be clearly defined.

- Webmaster Board position –

Tauri motioned to move Heather Hahn's membership from an Affiliate membership to Professional based on her contribution to the webmaster role. 2nd by Shawnyne, approved unanimously.

Meeting Adjourned: 7:44pm Motion by Joy, 2nd by Sara M.