



Sierra Nevada Chapter of ARMA

Board Meeting Minutes

December 17, 2018 @ 5:00pm

Meeting was held at The Union restaurant, Carson City, NV; In attendance: Tauri Schow (President), Joy Sowle (Past Pres.), Sara Martel (VP), Sara Center (Treasurer), Shawnyne Garren (Secretary), Heather Hahn (Webmaster).

5:32pm Meeting called to order by Tauri Schow, President

MINUTES:

The November meeting was held as an informal meeting via phone conference. Because there were not enough board members in attendance to constitute a quorum, there were no minutes recorded. Subsequently, the minutes of Aug-Oct 2018 are to be moved to the January 2019 agenda for final board approval.

TREASURER'S REPORT:

Revised summary cover sheet for the Treasurer's report dated 10/31/2018 was presented and filed for audit. Correction was made to the Month End Total that showed [REDACTED] and should have been [REDACTED] for a [REDACTED] difference.

Report dated 11/30/2018:

Balance on hand as of October 31, 2018 was [REDACTED]

Ending balance as of November 30, 2018 was [REDACTED]

There were no expenses for the month and revenues were from membership dues receipted

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Detailed monthly reports filed for audit.

GENERAL BUSINESS:

- Chapter membership renewals -

The Secretary will send out "thank you for your membership renewal" messages to members as dues are received.

- Chapter service project -

Joining forces with the State Library & Archives proved to be a successful endeavor with a large assortment of needs and wants to provide for our Christmas family adoption! Thank you everyone for your efforts and generosity!

- Records storage -

Heather was able to access the Chapter file library through ARMA International. Although the retention would have been at our discretion, the features were limited in nature. It was suggested that we consider utilization of a Google drive as a centralized storage of Chapter docs. Motion made by Sara M to create a Google drive account. 2nd by Sara C. ; Approved unanimously – Heather will create the account and email invites to join.

- Bylaws -

Target date to get bylaws edits complete set for the February 2019 meeting. Heather & Sara M. will begin suggested edits in Word format showing markups and forward to another board member for suggested input. Process will continue until all board members have had an opportunity to review and share any thoughts or concerns with the final version ending with Tauri.

- 2019 Speaker/Location lineup -

December 20, 2018 Ben Parker, Guavas: Predictive Policing Using A.I. Power of Analytics
**followed by Holiday Jingle Mingle hosted by Elizabeth Marty of Sierra Lifestyle Realty

January 24, 2019 (tentative date, time tbd) Brian Foote, Belfor: topic tbd

Feb – May ideas: Blockchain, Zasio, PDI, Cloud Nine

Additional discussion topics:

Nominations committee – need to announce at upcoming meetings thru March that we need people to step up to serve on the nominations committee. Committee should be formed by the March meeting and nominees must be presented to the Board by May 1 in accordance with the bylaws.

ERecords Forum – planning efforts should begin by the March meeting

HHP giveaway (6 meetings attended) – Tauri will have prizes assembled and ready for the Dec 20th presentation

Meeting Adjourned: 6:27pm Motion by Sara M, 2nd by Joy.