



Sierra Nevada Chapter of ARMA

Chapter Meeting Minutes

June 3, 2019 4:00pm

Meeting was held at Comma Coffee, Carson City, NV; Members & guests in attendance: Sara Martel, Sara Center, Shawnyne Garren, Heather Hahn. Tauri Schow joined shortly after the meeting was called to order.

4:00 pm Meeting called to order by Sara Martel, Vice President

MINUTES:

Motion to approve April 18, 2019 minutes made by Shawnyne, 2nd by Heather; approved unanimously.

TREASURER'S REPORT:

Report dated 04/30/19:

Balance on hand as of March 31, 2019 was [REDACTED]

Ending balance as of April 30, 2019 was [REDACTED]

No expenses incurred and income was for renewal of dues. Detailed monthly report filed for audit.

GENERAL BUSINESS:

- Bylaws -

After receiving approval from Charlie Saldano, ARMA Regional Leader, the final revisions were presented to the membership for comments or suggestions. None were received. The board voted to approve the bylaws.

- Website & social media report -

Heather gave a detailed report on activity and analytics on Chapter pages through Facebook, LinkedIn, and Instagram. She encouraged us to like and share posts for greater outreach. (report attached)

- 2019-2020 Budget work session –

Sara C. presented the board with a detailed spreadsheet of FY 2016-17, 2017-18, and 2018-19

(thru Feb 2019) listing income and expenses for review. Discussion took place about where future spending should be allocated to include supplies for chapter branding and marketing materials. Heather presented a draft of a proposed budget as well. It was agreed that we should continue to build on the draft.

- Nominations closed and final nominees –

Officer nominations closed April 29, 2019 and resulted in one nominee per open position. The final nominees were Shawnyne Garren, Vice President and Brandy Ellison, Treasurer. One vote was cast by Member, Shawnyne Garren to accept these nominees into office, effective July 1, 2019. Per the bylaws, Heather Hahn is also formally appointed as Information Media Specialist and is thereby a voting member of the board. (attached correspondence about nominations and voting process)

The 2019/2020 Sierra Nevada Chapter Board will consist of:

Sara Martel, President
Shawnyne Garren, Vice President
Brandy Ellison, Treasurer
Heather Hahn, Information Media Specialist
Tauri Parker, Immediate Past President
Vacant, Secretary

- Next meeting to be held June 27, 2019 for formal installation of new officers.

Meeting Adjourned: 5:30pm Motion by Sara C., 2nd by Shawnyne.