Sierra Nevada Chapter of ARMA

Board Meeting Minutes
October 9, 2018 @ 4:00pm

In attendance for the tour of the State of Nevada Library & Archives was Tauri, Sara M., Joy, Heather, Shawnyne, Bonnie, Pam, Brenda, Vickie, Brian, and Chris. Following the tour, the Board Meeting was held at Francisco’s Restaurant; Carson City. In attendance: Tauri Schow (President), Sara Martel (VP), Shawnyne Garren (Secretary), Heather Hahn (Webmaster), Joy Sowle (Past President).

4:15pm Board Meeting called to order by Tauri

MINUTES:

August & September minutes postponed until November meeting to allow time for review and clarification on Treasurer’s report.

TREASURER’S REPORT:

September 2018 Treasurer Report:

Balance on hand as of August 31, 2018

Ending balance as of September 30, 2018

Detailed monthly report filed for audit.

NEW BUSINESS:

- Tauri offered to take notes during the ARMA HQ phone conference w/Charlie scheduled for Friday morning (10/12 10am)
- Board members are being asked to send any documents to date to Heather for upload to the ARMA Library.
- Shawnyne will send Heather email addresses for the Douglas County staff for follow up
  - We narrowed down meetings for November –April
  - November 13, 2018 at 5:30 – Predictive Data with Ben Parker from Guavas – Sparks (Joy will reach out to her contact at Great Basin Credit Union for a potential location)
  - December 11, 2018 from 12-2pm – Belfour Disaster Recovery and Preservation – South Reno
  - January – Change Management (need to work on locating a speaker) – Date, time and location TBA
    - New Year’s Social?
  - February – OnBase, Born Digital and Conversion of Records – Date, time and location TBA
• At a prior meeting we had also discussed making this a speed networking event, like speed dating, in line with a Valentine’s Day theme

• March – Block Chain – Date, time and location TBA
• April – Farming Data with Ben Parker – Suggested location Fernley – Date, time and location TBA

• Some suggestions as to other organizations to include during this meeting since it involved the farming community. This could be another way to expand our membership base as well.

We discussed setting up Skype for those who cannot attend during the winter months because of weather.

We also discussed service projects for the chapter. Several ideas were put out there. Sara Martel said she would work on finding out information about Adopt a Family, Angel Tree and Toys for Tots. I suggested as well that we might consider at the end of our year do another service project based on the idea of what can ARMA do for you, ending the year thinking what can ARMA do for our community? This would act as a book end to this year’s theme.

For next month’s board meeting:

• Finalize the year’s meetings and schedule
• Finalize the service project for December
• Deadline to have all electronic and paper chapter files to Heather for upload into the chapter’s file library. I will also update everyone on the file library and use of the ARMA site for information storage
• Tauri will bring the updated by laws and the board will vote

Board Meeting Adjourned: 5:20pm