Sierra Nevada Chapter of ARMA

Board & Membership Meeting Minutes
September 27, 2018 @ 5:00pm

Meeting was held at Hometown Health, Reno; In attendance: Tauri Schow (President), Sara Martel (VP), Sara Center (Treasurer), Shawnyne Garren (Secretary), Heather Hahn (Webmaster).

5:18pm Board Meeting called to order by Tauri

MINUTES:

August minutes postponed until next month

TREASURER’S REPORT:

July - August, 2018 Treasurer Reports given:

Balance on hand as of June 30, 2018

Ending balance as of July 31, 2018

Primary expenses were carry-over expenses from the July Leadership conference and PO Box renewal. Revenue receipts were the leadership grant and membership dues.

Detailed monthly reports filed for audit.

NEW BUSINESS:

- Discussion of Upcoming events – Confirmed date and time for Library Archives Tour on Oct 9th
- Tauri will send notice to ARMA HQ to renew Heather’s membership, paid by Sierra Nevada Chapter.
- Sara M. will research a template for taxable/charitable contributions.
- Heather is continuing website improvements and will check ARMA International’s site for a recommended retention schedule

Board Meeting Adjourned: 5:33pm

5:40pm Membership Meeting called to order by Tauri

Members present: Shawnyne Garren, Sara Martel, Sara Center, Tauri Schow, Heather Hahn, Diane Lightwood, Lori Harrington, Brian Foote

- Introductions made
• "What Can ARMA Do For You" Power Point presentation – Board members shared about various areas of interest including overview of new website features and functionality, networking including eRecords Forum, career success, and community outreach.
• Tauri shared the idea of the logo redesign contest with all members and encouraged entries/ideas for board consideration
• Tauri gave members an overview of the resources available through ARMA International’s website including free seminars and education opportunities
• Attendance Raffle was announced – Prizes will be drawn for members in attendance for 3, 6, and 9 meetings throughout the year. The BIG prize will be a paid one-year membership for those in attendance for all 9 meetings in the year. This is a raffle so there will be ONE winner per category.
• Next meeting will be October 9, 2018 2:00pm at the State Library Archives Tour.

Meeting Adjourned: 6:35pm