




Sierra Nevada Chapter of ARMA

Chapter Meeting Minutes

August 8, 2019 4:00pm

Meeting was held at Nevada State Library, Carson City, NV; Board members in attendance: Sara Martel, Shawnyne Garren, Heather Hahn, Brandy Ellison.

5:05 pm Meeting called to order by Sara Martel, President

It was discovered that 2 board members were ineligible to vote on Chapter business due their membership status at the time of the July 11 meeting. One board member's membership had unknowingly expired and another was at Associate level, rather than Professional, making her ineligible to hold an elected position. The remaining three board members were all present, in person or by teleconference, for that meeting satisfying the need to have a quorum of the board present to conduct business.

As of the Board meeting held Thursday, August 8th, both membership status issues have been resolved. In accordance with Article IV (5) of the Chapter Bylaws, Sara Martel appointed Brandy Ellison, who was originally voted into the Treasurer position, to serve the remainder of the term as Treasurer. Shawnyne will draft an email notifying members of the matter.

MINUTES:

Motion to approve July 11, 2019 minutes made by Shawnyne, 2nd by Heather; approved unanimously.

*June 3 & 27 minutes accidentally left off of this meeting's agenda. Will be placed on the September meeting agenda for approval.

TREASURER'S REPORT:

Existing bank account is on hold due to fraudulent charges and pending investigation. Brandy personally reimbursed the Chapter for stop payment charges and overnight fee on the basis of feeling responsible for missteps that led to the fraudulent activity. If the bank reverses the fees, Brandy is to receive those funds back.

Due to account hold, Heather paid out of pocket for Leadership conference and will also need to be reimbursed. Shawnyne returned the Austin's House check to the Treasurer which will be reissued once new checks are received.

The 2019-990N has been successfully filed electronically.

Report dated 07/31/19:

Balance on hand as of June 30, 2019 was [REDACTED]

Ending balance as of July 31, 2019 was [REDACTED]

Detailed monthly report filed for audit.

GENERAL BUSINESS:

- Website & social media report – Discussed concerns from Network Solutions and reviewed website and social media statistics. It was discovered that the prior month's stats were being misinterpreted. Upcoming enhancements to the website include a Business Partners page and other possible professional links. Detailed report attached.
- Heather gave a few insights to the ARMA Pacific Leadership Conference she attended in July. More to follow at a future Chapter meeting.
- Final 2019-2020 Budget review. Motion to adopt budget as presented – 1st by Shawnyne, 2nd by Brandy. Approved unanimously.
- 2019-2020 Speaker tentative schedule:
 - September – Welcome & What's Ahead; South Valley Library, Washoe
 - October – Virtual Reality demo; NV State Library
 - November – Leadership 2019 Review
 - December – eNotary
 - January – Blockchain
 - February – Speed Networking
 - March – Tourism and Chamber of Commerce; Douglas County Chamber of Commerce
 - April – Stewart Indian Colony
 - May – Meet Your Nominees; South Valley Library, Washoe
 - June – Installation of 2020-2021 Officers & Sports statistics; Reno Aces

Meetings will be held the 2nd Thursday of each month, unless otherwise announced. Board meetings will begin at 4:00 with the Chapter meetings to begin at 5:30.

- Shawnyne to do some hands on learning of LinkedIn with Heather and serve as 2nd Admin
Motion to approve administrative duty assignment – 1st Heather, 2nd Brandy. Approved unanimously.
- Heather gave a review of updates to the Chapter website, including new Board materials login and discussed upcoming Chapter Member Spotlight feature
- Next meeting will be held on Wednesday, September 04, 2019 at the South Valley Library

Meeting Adjourned: 6:39pm Motion – 1st Shawnyne, 2nd Heather. Approved unanimously.