



Sierra Nevada Chapter of ARMA

Chapter Meeting Minutes  
September 4, 2019 4:15pm

Meeting was held at South Valleys Library Reno, NV; Board members in attendance: Sara Martel, Shawnyne Garren, Heather Hahn, and Brandy Ellison.

4:10pm Meeting called to order by Sara Martel, President

#### **MINUTES:**

Prior to approval of the minutes, Shawnyne noted that the new official format of current and future minutes should include the footer identifying the Chapter name, nonprofit status, established date and mailing and email addresses. Once approved, the minutes will be marked as such and be signed by whomever took the minutes. The approved and signed minutes will then be placed on the Chapter website for member/public access.

- June 3, 2019 Minutes - motion to accept made by Shawnyne, 2<sup>nd</sup> by Brandy; approved unanimously
- June 27, 2019 Minutes – motion to accept made by Heather, 2<sup>nd</sup> by Brandy; approved unanimously
- August 8, 2019 Minutes – Some spacing and grammatical errors were noted along with Sara Martel having been erroneously identified as Vice President, rather than President. Additionally, Shawnyne clarified that the email to the membership referenced in the Aug 8 minutes regarding Board membership concerns that were identified was not sent as originally directed pending further discussion among the Board. It was agreed upon at this meeting, held Sept 4, 2019, that it is appropriate to simply let the facts stand as memorialized in the minutes due to the fact that no business conducted was negatively impacted or changed as a result of the discrepancies that have since been remedied. Motion to accept the minutes with the noted revisions made by Shawnyne, 2<sup>nd</sup> by Heather; approved unanimously

#### **TREASURER'S REPORT:**

The old bank account is still in effect only to accept deposits due to the timing of the open registration period for the ERecords Forum. The new account is now open and activated and Brandy has been able to establish online access for proper monitoring of the account. New checks were received in the mail today and the outstanding reimbursements will be made as needed. The bank did reverse the stop payment charge that Brandy paid for personally and she will be reimbursed accordingly.

Report dated 08/31/19:

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

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

Detailed monthly report filed for audit.

Discussion held that we would encourage Business Partners to sponsor Chapter meetings by providing refreshments but agreed upon that the Board is prepared to sponsor occasional meetings throughout the year. At this time, we will plan to sponsor the February Speed Networking meeting as well as the June Board inauguration meeting.

#### **INFORMATION MEDIA SPECIALIST REPORT:**

There was increased activity to our Chapter website and social media accounts. Reviewed various types of stats available for LinkedIn. Security authentications updated for post office account.

Full Website and Social Media Report attached.

#### **GENERAL BUSINESS:**

- **2019-2020 Special Events**
  - Shred Events (2 if possible, depending on Iron Mountain's availability)- Reno location and possible Douglas County; Non-profit beneficiary: Allow members to write down their preferred organization and have a "beneficiary grab bag" in the January meeting to select this year's non-profit(s) to be donation recipient(s).
  - Adopt-A-Family Christmas 2019: Sara M will reach out to the State Library to see if they want to partner with us again, then check on deadlines with Domestic Violence group.  
*Discussion to be continued at October meeting...*
- Heather shared key points from the ARMA Pacific Leadership Conference she attended in July, including information on ARMA's Education Foundation, "Session in a Box," and professional connections made. Detailed outline attached.
- Discussion regarding proper motion, discussion, and voting processes specifically regarding the decision to pay out \$300 for speaker expense at ERecords Forum, with anticipation of reimbursement through Speaker Grant. Motion formally made by Heather to approve the expense for John Vassiliades to speak on privacy laws, 2<sup>nd</sup> by Shawnyne. Approved unanimously.
- 2019-2020 Speaker tentative schedule:
  - October 10 – Virtual Reality demo; NV State Library (Board meeting follows Chapter meeting)
  - November 14 – Virtual Meeting with Ken Withers on Ephemeral data
  - December 12 – eNotary
  - January 9 – Blockchain

February 13 – Speed Networking

March 12 – Tourism and Chamber of Commerce

April 9 – Stewart Indian Colony

May 14 – Meet Your Nominees; South Valley Library, Washoe

June – Installation of 2020-2021 Officers & Sports statistics; Reno Aces

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

**Board Meeting Adjourned:** 5:27pm Motion – 1<sup>st</sup> Heather, 2<sup>nd</sup> Shawnyne. Approved unanimously.

**Chapter Meeting Attendance:**

Sara Martel, Shawnyne Garren, Brandy Ellison, Heather Hahn, Miguel Vega, and Diane Lightwood

- Sara gave “Welcome to 2019-2020” talk and introduced this year’s board members.
- Heather gave a thorough overview of our chapter website improvements and resources
- Discussion held on Chapter presence on social media and business partner sponsorship opportunities
- Miguel Vega was selected as our next featured Chapter Member Spotlight
- What’s Ahead... review of tentative dates/locations/speakers/topics and how to find more information on our Chapter calendar.