Sierra Nevada Chapter of ARMA

Board Meeting Minutes
October 10, 2019 5:30pm

Meeting was held at The Fox Brewpub, Carson City; in attendance: Sara Martel (President), Shawnyne Garren (Vice President), Brandy Ellison (Treasurer), Heather Hahn (Information Media Specialist).

5:31pm Meeting called to order by Sara Martel, President

MINUTES:

Motion to approve September 4, 2019 meeting minutes by Heather, 2nd by Shawnyne; approved unanimously.

TREASURER’S REPORT:

September 30, 2019 Treasurer Reports provided – Original filed for audit.

- State of Nevada EFT payments were discussed as bank account information was updated with the State of Nevada Controller’s office including appointing and listing Shawnyne as the point of contact.
- ARMA Escrow account: share which member the account is referencing in their credits. Will watch upcoming Escrow account report listing Heather Hahn to trigger when and who is renewing.
- Agreed to discontinue putting bank balance in minutes and will simply state “filed for audit” due to fraud potential. Treasurer’s Report will be made available for review upon request. Heather will redact bank account balances in published minutes.
- Email response to Eureka County re our posted deadline for refunds.

INFORMATION MEDIA SPECIALIST REPORT:

- Some increased activity/likes on social media accounts.
- Website and Social Media Report for July 2019 provided.
- ARMA resources page on Chapter website ready to publish.
- A discussion of the addition of an acceptable use policy. Language was added regarding anything under copy right is prohibited and we reserve the right to remove anything that violates this policy. Motion to approve as amended by Shawnyne, 2nd by Brandy; approved unanimously.
GENERAL BUSINESS:

- E-Records Forum-
  - Hard to find scheduled time on website. Address to the event should be posted on the website. Sarah will add to reminders.
  - 20 minute presentation will be given due to extra time needed to fill.
- Shred Event in April-Douglas County Community Center or CBI parking lot. June-Great Basin Federal Credit Union in Reno.
- Chapter Sponsorship – Heather will look at sponsor level options. Shawnyne will ask at InfoCon and Heather mentioned looking at the Utah Chapter about how they implement sponsor levels. Table this for December Agenda.
- Adopt a Family - Agreed to sponsor family for Christmas. Sara will follow up on sponsoring of domestic violence charity.
- Heather will be part of the Pacific Region Development Team, appointed by Charlie Sodano.
- November Chapter Meeting - Kenneth Winters Virtual Management re ephemeral data at Sierra View Library. Will make info. on presentation November 14, 2019.
- Heather Hahn is the November spotlight member.
- Shawnyne has confirmed Lawrence Burtness for the e-Notary discussion in December. Will inquire as to location he prefers.
- Possibly future meeting locations in Sparks/Douglas County Chamber of Commerce. Future meeting subject: Blockchain.
- ARMA to sponsor Meet the Nominees in May.

Meeting Adjourned: 6:29pm Motion by Sara, 2nd by Brandi.