Sierra Nevada Chapter of ARMA

Board Meeting Minutes
November 14, 2019 4:00pm

Meeting was held at the Sierra View Library, Reno; in attendance: Sara Martel (President), Shawnyne Garren (Vice President) arrived at 4:42 pm, Brandy Ellison (Treasurer), Heather Hahn (Information Media Specialist).

4:02pm Meeting called to order by Sara Martel, President

MINUTES:

Motion to approve October 10, 2019 meeting minutes by Heather, 2nd by Sara; approved unanimously.

*Clarification Note: September discussed ARMA would cover end of year (June) inauguration but that is the Aces event so ARMA will not cover the costs of that meeting.

TREASURER’S REPORT:

October 31, 2019 Treasurer Reports provided – Original filed for audit.

- Reimburse Shawnyne for hotel expense – ARMA InfoCon 2019 Nashville.
- ARMA Escrow account: Will be contacting ARMA directly for guidance on better understanding of Escrow Report layout. Heather has provided a copy of her invoice to aid in tracking membership on our Escrow Report.
- Attempt paperless and scan everything to Treasurer folder in Google drive. Shred paper receipts, etc.
- Plan to close inactive US Bank account in January 2020.
- Discussed upcoming Annual List of Officers due with the Nevada Secretary of State-updating officers, Shawnyne to be additional director with Sara.
- Will begin filling out grant application for reimbursement of speaker expenses for John Vassiliades (E-Records Forum).

INFORMATION MEDIA SPECIALIST REPORT:

- ARMA resources published to website.
- Facebook down – more interaction seems to happen when people’s photos publish.
- LinkedIn slow traffic.
- E-Records Forum website has been paired down, pulled specific information down so as not to cause any confusion that it is over.
- Assistance needed for business cards communication with Vista Print. Attempting to get proof and fix pixellation issues. Due to close proximity Sara has offered to help.

Sierra Nevada ARMA Chapter – A Nonprofit Corporation; Established December 11, 2006
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GENERAL BUSINESS:

- Minutes - March/April of last year and August/September 2019 minutes need to be approved.
- E-Records Forum - Survey Monkey taken on behalf of E-Records Forum results and comments discussed.
- Chapter Sponsorship - are on For the Board Page. Add to next agenda for review and vote.
- Adopt a Family - Sara has followed up, will put all details in an outgoing email.
- December Chapter Meeting - Have Larry Burtness present as President of PRIA. Meeting to be in Carson City. Heather will provide a graphic.
- Gail Spearman was nominated is the December spotlight member by Shawnyne.
- Future Agenda Items
  - Sponsorship options; Business cards
  - Shawnyne’s discussion concerning ARMA InfoCon 2019 in Nashville
  - Leadership conference updates now standard after Media Specialist’s update
- Word Press Tutorial by Heather.

Meeting Adjourned: 5:25pm Motion by Sara, 2nd by Brandy.

Brandy Ellison,
Treasurer