



Sierra Nevada Chapter of ARMA
Chapter Meeting Minutes
April 18, 2019 5:30pm

Meeting was held at Hometown Health, Reno, NV; Members & guests in attendance: Tauri Schow, Sara Martel, Sara Center, Shawnyne Garren, Julie Torres, Diane Lightwood, Lori Harrington, Mike Farrell, and Justin Long.

Presentation on forms workflow given by PDI and City of Sparks

5:27pm Meeting called to order by Tauri Schow, President

MINUTES:

Motion to approve December 17, 2018 and January 24, 2019 minutes made by Sara M., 2nd by Sara C.; approved unanimously.

TREASURER'S REPORT:

Report dated 01/31/19:

Balance on hand as of December 31, 2018 was \$4,436.52

Ending balance as of January 31, 2018 was \$4,436.52

There was no financial activity for the month of January. Detailed monthly report filed for audit.

GENERAL BUSINESS:

- Bylaws -

Numerous proposed edits were made to the current Chapter Bylaws through Section 2 of Article V. The edits were documented in real-time by Heather Hahn as noted in the attached draft. The Board agreed to reconvene in March to complete the review and edits as needed. Date to be set later in the week.

- 2019 Speaker/Location lineup -

March 21st – LinkedIn & Self-Marketing (Tauri)

April – PDI? (Sara M will follow up)

May 1st – Interface event

- Media Update –

Heather gave a detailed website and social media update. (attached)

Proposed Action items included: (1) Deletion of the obsolete/un-used Facebook group, (2) Assignment of a 2nd LinkedIn administrator, (3) Announcement posting of upcoming Interface Conference, and (4) Announcement posting of 6-week SJSU Blockchain course.

Items 1, 3, and 4 were approved unanimously. Tauri volunteered to act as 2nd LinkedIn administrator (Item 2) with unanimous approval.

- Nominations committee status –

Shawnyne will email the membership with a request for members to serve on the nominations committee and will provide sample messaging and timelines that can be used.

Meeting Adjourned: 7:30pm Motion by Tauri, 2nd by Shawnyne.