



Sierra Nevada Chapter of ARMA

Chapter Meeting Minutes

December 12, 2019 4:00pm

Meeting was held at Round Table Pizza, Carson City, NV; Board members in attendance: Sara Martel, Shawnyne Garren, Heather Hahn, and Brandy Ellison.

4:04pm Meeting called to order by Sara Martel, President

MINUTES:

Approval of November 14, 2019 minutes – motion to accept made by Shawnyne, 2nd by Heather; approved unanimously

TREASURER'S REPORT:

November 30, 2019 Treasurer Report – Original filed for audit. Receipts primarily consisted of final payment deposits received for the E-Records Forum and disbursement paid out to reimburse Shawnyne for InfoCon travel expense.

The Speaker Grant has been submitted, Annual Officer List has been filed with Secretary of State, and correspondence is underway with US Bank to finalize closing the old checking account. We will be transitioning to paperless statements and correspondence using the sierranevadaarma@gmail.com account.

Sara suggested we update the projected budget with actuals on a future agenda.

INFORMATION MEDIA SPECIALIST REPORT:

Given by Heather - Social media interaction is down from last month. Thursday's appear to have a higher traffic pattern and may be good days to post announcements, updates, and other business. Regional Leadership meets next week.

The business card proof was approved by the board and 150 cards will be ordered initially. Board members will have a supply of 10 each for networking and information sharing.

Full Website and Social Media Report attached.

GENERAL BUSINESS:

- **Shred Event**

Shawnyne will check with Carson Valley Inn (CVI) in Minden to coordinate a possible event date.

Depending on availability, she will also check with the DC Community Center as a back-up. Members will be encouraged to bring their non-profit beneficiary nomination for the “beneficiary grab bag” to be held at the February meeting to select this year’s non-profit(s) to be donation recipient(s). (Saturday’s in April are 4, 11, 18, 25)

- Chapter Business Partners Program and related sponsorship levels were discussed with proposed edits to remove the Silver Level E-Records sponsorship from the Platinum level business partnership and remove Shred Event table from Gold level. Also, to reduce the amount of the Platinum partnership cost. Motion made by Brandy to have the edits put in place and finalize approval through email; 2nd by Shawnyne. Approved unanimously.
- Heather gave a summary of the feedback from the virtual chapter meeting held in November. Primary take aways were that the content was great, but the time of day was not favorable. It was suggested to make future events during the workday or even as a lunch and learn style during a typical lunch hour. It was proposed to hold the January virtual meeting at 2:00pm with the Board meeting to follow immediately after. All board members present agreed.
- Shawnyne gave an update on the workshops and information shared at InfoCon in October. She will work on a blog style article summarizing some of the topics shared that can be posted on social media and the chapter website.
- Member spotlight – January is scheduled to have a board member spotlight. Shawnyne will ask Tauri if we can spotlight her. Veronica Bell at Washoe County was suggested for February.
- Future Agenda Item suggestions: Update budget, Shred event update, Discuss marketing plan of new business partnership program for tentative February launch...

Board Meeting Adjourned: 5:15pm Motion – 1st Heather, 2nd Shawnyne. Approved unanimously.

Chapter Meeting Attendance:

Sara Martel, Shawnyne Garren, Brandy Ellison, Karen Ellison (guest), Sarah Center, Lenora Mueller (guest)

- Larry Burtness, PRIA President and Guest Presenter spoke about PRIA and the history and technological advances of E-notary, digital signatures. PRIA stands for Property Records Industry Association.