

ARMA Silver State Chapter
 Board Meeting and 2015-2016 Strategic Planning
 8/4/2015

Board Members present: (cross out absent)

President	Renee Stegeman
Vice-President	Lufonda Cone
Treasurer	Mercedes Ward
Secretary	Susan Ziobro
Past-President	Linda Hellow
Committee Chair	Terri Robertson

Meeting called to order at 5:24 PM by Renee Stegeman

Approval of Minutes

Approval of 6/18/2015 minutes was made via email to expedite banking access and authorizations for pre-conference expenditures.

Treasury Report - Mercedes

Treasury report presented by Mercedes Ward

- Current Financial Report (Handout) to all board members.
- Account Balance as of 07/28/2015 = \$6493.85

Secretary Report - Susan

- Chapter Archive – Microsoft One Drive (Cloud Drive)
 - Review of folders was made (Handout).
 - Action Item - Folders are to be re-organized by Fiscal Year with categorized sub-folders.
 - Action Item – Chapter documents from past terms are to be imaged and uploaded.
- Board Events Calendar –
 - SPKR GRANT – passing on August deadline. Focusing on December or March deadline.
 - Meeting frequency – meet every month with exception of October.

BOARD EVENT CALENDAR		
JULY	AUGUST	SEPTEMBER
Leadership Conference 23 rd – 25 th	STRATEGIC PLANNING 8/04 Teleconference 8/26 SPKR GRANT DUE -31st	Teleconference TBA
OCTOBER	NOVEMBER	DECEMBER
International Conference 5 th – 7 th		SPKR GRANT DUE -31 st
JANUARY	MARCH	APRIL
	SPKR GRANT DUE -31 st	
MAY	JUNE	JULY
BOARD NOMINATIONS	VOTING BEGINS	

ARMA Silver State Chapter
Board Meeting and 2015-2016 Strategic Planning
8/4/2015

Committee Reports

- Leadership Conference Update from Mercedes and Lufonda
 - Action Item – scan ARMA Conference course syllabus from Leadership Training session (MERCEDES).
 - Objective - implement the following - chapter recognition through name badges, most improved chapter, chapter member of the year, certificate of membership.
- Committees
 - Membership Committee (SUSAN)
 - Action Item – check into survey tool (SUSAN).
 - Action Item – implement Attendance Report for a membership incentive program.
 - Action Item – acquire attendance form from Margaret (LUFONDA).
 - Professional Development and Research Committee (MERCEDES)
 - Action Item – continue to investigate opportunities.
 - Event Planning Committee (ALL).
 - Discussion - invite sponsors to host events, give them time at the lectern (Recall, Iron Mountain, Access, Orbis).
 - Local e-Forum – Panel with CIO and tech officers to present and answer member questions (MERCEDES).
 - Website Coordination Committee (LINDA & RENEE)
 - Action Item – coordinate with Linda to manage web pages.
 - Discussion – investigate other web site platforms and costs for existing options.
 - Social and Hospitality Committee (LUFONDA AND TERRI)
 - Action Item – photograph chapter events for website (ALL).
 - Action Item – name tags (TERRI).
 - Marketing – (ALL)
 - Newsletter – Suggested content to include chapter history tidbits.
 - Announcements – via email, website, social media.
 - Records – (SUSAN AND MERCEDES)
 - Financial Audit is typically performed by Vice President.
 - Retention is typically applied to financials and chapter docs by Treasurer and Secretary respectively.

ARMA Silver State Chapter
Board Meeting and 2015-2016 Strategic Planning
8/4/2015

Old Business

- US Bank authorization switched from Margaret and Linda to Renee and Mercedes on 7/8/15
 - Action items to update account information to current board members only, for **both** checking and saving accounts, remove all others. See “Jason” at bank and remove Linda.
- Chapter Board Update Form and Form 990 due August 1st – done.

New Business

- Internet Passwords and accounts (Handout)
- Update Chapter Bylaws –
 - Review Process –
 - Action Item – Board to look at what needs amending before next meeting.
 - Recommendations – President provides recommendations (Handout).
 - Discussion – none
 - Motion to table discussion made by Susan Ziobro, second by Renee Stegeman
- Update Webpage Content (LINDA)
 - Discussion – Is club web content secure? Is the URL http or https?
 - Action Item – Update Officer list, leadership doc from conference, current Bylaws, contact information, and calendar of events.
 - Action Item – Create new PayPal account to link to chapter site.
 - Action Item – Research PCI compliance to handle bank card payments.
- Charity
 - Technology for Tots Gala – December –
 - Action Item – Board agreed to decline invitation.
 - Other Charitable giving options
 - Blind Center of Nevada - Board agreed to inquire for volunteer opportunities (SUSAN).
- Teri Mark Conference
 - Action Item – Board agreed to decline invitation.
 - Action item – Board agreed to publicize Reno conference to local network.
- Calendar of Membership meeting - Quarterly
 - Topics
 - Medical Marijuana, CIO Tech e-Forum, Test Site Tour, Holiday Social
 - Venue
 - Nothing concrete at this time, suggestions are: Atomic Test Site (includes bus ride), Stratosphere Lounge 107 (for Holiday Social).
 - Cost
 - TBD
 - Organizer
 - ALL

ARMA Silver State Chapter
 Board Meeting and 2015-2016 Strategic Planning
 8/4/2015

- Chapter Speaker Grant Applications (\$500 Grants) Due August 31st, December 31st, March 31st to Region Manager.
 - Action –Apply for a grant in December or March.
 - Meeting frequency - Meet 4th Tuesday of each month with exceptions.

CHAPTER EVENT CALENDAR		
AUGUST	SEPTEMBER	OCTOBER
n/a	Medical Marijuana (choice #1) CIO Tech e-Forum (choice #2) (MERCEDES)	No Meeting – International Conference 5th – 7th
NOVEMBER	DECEMBER	JANUARY/FEBRUARY
ATOMIC TEST SITE TOUR (MERCEDES & SUSAN)	HOLIDAY SOCIAL TBA	JANUARY TBA (Open)/ FEBRUARY TBA (LUFONDA)
MARCH	APRIL	MAY
TBA (Open)	ORBIS SOLUTIONS (RENEE)	TBA (Open)
JUNE		
END OF YEAR EVENT – INDUCTION OF NEW OFFICERS		

Adjournment

A motion was made by Vice President Lufonda Cone, second by President Renee Stegeman to adjourn the meeting at 7:05 PM. The next meeting of the board will be on 8/26 via teleconference, time TBA.

Respectfully Submitted,


 Susan Ziobro,
 Silver State Chapter Secretary

Approved by President, Renee Stegeman