

ARMA Silver State Chapter
2013-14 Strategic Planning Board Meeting
September 13, 2013

Board Members present:

Linda Hellow-President
Renee Stegeman-Vice President
Phyllis Gurgevich-Secretary
Margaret Ebner-Solis-Treasurer
Terri Robertson-Past President

Meeting called to order by Linda Hellow

Treasury Report

Annual Treasury report presented by Linda Hellow and all board members received a full packet. Board reviewed paperwork and balance sheet, Bank Statement for checking and savings. Margaret is Treasurer for 2013-14 and will be taking over the responsibilities and reporting. Margaret and Linda will meet separately to discuss and plan the transition.

Linda reviewed the filing of the 501C paperwork and form for ARMA International.

Reviewed new rules for speaker grant, application and deadline are past and we will not be submitting this year.

Reviewed event report from previous joint event held with AIIM local chapter. Event had a great turn-out in attendance numbers and the subsidy required from the chapter was minimal. ARMA paperwork is copies and AIIM holds the original paperwork.

Committees

Lufonda Cone and Mercedes Ward have volunteered to head committees.

Chapter Connection

Included in packet for board members review.

Chapter Bylaws

Board reviewed bylaw changes made in accordance with changes to international membership classes. Regular Member, Student Member and Retired Member changed to Professional Member, Associate Member and Friend of ARMA. Chapter fee changed from \$42 to \$36. Honorary membership: Linda will confirm if international is keeping this class and update our bylaws governing membership accordingly. Terri questioned whether or not the changes to the International by-laws impacted the Chapter by-laws because they do not seem to apply at the Chapter level.

Terri motioned to accept these bylaw changes, Margaret seconded and the motioned passed unanimously.

Discussion regarding recruiting Students for the Associate Membership level was conducted. Phyllis will research local classes and educational programs that would present an opportunity for us to promote

our chapter. Report will be brought to next board meeting.

There was further discussion on bylaws changes. Linda Hellow will distribute the current bylaws in a word document for board to review and comment. Deadline will be established to respond, and based on responses received there may be a second separate meeting to discuss changes desired.

Notes regarding ARMA International

It was noted that we are now able to post our events on the international calendar. It was also stated that each Board member has the ability to post information on the International calendar; not only the WebMaster. We will also ask for our meeting details to be distributed throughout the southwest as some of the meetings would be relevant beyond our state and people may want to come to Las Vegas for training and educational opportunities.

ARMA international will be in Las Vegas October 28-29, 2013. As far as we can tell, there is no role or responsibility for the local Chapter. Margaret reported that there will be a leadership training on Sunday that is open to board members at no cost.

E-Records Forum

E-Records Forum is a joint event with Las Vegas AIIM chapter, Sierra Nevada ARMA chapter, and Nevada State Archivist. Registration and finances are being handled by NAGARA and the event will be on October 3. The live event will be held in Carson City and simulcast in Las Vegas at the National Guard Auditorium, 4500 W. Silverado Ranch. ARMA Silver State will receive \$10 per person registered from Las Vegas. This event provides an all day forum and includes credits. Looking for help at registration table and food areas. Currently have 12 people registered.

Renee will review our member list and create a sub list for vendors/possible sponsors for this, and all events and sponsorship opportunities. Terri will assist in emailing the sponsor sheet to vendors as well as check with the Water District about their possible sponsorship.

2013-14 Silver State Chapter Calendar of Events

- Oct : E-Records Forum
- Dec: Technology & Diversity for Charity event December 13 at the Cosmopolitan
- Feb: Open
- April: Terri Robertson, , Legal Hold & How it is Applied
- June: end of year wrap up, possibly the Futurist as a speaker

Everyone should bring ideas to the next meeting to fill the slots on speakers. Topics of interest are cyber security, homeland security, pdfa

Charity
Need to determine

Meeting Adjourned

Minutes prepared by Secretary: Phyllis Surgenich

Minutes Approved by President: Linda Hellow