

BVC ARMA Chapter Board Meeting

December 2, 2020

11:30 AM

Remote: Microsoft Teams

Attendees: Derek Hartman, Rick Surber, Frank Fazio, Jennifer Chadband, Scott Sailor, Tyler Head, Katie Ivory, Anna Miller, Misty Perry

- I. The meeting was called to order at 11:32 a.m.
- II. The Board Minutes of April 28, 2020 and October 7, 2020 were motioned for approval by Rick and seconded by Scott. Minutes approved.
- III. President's Report – Derek Hartman
 1. Nothing new to report.
- IV. Treasurer's Report – Frank Fazio
 1. Frank emailed the financials. With the current situation of limited meetings and meeting remotely, the cash balance is at \$9,500.
 2. Website maintenance cost. There are now three levels – Basic, Advanced, or Premier. We currently own the Basic plan. Basic is recommended for a personal website. Advanced plan is for business. Premier is a plan for high traffic. The new plans require a five-year contract and be prepaid. The Basic plan is equivalent to what we have now (2.59/month X 60). Frank recommended the chapter to prepay to receive a lower price. Frank moved to revise our website plan to a five-year prepaid Basic plan to save money. Anna Miller seconded. All Approved. Frank will call them and work out the details.
- V. Programs Report (VP) – Scott Sailor
 1. Meetings
 - a. January: Whitney McCollum presenting on privacy. Scott is working with Bruce and waiting on confirming the date.
 - b. February: 2/16/2021 – David Yoon from ShinyDocs presenting on metadata crawling and AI for auto-records categorization. Working on the details.
 - c. Bank card – no action taken, yet.
- VI. Committees – Need to iron out
 1. Awards – Tyler. Nothing to report.
 2. Nominating – Rick. Two board member positions will be up.
 3. Membership – Scott. 33 members.
 4. Community Affairs – Jennifer and Anna. Jennifer and Ana corresponded with the Veteran's Administration. They invited us to sponsor two families. The board decided to sponsor the one single individual family since it is late in the year and we didn't want to come up short for either family. The Board all pitched in to help and Ana sent an email to the membership for other members to participate, if they wanted to.
 5. Website – Derek.
 6. Conference (Spring 2022) – Rick and Katie. Nothing to report.
- VII. Unfinished Business – Chapter Zoom account and alternatives. Scott has been using the speaker's Zoom accounts. Tyler is open for the Chapter to continue to use his work Zoom account. AECOM has Teams available, and Zasio has Gotomeeting as an alternate.

VIII. New Business

1. The Board discussed whether to continue to give gifts for presenters since it is virtual. Should it be a donation in their honor? Should the Speaker choose?
2. Rick made a motion to continue giving a \$25 gift to the speaker. The person hosting the meeting has the authority to ask the speaker how they want the \$25 (Amazon, gift card, donation, etc.). Frank seconded. Motion approved.

IX. Meeting adjourned at 12:29 pm.