



## **NJ-GMIS EXECUTIVE & TEC FOUNDATION BOARD MEETING**

### **In-person Meeting**

Tuesday January 17, 2:00 PM

Morris County OIT Building

30 Schuyler Place, Morristown NJ 07963

John Tugman

Howard Levison

Shawn Hopkins

Paul Allena

Sue Arpa

Walt Hansen

Tom Porto

Tony Fan

Lee Micai

Savanna Lott

Mitch Darer

Meeting called to order at 2:07 pm by President Shawn Hopkins.

Motion to approve December 14, 2016 Board Meeting Minutes was made by Howard Levison. Marc Pfeiffer seconded the motion. Motion passed unanimously.

#### Treasurer's Report

The Treasurer's Report was provided by Treasurer, Walt Hansen. The NJ GMIS and TEC Foundation financials as of 01.16.17 were reviewed. The treasurer reviewed the financial outline and purposes for both NJ GMIS and the TEC Foundation for the new Board members.

Walt Hansen notified the Board of his intention to resign as Treasurer of NJ GMIS. Shawn Hopkins motioned to nominate Dave Miller for the position of Treasurer for NJ GMIS, effective 2/1/17. Howard Levison seconded the motion. Motion passed unanimously. Resolution for Executive Director to notify GMIS International of the change in officers.

#### President's Report

Shawn Hopkins reviewed the members named to appointments. Mitch Darer motioned to approve the

appointments as named by Shawn Hopkins. Walt Hansen seconded the motion. Motion passed unanimously.

Shawn Hopkins reviewed with the Board the acceptance of a contract to provide management services with My East Coast Home, LLC made during the previous Board meeting on December 14, 2016. Marc Pfeiffer motioned to thus approve the appointment of Savanna Lott to the position of Executive Director. John Tugman seconded the motion. Motion passed unanimously.

The Board reviewed personal schedules to determine the yearly Board meeting schedule. The Board established the schedule as follows: Wednesday mornings, 10 AM – 12 PM, every six weeks, with the caveat to avoid the second and fourth Wednesday of each month. March 1 will be the first scheduled. Franklin and Morristown will serve as the alternating locations.

#### Executive Director's Report

Savanna Lott reminded the Board to complete the Board roster form. Savanna Lott also instructed the Board how to register for the TEC event. Resolution for Savanna Lott to email registration particulars to the Board.

#### TEC Foundation Report

Shawn Hopkins reviewed the current status of planning for the annual NJ-GMIS TEC, scheduled for April 6, 2017 at The Palace at Somerset, NJ. The Board discussed opportunities for marketing registration to affiliate groups and potential new members, as well as to existing members.

Shawn Hopkins reviewed the sponsorships sold, remaining sponsorships available, as well as the sponsorship of an afternoon event, which is new this year. The Board discussed opportunities for marketing vendor registration to business relationships and prior sponsors.

Resolution for the Conference Chair and Executive Director to streamline the online vendor registration process.

#### Education Committee Progress

Marc Pfeiffer reviewed the proposed speaking topics and speakers for the 2017 TEC. The Board discussed which topics would be most relevant for audiences. Resolution for Marc Pfeiffer and Walt Hansen to continue to firm up the speaking topics with Board input, as well as speaking sponsors' input, within the next few weeks. The Education Committee plans to firm up featured speakers by the end of the month. Walt Hansen confirmed that TEC marketing ads will run twice in the NJLT publications and in the NJMMA publication. Walt Hansen also confirmed that a TEC marketing postcard will be sent to all IT offices in the state. Sue Arpa is also assisting with marketing ad placement amongst other affiliates. Walt Hansen explained the procedural change in registration rate cut-off dates.

Resolution for Mitch Darer and Savanna Lott to solidify application/s for CEUs for TEC.

## Old Business

Shawn Hopkins explained that the Foundation Bylaws will need to be amended to reflect new Board structure, as well as to be in alignment with upcoming changes to the GMIS International bylaws. A subcommittee will be named to solidify these changes and propose them to the Board after the TEC.

Shawn Hopkins shared the need for the Foundation to solidify accounting and filing processes within the quarter.

## New Business

Shawn Hopkins shared with the Board a speaking opportunity that has been afforded to NJ GMIS by NJLM on 6/16/17. The Board will review options and reconvene.

Shawn Hopkins reviewed the need to streamline the online platforms used for storage and communication, be it SharePoint vs. G-suite vs. other options. The Board settled to use the Executive Director's Zoom meeting platform. Shawn Hopkins will appoint a Committee to determine the best option for storage, who will then present options to the Board for review.

Resolution for Executive Director to post a list of the NJ GMIS municipality members on a public-facing portion of the organization's website.

Resolution for Marc Pfeiffer, Susan Arpa, Lee Macai and Savanna Lott to cross reference and streamline listserv and contact lists. Savanna Lott will schedule a call.

The meeting was adjourned at 3:52 PM.