

NJ-GMIS EXECUTIVE BOARD MEETING

In-person Meeting

MINUTES

Wednesday, January 17, 2018 10:00 am
30 Schuyler Place, Morristown, NJ 07963
4th Floor OIT Conference Room

Conference Bridge:

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/419910276>

Or Telephone: US: +1 646 558 8656 or +1 669 900 6833

Meeting ID: 419 910 276

Present: Shawn Hopkins, Ed Card, Lee Micai, Walt Hansen, Bob McQueen, Mitch Darer, Sue Arpa, Paul Allena, Bernadette Kucharczuk, Tony Fan, Savanna Lott, Guest - Dan Freed, Records Manager, Sussex County

Shawn Hopkins called the meeting to order at 10:06 am.

Paul Allena motioned to approve the November 29, 2017 Board Meeting Minutes as presented to the Boards; Bernadette Kucharczuk seconded the motion. The motion passed unanimously.

NJ-GMIS Treasurer Justin Heyman was not in attendance to provide the Treasurer's report.

Walt Hansen provided the TEC Foundation Treasurer's report. The overall financial health of the organization is strong. There has been much income activity due to the upcoming TEC event sponsorships being sold. Walt will update the Boards on tax correspondences at the next meeting or via email. Walt shared with the Boards that NJ-GMIS is in receipt of its annual dues rebate check from GMIS International. Walt suggested that the TEC Foundation decide on how many GMIS MEETS early bird passes to purchase for scholarships. To best decide the number to purchase, Shawn Hopkins advised Savanna Lott to send out a poll to the membership to determine about how many plan to attend. Mitch Darer motioned to approved the TEC Foundation Treasurer's report as presented to the Board; Ed Card seconded the motion. The TEC Foundation Board passed the motion unanimously.

Shawn Hopkins provided the President's report. The NJ-GMIS Cybersecurity Seminar has been 100% collected and closed out at this point. The Bylaws Review Committee has begun their initial review and will update the Boards as progress is made on this project.

Savanna Lott provided the Executive Director's report. NJ-GMIS has gained three new members in the last reporting cycle. Membership totals overall have increased year over year for the last two years. Savanna will provide the names of the new members, as well as a membership report, to the Boards for review. Savanna will continue to work with Membership Director, Bernadette Kucharczuk, in the new member onboarding process.

The Boards discussed various options for digital storage of the associations' records. After vetting a few options, the Board decided that the Executive Director will work in tandem with Bernadette Kucharczuk, Tony Fan and Sue Arpa to demo the options and assess both the ease of use and the capabilities of each for Board members and staff.

Lee Micai provided the Technology Education Conference ("TEC") update. The TEC committee has switched one topic on the agenda to the topic of digital record retention, a topic on which members of an affiliate organization have agreed to speak at the conference. Shawn Hopkins will assist with speaker coordination for this topic. Lee shared with the Boards that Marc Pfeiffer has agreed to reach out to potential speakers for blockchain and cybersecurity topics, and John Tugman will reach out for the IT governance session. Savanna provided the sponsorship update and confirmed that only two opportunities remain. Shawn Hopkins directed Savanna Lott to wait contact any existing sponsors regarding upgrades, to draft an agreement for the cocktail party sponsor, and to verify that all 2017 TEC attendees have paid for their registrations. Lee shared the registration marketing schedule with the Boards. Shawn echoed Lee's marketing comments and stressed the importance of all Board members assisting with registration promotion. Savanna provided an update regarding postcards to be mailed in early February. Savanna updated the Boards on the progress of the CGCIO Day planning. Savanna will work with Mitch to certify the event with CEUs. Savanna will send a registration announcement to our affiliate list of contacts and forward a copy to the Boards.

Bernadette Kucharczuk motioned to adjourn the meeting; Lee Micai seconded the motion. The motion passed unanimously and the meeting was adjourned at 11:14 am.