



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

### **In-person Meeting**

Wednesday, May 31, 2017 10:00 am

Franklin Municipal Building

475 DeMott Ln, Somerset, NJ

Mitch Darer, Lee Micai, Marc Pfeiffer, Sue Arpa, Ed Card, Ankit Ghandi, Justin Heyman, Bob McQueen, Walt Hansen, Shawn Hopkins, Dave Miller, John Tugman, Paul Allena, Savanna Lott

Shawn Hopkins called the meeting to order at 10:12 am.

Justin Heyman motioned to approve the April 19, 2017 Board Meeting Minutes; Walt Hansen seconded; motion passed unanimously.

Walt Hansen provided the Treasurers Report. The organizations' account balances, net changes and outstanding receivables were reviewed. All outstanding receivables are accompanied by a PO. Both organizations have a healthy financial status.

Directive for Savanna Lott to create a Seamless Doc form to use for reimbursement requests.

Directive for Savanna Lott to reconvene the Membership Committee to discuss new member onboarding.

Directive for Savanna Lott to include a Membership Update as part of the Executive Director Report for future Board meetings.

#### **Executive Director's Report**

GMIS International Conference Scholarships were awarded to NJ GMIS members, as selected from applications reviewed by the TEC Foundation Board. All benefits have been communicated to and coordinated with recipients.

An NJ GMIS Seamless Docs account has been established for continuity of NJ GMIS forms year over year.

CGCIO Scholarships were made available to NJ GMIS members for application. Only one application has been received thus far.

Presidents report



The Board discussed the issue of email retention policies for government agencies.

The Board discussed the cybersecurity panel being held at NJSLOM event in November, and agreed upon including digital records management and ransomware as panel discussion topics. Further topic discussion will be continued on the next Board call.

#### TEC Foundation Report

Walt Hansen reviewed the financials of the 2017 TEC. The budget target set for the event was achieved. Efforts are being made to collect the remaining outstanding receivables.

A call for volunteers will be made for the 2018 TEC Planning Committee via email from NJ GMIS Headquarters.

The Board discussed continuity of operations and succession planning for volunteers year over year.

A potential 2018 TEC Planning Committee was slated as follows:

Conference Chair – Lee Micai

Sponsorship Co-chairs – Ed Card and Shawn Hopkins

Education Co-chairs – Sue Arpa, John Tugman and Marc Pfeiffer

Directive for Savanna Lott to schedule a conference call with the slated Committee.

Directive for Savanna Lott to build a pre-committal form for 2017 metal sponsors as part of the right of first refusal process for 2018 and send to Shawn Hopkins.

Bob McQueen suggested a speaker for the 2018 conference, to be considered by the Education Co-chairs.

Bob McQueen will spearhead a bylaws committee to review the bylaws of both NJ GMIS and the TEC Foundation.

NJ GMIS will be participating in the LOM mini conference.

NJ GMIS presentation at NJAC was very successful.

NJ GMIS cybersecurity panel will take place as part of the NJSBA event happening on June 2, 2017.



Directive for Savanna Lott to work with Mitch Darer on updating NJ GMIS membership literature.

#### State IT Update

Marc Pfeiffer shared with the Board that Microsoft will be finalizing CJIS approval within the coming months.

The TEC Foundation management contract for the 2018 calendar year was reviewed. The recommendation was made by Walt Hansen for the contract to be voted on for approval.

Justin Heyman motioned to adjourn the NJ GMIS meeting; Walt Hansen seconded; motion passed unanimously. Meeting adjourned at 11:43 am.

Bob McQueen called the TEC Foundation Board Meeting to order.

Marc Pfeiffer motioned to approve the management contract for the 2018 calendar year; Walt Hansen seconded; motion passed unanimously.

Marc Pfeiffer motioned to end the meeting; Walt Hansen seconded; motion passed unanimously. Meeting adjourned at 11:46 am.