

NJ-GMIS & TEC FOUNDATION EXECUTIVE BOARD MEETING MINUTES

In-person Meeting

Wednesday, August 30, 2017 10:00 am
Franklin Municipal Building
475 DeMott Ln, Somerset, NJ

Walt Hansen, Mitch Darer, Tony Fan, Justin Heyman, Shawn Hopkins, Ed Card, Howard Levinson, Bernadette Kucharczuk, Lee Micai, Savanna Lott

Shawn Hopkins called the meeting to order at 10:07 am.

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

Treasurer's Report

Walt Hansen presented the Treasurer's Report, reviewed the current account balances, recent and upcoming expenses. Justin Heyman motioned to approve the financials as presented. Bernadette Kucharczuk seconded the motion; motion approved unanimously.

President's Report

Shawn Hopkins presented the President's Report. There will be a cybersecurity event held on November 2, 2017 from 8:00 am to 12:00 pm at Kean College that NJ GMIS will participate in. NJ GMIS's approach will be to present a case study for cyber security awareness, what to do in a cybersecurity incident, who to contact, a checklist to follow, and with the potential to collaborate with NJCCIC and the NJ State Police. Shawn requested NJ GMIS volunteers to be involved with the event, as well as to help set up and breakdown the booth.

Executive Director Report

Savanna Lott presented the Executive Director's report. NJ GMIS has a high percentage of members who have renewed for the new fiscal year, some who have submitted POs for renewal but are not yet marked as active members, and new members. The August membership report will be a more accurate representation of current membership, as the renewal cycle comes to a close. Savanna shared the need for a Board Member to serve as the Membership Chair to be copied to welcome letter communications sent to new members by the Executive Director. Shawn nominated Bernadette Kucharczuk to serve as the Membership Chair. Mitch Darer suggested a follow up call to new members, in addition to the welcome letter. Directive for the Executive Director to conduct a biannual listserv outreach campaign to ensure all members are receiving this membership benefit, if they so choose.

Old Business

Shawn Hopkins shared with the Board that the GMIS International bylaws change has now been implemented, and that NJ GMIS will, in the coming months, revise its bylaws as well. He also shared with the Board that the policies and procedures of the organization will be expanded

upon.

New Business

Justin Heyman provided the GMIS International report. He updated the NJ GMIS Board on the GMIS International Board agenda for their recently held in person meeting and shared updates of recent activity including a review of GMIS International financial status, a new website, an audit, a revision of new board roles and officers holding each, a more refined committee structure, the bundling of revenue items, the revising vendor pricing for conference, the revision of international program participation and expenditures, a growth in industry council, studying feasibility of regional conferences, and potentially make a state chapter leadership listserv.

Directive for Shawn Hopkins and Justin Heyman to meet to review for implementation a standard operating procedure for expense reimbursements that aligns with GMIS International, NJ GMIS and NJ GMIS TEC Foundation bylaws.

Shawn Hopkins will be participating on a panel at NJSLOM and needs additional panel members to participate.

The Board discussed a NJSLOM booth marketing and booth staffing plan. Directive for Savanna Lott to reach out to the Board for volunteers, and to assist Shawn Hopkins with a marketing plan finalization, on September 15. The Board agreed that any purchases to potentially be made to further marketing efforts at the NJSLOM event will be postponed until a Board Meeting with a quorum is achieved.

Mitchell Doremal gave a presentation on the NJ GMIS membership in his class.

Mitchell Darer and Sue Arpa met in person to edit and revise the NJ GMIS membership brochure. They will be finishing their work on the brochure this week. Directive for Savanna Lott to reach out to graphic designer to set up editing and publishing process.

Lee Micai, TEC Conference Chair, provided an update to the Board on the conference's current sponsorship sales status and next steps.

Justin Heyman shared with the Board the potential to have a CGCIO-related event for former and current students next year. More details will be shared as they are available.

Shawn Hopkins adjourned the meeting at 11:38 am.