

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

Wednesday, November 29, 2017 10:00 am

Franklin Municipal Building

475 DeMott Ln, Somerset, NJ

Present: Shawn Hopkins, Mitch Darer, Tony Fan, Justin Heyman, Bob McQueen, Walt Hansen, Lee Micai, Sue Arpa, Savanna Lott

Shawn Hopkins called the meeting to order at 10:01 am.

Justin Heyman motioned to approve the October 18, 2017 Board of Directors Meeting Minutes. Walt Hansen seconded the motion. The motion passed unanimously.

Justin Heyman provided the NJ GMIS financial report, including account balances, profit and loss statement, and recent and upcoming expenditures.

Justin Heyman recommended to the Board that both NJ GMIS and the TEC Foundation establish separate PayPal accounts to maintain accuracy. Justin Heyman and Savanna Lott will work on this initiative in January 2018.

Justin presented a proposed operating budget for NJ GMIS. The Board reviewed and discussed. Bob McQueen motioned to adopt the proposed operating budget. Lee Micai seconded the motion. The motion passed unanimously.

Walt Hansen reviewed the TEC Foundation financials, including account balances, profit and loss statement, and recent and upcoming expenditures.

Bob McQueen motioned to approve the financial reports as presented. Shawn Hopkins seconded the motion. The motion passed unanimously.

Shawn Hopkins provided an update to the Board regarding a recent expenditure to the NJ GMIS management company, ECH, LLC. This expenditure covered 36 hours worked on an event that fell out of the scope of the agreement between NJ GMIS and ECH, LLC. The two entities have agreed to inform one of another in advance of any hours to be worked on any projects that may fall out of the scope of the agreement, in order to avoid unplanned expenditures or loss of continuity of operations.

The Board discussed various options for the process of receiving physical mail and shipments, and the storage of association-owned items. The Board agreed to review options and discuss at the next Board meeting.

The Board discussed the structure of Board of Directors Meeting agendas. Shawn Hopkins and Savanna Lott will work together to fine tune the agenda structure in advance of the next meeting.

The Board discussed various locations for potential events to provide continuing education to various locations of members.

Lee Micai provided the TEC report. The sponsorship program is healthy. Advertisements for the conference have been placed in the NJSLM and NJWEA magazines. Education topics are being finalized by the TEC Committee.

Shawn Hopkins presented the Board with a proposed record retention policy authored by an informal committee formed by the NJ State Records Committee. The Board agreed to review the policy and conduct an electronic vote for approval by December 10, 2017.

Justin Heyman and Bob McQueen provided the GMIS International update including an overview of Board policy updates, a new committees structure, speakers at the upcoming conference, and the opening of registration, sponsorships and call for papers in December 2017.

The Board discussed options for maintaining the associations' digital records. Tony Fan and Sue Arpa will research and make recommendations to the Board at the next meeting.

Shawn Hopkins, Mitch Darer and John Tugman agreed to meet to discuss NJ GMIS bylaws.

The Board discussed the association's recent participation in the NJLM event, including contacts made and ideas for future improvement.

Shawn Hopkins adjourned the meeting at 12:09 pm.