SRMA Board Meeting  September 4, 2018, 9AM

Attending:  In person:  Kate Crowe, Nathalie Proulx

Telephone:  Heather Bowden, Laura Jackson, Katie Rudolph, Natalie Proulx, Jamie Seemiller, Lisa Dunn, Mary Elizabeth Ruwell (recorder)

Absent:  Laura Hoff, Emily Kintigh, Amanda Stow, John Major, Nicole Becwar

The meeting was called to order at 9:03 with a quorum.  No discussion on prior meeting minutes, and minutes were approved.

Financial Policies:  Laura Jackson has circulated the updated document on financial policies for the organization, which had been discussed extensively by current officers prior to meeting.  Laura asked if everyone had seen them, there were no comments.  Laura gave an overview, again of the procedures and why they should help avoid financial problems in the future.  The highlights: the organization will not use money orders to pay invoices under any circumstances, there is a $500 limit for items to be approved without approval of at least four voting Board members, and any expenses over $100 require pre-approval by the treasurer and a second board member.  QuickBooks has made procedures easier to implement.  Board agreed it was OK to approve, and place approved procedures in Dropbox.  Treasurer responsible to bringing policies to Board.  All voting members present approved policy.

Programs:  Lisa Dunn discussed upcoming fall conference.  She has emailed Abby at DPL for venue information and is hoping space will accommodate exhibits and “show and tell” workshop.  Catering is still pending confirmation.  She has also contacted Metal Edge for sponsorship.  Jamie said to contact Hannah Miles at DPL for venue questions.  There is large room and room for exhibits.  Kate said to discuss formats before contacting Sabrina Negri at CU-Boulder.  Will talk to Emily.  Laura Jackson needs to work out payments for $500 for Snowden for lodging and her keynote (focus on ethics and law).  Denver Film Festival does not want to charge for ticket prices.  Need to do draft of registration form.

Communications/Social Media:  Emily, in her position as Member-at-Large, has taken over outreach from Jane Thaler, and will ask John Major to put change on website.  She will be providing social media and outreach for programs for first year as Member-at-Large, which may be a permanent change, depending on how this year goes.

Website:  John Major unable to attend, but sent report for Website.

Preservation:  Nicole Becwar not present, but has worked on preservation kits, per last meeting’s minutes/update.

Newsletter:  Natalie Proulx: No updates for newsletter, but there will be a newsletter in October.

Continuing Education:  Amanda has been emailing with board members, but her new job does not allow time for attending board meetings.  Photo workshop was a success.

Archives/Listserv:  Katie reported that has accessioned records from last year.  Working on paper records.  Thinking of setting up gmail account for listserv membership.  Kate commented that members would get deleted if not renewed.
**Membership:** Mary Elizabeth sent membership report. There are some large former institutional members who have not renewed. Katie and I will review Cognito to send renewal reminders.

**Past President:** Summer went to SAA on SRMA scholarship. She should be writing something for newsletter. We are OK for finances. There was no SRMA meetup at SAA.

**President:** For survey on long-term planning, the questions were about how events should be planned moving forward. The current thought is to have one conference a year and some kind of a program. A suggestion was made to add location. It was suggested to have post–conference surveys. Maybe to be put together by Lisa and Jamie and others after fall conference. Kate will put together initial draft. Will circulate before next meeting. Should have report to membership to inform them about results of last survey. The by-laws only specify one business meeting a year, and we’re required to have a minimum of two board meetings a year.

No new business, meeting adjourned early at 9:42.