



ARMA Mile High Chapter Board Meeting Minutes

04/08/2008

4-6 p.m.

Meeting was called to order at 4:02PM at the Crown Plaza Hotel Denver Downtown.

Present were: President Brian Starck, President-Elect Mollie Taggart, Board's Chair Gregg Luther, Vice President Linda Hughes, Secretary Bonnie Perez, Treasurer Emily Bone, Directors Chris Ames, Janette Wesley, Genny Garrett, Rebekah Keller, and Ebbie Moody

Not Present: Director Ron Vince

Ebbie Moody moved to approve the March 2008 meeting minutes. Linda seconded. Minutes were approved.

1) **President's Report. Brian Starck**

- a. Region Leadership Meeting July 10th – 12th
 - i. Logistics
Meeting held in St. Lewis Missouri, 2 days Wednesday – Saturday,
Registration \$200.00
Stay Omni Hotel, cost \$119.00 per night
4 people from ARMA Board will attend
All decisions will be made at the next ARMA Board Meeting in May 2008
- b. **National Leadership Meeting at ARMA International Oct 18th & 19th** Saturday and Sunday
Meeting held by ARMA International
ARMA will pay the registration
Stay is at the Hilton Hotel
Information will be sent out early June 2008

2) **President-Elect's Report. Mollie Taggart:**

- a. Conduct a survey for ARMA Denver Chapter Members for different locations and times of future meeting places.
 - i. A survey will be sent out to all ARMA members.



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Telephone calls will be conducted to find out if members are interested in traveling to different locations and changing times of the meetings. The survey will be completed by the end of April 2008. A brief discussion was made in regards to changing the price of the monthly meetings if the location changes. Linda Hughes is checking into new locations and will report the results.

- 3) **Chairperson of the Board's Report. Gregg Luther:**
 - a. **Vendor Update – advertising, meeting sponsors for Spring Seminar**
 - Gold Sponsor is covered
 - All breaks are covered
 - 20 vendors are planning to attend the seminar
 - b. **Sponsors for ARMA April meeting**
 - i. Sponsor Kestral Group
 - ii. Speaker Martin Van Der Schouw, Project Management for Records Managers, System Architecture in Support of Records Management
 - iii. Presenter Chris Olsen
 - c. **Recruiting for 2008-2009 board positions**
 - i. President Elect and Programs positions open
 - d. **New Chapter Awards**
 - i. Currently, a Member of the Year Award is not given out. Discussion was in regards to giving different types of awards to present to members. Suggestion was to acknowledge long term members who have attended ARMA meetings and have done good deeds for the Chapter; calling it Chapter Member Award, the award should be presented every year to those who qualify. Another level of award could be an At-A-Boy Award for those who volunteer for the Chapter. Also recommended was a Pioneer Award for longevity, people who put their heart and soul into the Chapter and have been involved for years, a certificate could be appropriate to give out as an award. Another idea was to present a Certificate for Acknowledgement and possibly come up with a design of a medallion type of award.



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It was suggested that a Pioneer Award be given out at the Spring Seminar May 13th 2008; Criteria would be members involved with the Chapter 10 years.

Board members would also receive an award for Board terms of 4 years. This should be added to Awards – Chapter Member Policy.

Visionary Award:

Do we want an awards committee? Members of the Board should not be eligible to be a committee member. The committee should be members who have served no less than 3 years and no more than 5 years in the Chapter. Awards do not need to be given out at every ARMA meeting; they should be awarded when warranted. This idea was adopted April 8th.

President's Award should be changed to Chairman's Award; a vote is necessary and will be discussed later along with the details. Gregg Luther will post the issue for approval in a e-mail.

e. June Chapter meeting update.

- i. Gregg suggested the meeting be held at the Colorado Rockies Coors Field. He will present all the details for the meeting later.

f. Chapter member of the year.

- i. In progress, will be determined by May 15th.

4) Vice President's Report. Linda Hughes:

a. Report on April logistics.

- i. Crown Plaza Hotel
 - i. Island Paradise Buffet
 - ii. Registration for monthly meeting closes Friday therefore, a count is needed.
 - iii. Spring Seminar logistics complete

5) Secretary's Report. – Bonnie A. Perez

No report



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6) Treasurer's Report. Emily Bone

- a. Treasurers report has not been changed for March, Emily will get with Regan for details on an invoice issue for sales.

7) Directors' Reports:

a) **Education.** Rebekah Keller:

i) Spring Seminar Update

- (1) Linda and Rebekah went to the Crown Plaza Hotel in Stapleton for a walk through. The food has been arranged; providing a continental breakfast, buffet lunch, and snacks for afternoon session.
- (2) Vendor's area and rooms are spacious and very nice. Sponsors; Iron Mountain, Coors, Denver Water, and Office Max, etc. A discussion regarding payment at the door was posted on the brochure and needs to be taken off. This will present a problem with the count of people attending the Seminar. Members will be notified to send a check or pay by credit card. Phone calls or e-mails will be sent out to those who have marked pay at the door on their registration. Fortunately there were only a few.
- (3) There will be a booth for CRM credits for those who need the credit
- (4) Spring Seminar gift bags will be given to each participant.
- (5) Speaker arrangements have been made and will be confirmed.

b) **Communication.** Chris Ames:

i) **Newsletter Award.**

ARMA Denver Chapter has submitted the newsletter to ARMA International for nomination for the Newsletter Award.

ii) Colorado Springs Roundtable.

Kathy Kramer from Colorado State University is requesting ideas for a ½ day session in Colorado Springs for a roundtable or some kind of social event to initiate education of Records Management. Another group tried a roundtable event and was successful. Emily, Mollie, and Chris will work on the project. Because of ARMA's busy schedule for the next few months, it will be discussed at a later time to help promote a discussion session for Kathy Kramer's group in Colorado Springs.



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c) **Programs.** Jannette Wesley:

i) **April Speaker**

April Chapter Meeting Speaker, Martin Van Der Schouw, PMP President & CEO of Looking Glass Development, LLC. Presenting “Introduction to Project Management for Records Managers”

Jannette is leaving the ARMA position as the Programs Director. This is her last ARMA Board meeting. All of us on the ARMA Board thank her for the hard work she has contributed to ARMA.

d) **Administration.** Genny Garrett:

i) April Meeting

55 people are registered for the meeting

ii) Spring Seminar report

22 people have registered for the Spring Seminar

iii) An issue regarding CRM credit was brought to the Board’s attention; in the last 4 years there has been 1 person who asked for the credit. A receipt will be issued if requested.

e) **Membership.** Ron Vince:

i) No Report

f) **Budget.** Ebbie Moody:

i) We are in the BLACK zone, there is no Board expense.

Kudos to Emily for invoicing the vendors and sponsors for the Spring Seminar

8) **Old business - none**

9) **New business – none**

Discussion concludes; meeting adjourned.



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At 6:05 pm, Linda motioned to adjourn the meeting, seconded by Rebekah. Motion passed by unanimous vote.

NEXT MEETING: Tuesday, May 6, 2008, 4-6 PM Crown Plaza Hotel.

Respectfully Submitted,

Bonnie A. Perez

Bonnie A. Perez, Secretary