



## **DRAFT – ARMA Mile High Chapter December 4, 2007 Board Meeting Minutes**

### **Call to Order:**

President Brian Starck called the meeting to order at 4:00 p.m., Tuesday, December 4, 2007, at the Crowne Plaza Hotel, Denver.

#### **Present:**

- Brian Starck
- Gregg Luther
- Mollie Taggart
- Emily Bone
- Sharon Blackstock
- Genny Garrett
- Ebbie Moody
- Jannette Wesley

- Chris Ames
- Linda Hughes

#### **Not Present:**

- Ron Vince
- Rebekah Keller

### **Agenda Items:**

#### **1) Minutes of November 6, 2007 Chapter Board Meeting.**

- a. Chris moved to approve the November board meeting minutes. Mollie seconded the motion. All votes were in favor.

#### **2) President's Report – Brian Starck.**

- a. Logo Update: The new chapter logo has been submitted to ARMA International for approval. They are slow in responding. Brian will follow up again this month.
- b. Proof of Registration/Attendance for CRM Credits: A form has developed and will be distributed to CRMs at monthly meetings.
- c. Board Position Descriptions/Procedures (Brian & Mollie): Mollie has received feedback from only one Board member. Descriptions are available on the Sharepoint site. Board members need to review the descriptions for their positions and forward comments to Mollie ASAP.
- d. Brian has invited the Association of Contingency Planners to the December chapter meeting.
- e. Secretary Position: Gregg is recruiting for someone to serve as Chapter Secretary to complete Sharon's term (January-June 2008). Sharon stated that she has a conflict on the 2<sup>nd</sup> Tuesday of the month and can no longer attend chapter board meetings. She will edit and format minutes prepared by volunteers and post them on the Sharepoint site until the position is filled. Sharon will also submit the annual filing with the Secretary of State in January.



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### **3) President-Elect – Mollie Taggart:**

- a. AIEF (ARMA International Education Foundation): Mollie provided an update.
- b. Chapter Charity: A representative from The Fisher House will give a brief presentation at the December chapter meeting. A basket for contributions will be available on the registration table, plus we will “pass the hat” during the meeting. Chris will make a plea to “Bring Cash for Fisher House” to the meeting when she sends out the next email to members.
- c. By-Laws Update: Mollie presented some comments she had received from one chapter member about the proposed by-laws, particularly regarding the lack of term limits for director positions. After lengthy discussion, it was agreed that the term limit issue should be revisited. We will continue to receive comments on the by-laws this month, then make a decision about term limits and if appropriate, post a revision to the proposed by-laws. This will necessitate rescheduling the chapter vote on the by-laws to February.

### **4) Chairperson of the Board – Gregg Luther:**

- a. Vendor Update: Gregg distributed a proposed vendor letter and fees for consideration by the board. Gregg stated he hoped to get the letter out to vendors this week so he could recruit sponsors for all monthly meetings beginning in January. He does not have a sponsor for the December meeting. Discussion ensued about vendor fees for the spring seminar.
- b. Linda moved to approve the vendor rates for newsletter/website advertising, monthly meeting and special workshop sponsorships as presented by Gregg, and for the May 2008 spring seminar as follows, pending review by the Spring Seminar Committee. Emily seconded the motion. All votes were in favor.
  - i. Gold Sponsorship (inc. exhibit table & 2 seminar registrations), \$600 (4 total)
  - ii. Breakfast Sponsorship, \$175 (1 total)
  - iii. Morning Break Sponsorship, \$175 (1 total)
  - iv. Lunch Sponsorship, \$300.00 (1 total)
  - v. Afternoon Break Sponsorship, \$175.00 (1 total)
  - vi. Exhibit Tables (1 per vendor; seminar registration NOT included), \$150 (13 total for vendors)
  - vii. Exhibit Tables – No charge: Fisher House, ICRM, ARMA Int'l (3 total)

### **5) Vice President’s Report – Linda Hughes:**

- a. Next Meeting Logistics: Breakfast brunch buffet is planned for the December lunch meeting.





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d. **Administration** – Genny Garrett

- i. There are already 31 registered for the December meeting; we are expecting a large turnout.
- ii. Genny will not be present for the January meeting; she will find someone to handle registrations.

e. **Membership** – Ron Vince

- i. Ron was not present; Brian stated we have one new member this month.

f. **Budget** – Ebbie Moody

- i. Ebbie has posted the budget report to the Sharepoint site. “We’re in the red every month,” she said.

### **9) Old Business**

- a. Jannette referred to the “Colleague Connection” emails that have been shared amongst board members of several associations (ARMA, Special Libraries, etc). This event will take place in April.

### **10) New Business**

- a. Gregg stated that applications for the Midwest Rocky Mountain Region Coordinator position are due January 15<sup>th</sup>.
- b. Mollie stated that she’s had a request from chapter member Lee Michael for the chapter to host an informal evening social hour/networking opportunity. Discussion ensued. It was agreed that Lee could organize such an event and it was suggested that Jose O’Shea’s in Lakewood be considered as the venue.

### **11) Adjournment**

- a. Mollie moved to adjourn the meeting. Emily seconded the motion. All votes were in favor. The motion passed. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

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Sharon Blackstock, Secretary