



Mile High Chapter of ARMA Board Meeting Agenda @ Denver Water

**12/9/2008
4-6 p.m.**

Meeting is called to order at 4:06pm.

Present: President Mollie Taggart, Chairman of the Board Brian Starck, President Elect Laura McGee on conference call, Vice President Linda Hughes, Secretary Bonnie Perez, and Treasurer Emily Bone, Directors: Chris Ames, Ebbie Moody, Genny Garrett, and Bill Bradford

Absent: Shawna Sheaman, and Rebekah Keller

Brian motioned to approve the November meeting minutes, Linda seconded. Minutes were approved.

1) President's Report. Mollie

- a. Western Slope update
 - i. The Western Slope group did not have a membership meeting. The meeting was canceled due to low attendance. They will plan for a membership meeting in 2009.
- b. AIEF Research Contribution
 - i. There was a discussion regarding the donation distribution directly to the foundation or directly to the organization. A motion was made by Emily to divide the money between the two projects, and was seconded by Bill.
- c. Networking/Socializing Committee
 - i. Mollie met with the committee to help them plan an event. The committee consists of Kerry Bush, Lisa Horton, Lee Michael, Dawn Orona, Mollie Taggart, and SuEllen Venette. They are considering having an event out North in February and one out South sometime in April near the Tech Center. It will be announced in the ARMA Newsletter, Monthly Meeting, and Spring Seminar.
- d. ARMA Record Boxes in Storage
 - i. DocuVault was storing the ARMA Board's records at no cost. There are approximately 30 boxes in storage. The question was to either leave them in storage or find another storage facility. A fee of \$25 will be charged to the chapter in the future. Mollie will talk to Iron Mountain regarding the storage of the 30 boxes. Bill will talk to Cintas also



Mile High Chapter of ARMA Board Meeting Agenda @ Denver Water

regarding the storage of the 30 boxes. Chris suggested asking if Iron Mountain would consider it as a sponsorship, and therefore no charge to the chapter. Mollie will inquire.

- e. April Board Meeting Data
 - i. Spring Seminar will be held in April, therefore the April Board Meeting will be held March 31, 2009
- 2) **President-Elect's Report.** Laura
 - a. No Report
- 3) **Chairperson of the Board's Report.** Brian
 - a. Vendor Sponsor process
 - i. January workshop sponsor, Interwoven; January meeting sponsor Improve Group
 - ii. February no sponsor
 - iii. March no sponsor
 - iv. Printout available on ARMA SharePoint
 - v. Brian will update the sponsor list and post it on the SharePoint Website. A new sponsor procedures list needs to be created for new sponsors to follow. Mollie, Brian, and Laura will work on putting a procedures list together for new sponsors to follow.
 - b. Board Positions
 - i. Positions vacant for end of June 2009, President Elect, Vice President, Membership Director, and Education Director. All Board Members leaving vacant positions should mentor candidates to fill the vacancies.
- 4) **Vice President's Report.** Linda
 - a. December meeting is Free, confirmed 56 members, 2 people are not affiliated with chapter total registered 58. The Seven Habits of Highly Effective People presented by Jeff Carney.
 - b. Half-Day Workshop & Luncheon is Tuesday January 20, 2009, sponsored by Interwoven. Scott Ward, Ameriprise, Morning Workshop RIM 101 and Lunch presentation Compliant Electronic Records Destruction sponsored by Improve Group
 - i. All arrangements have been made and are final
Continental Breakfast



Mile High Chapter of ARMA Board Meeting Agenda @ Denver Water

Luncheon is not free, \$30.00 for members and \$35.00 for non-members

- 5) **Secretary's Report.** Bonnie
 - a. Sent a get well card to Bill Ptacek
- 6) **Treasurer's Report.** Emily
 - a. Report posted to SharePoint.
- 7) **Directors' Reports.**
 - a) **Budget.** Ebbie
Ebbie will post the Budget Report on SharePoint
 - b) **Administration.** Genny
Genny reported that there are 58 people registered for the Free Meeting in December
 - c) **Membership.** Bill
Bill reported 3 new members. Laura is going with Mollie and Bill to Boulder to explain how ARMA can help new Records Managers.
 - d) **Programs.** Shawna
Shawna was absent; Mollie reported that the speaker for December is all arranged. Mollie will contact Shawna for the arrangements for dinner with the Speaker and Board members
 - e) **Communication.** Chris
November meeting survey will be posted to SharePoint on Wed, Dec 10. Responders indicated they are looking forward to some networking activities.
 - f) **Education.** Rebekah
Rebekah was absent
Annual Spring Seminar is confirmed for April 7, 2009, Achieving Collaboration with IT and Stakeholders to Develop and Strengthen Records Management programs. Location: Crowne Plaza DIA – 1-70 & Chambers. Dr. Mark Langemo, CRM, FAI and Dr. Timothy P. O'Keefe



Mile High Chapter of ARMA Board Meeting Agenda @ Denver Water

8) **Old business**

No old business

9) **New business**

Emily 990 is complete. Thanks to Mollie for helping
Chris will bring the Chapter Member of the Year Award plaque to Brian at the
next meeting.

Discussion concludes; meeting adjourned at 5:50 pm.

NEXT MEETING: January 13, 2009