



## **Board Meeting Minutes December 08, 2009**

**Monthly meetings regularly scheduled for 4-6 p.m. at Denver Water; the  
December meeting took place at Cornerstone**

**Meeting called to order at 4:06 p.m.**

Present: Chairman of the Board Mollie Taggart; Secretary Holly Geist; Treasurer Emily Bone; Directors Chris Ames, Bill Bradford, Linda Hughes, and Ebbie Moody  
Present via conference call: President Laura McGee; President Elect John Chapman; Vice President Tyler Selle; Directors Mimi Dionne and Genny Garrett

Absent: None

### **1) Records Review**

The Board decided to conduct the review of the chapter records following the meeting since numerous members were attending the meeting by conference call.

Mollie reminded the Board that the Vice President is responsible for chapter records (inventory, disposal, retention, etc). She suggested that this job might better suit the position of President Elect and the Board agreed. Mollie will update those two position descriptions accordingly.

### **2) Approval of Prior Meeting Minutes**

Linda motioned to accept the November 10, 2009 minutes; Ebbie seconded; approved unanimously.

### **3) President's Report: Laura McGee**

#### **a. Raffle License Application (Strategic Plan F5)**

The application is complete, except Laura needs five years of tax returns or other financial documentation, which Emily agreed to provide. Laura will attend the required Certified Games Manager training on 12/11/2009. The cost for this training is minimal, and the application itself is \$100. The Board agreed that the Membership Director should also take the training, and at a later date will be the Board liaison to a raffle committee. For now, the Board will handle these activities in order to understand all the issues involved, and will search next year for committee members. Laura will probably write up a brief article for the newsletter about the training process to tempt people to join the committee.

The current plan is to have three drawings: at the Spring Seminar, at the January workshop and at the June business meeting. There is also the possibility of holding a raffle if the golf tournament becomes a reality.

#### **b. Scholarship Committee Report (Strategic Plan O5-6)**

Chris reported on the committee's activities and passed out a draft of the scholarship application. The committee developed the applications based on examples from other groups. This application provides a check list of requirements to help the applicant and allow the committee to determine that all basic requirements are met.



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Someone on the committee will track that the scholarship recipient fulfills all the requirements (ex. five minute presentation at a meeting).

The Board discussed payment of the scholarship, and decided that the recipient would not have to pay for registration to monthly meetings or the seminar; the recipient can just choose "cash or check at the door" when registering. The recipient can either pay dues and then seek reimbursement or Emily will coordinate with the individual to pay directly.

The committee will develop composition and responsibility guidelines for membership, and how they will report to the Board on things such as the progress of completing the scholarship requirements. They will also determine criteria for evaluating applications, ensuring that no member of the committee has a conflict of interest with the selection of the recipient (ex. recuse if applicant is an co-worker). Likely the committee will suggest a winner and the Board will have final approval.

### **c. December Meeting – Board Position Presentation**

The President and President Elect (if possible) will present on their positions, since Mollie is worried about finding a volunteer for the President Elect position.

### **d. Request for Presentation Time by a Member (Veatch)**

Laura wondered about precedent for allowing a member to make a brief presentation at a lunch meeting. The Board then discussed if Steven Veatch wanted to actually be a meeting presenter or just give a briefing. Mimi will contact him regarding the scope of his request and the content of his presentation.

### **e. Charity Challenge – Board Registration and Participation**

Laura reminded the Board to register and participate with Metro Volunteers (MV), as Kathleen Fortenberry is having trouble getting participants. Jannette Wesley mentioned to a Board member that MV required too much personal information in registration, which led her not to participate. Although most of the people who underwent the process don't feel the same, the Board suggested that Kathy reach out to the membership to determine why people aren't registering.

The question then arose as to why this charity, and the reason is that Kathy wanted something that didn't require money and also provided a way to connect more personally to the community. The Board suggested that Kathy make a presentation at a meeting to explain the project and solicit volunteers.

## **4) Chairman's Report: Mollie Taggart**

### **a. Chapter Member and Board Member (Leader) of the Year Awards**

Mollie and Laura provided updated requirements documents for these awards. Mollie looked at ARMA awards and most of what we have is in line with their requirements. She did take from them the title of Leader instead of Board Member.

Emily suggested that we allow for more options to use the award money by adding Certified Records Manager (CRM) related expenses. The Board agreed and also added an option to donate the award to the AIEF foundation in the recipient's name.



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Linda motioned to approve the Leader award with suggested revisions; Ebbie seconded; approved unanimously.

Bill motioned to approve the Member award with suggested revisions; Ebbie seconded, approved unanimously.

Mollie will consider the composition of and process for the committee to make the award. This might be a group best led by the most recent past Chairman. There will also be an issue of getting volunteers who would then not be eligible to receive the award.

### **b. ARMA International Education Foundation (AIEF) Contribution**

Mollie provided three research paper authors to support: John Isaza (metadata use decisions by courts), John Phillips (acquisitions, divestitures and business discontinuation), and Helen Streck (impact of social networking on RIM). The Board discussed the merits of the authors and subjects, and decided that social networking was the most timely and salient of the topics and chose to donate to Helen's work.

### **c. Website**

Mollie has three new vendors for the website, bringing the total to fifteen confirmed vendors. There is a good possibility of one more this month and another in January.

#### **5) President Elect's Report: John Chapman**

No Report

#### **6) Vice President's Report: Tyler Selle**

##### **a. Loews Denver Hotel**

There are still problems regarding bills from the hotel. They are now providing a bill immediately, but it does not include the AV costs. Tyler will speak to the hotel again. Tyler has worked with the hotel to get a wireless lapel microphone and also a microphone at the podium.

The December meeting will not be in the Tuscany Restaurant because there is a great deal of activity and noise in the adjacent bar during the holiday season. The hotel suggested moving us to one of their meeting rooms. Since the meeting will no longer be near the kitchen, the lunch will be a buffet instead of plated. Chris agreed to include some questions in the survey regarding member preference for the room and lunch situation.

#### **7) Secretary's Report: Holly Geist**

Holly looked into the information for filing an annual report with the Secretary of State, which is not due until April 2010. Mollie mentioned that detailed instructions for filing are available on SharePoint.



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- 8) **Treasurer's Report:** Emily Bone  
Report on SharePoint
- 9) **Directors' Reports**
  - a) **Budget:** Ebbie Moody  
Report on SharePoint  
We are currently in the black for the month, but that will change as soon as Loews sends the AV bill.
  - b) **Education:** Linda Hughes  
Spring Seminar Committee:
    - i. The committee is close to finalizing the speakers and venue. They intend to make offers to three speakers on Friday: Martin Susec (GARP), Mike Purington (public and private RM), and Fred Puzello (relationship of IT, Legal and RIM). Each speaker has different fee, travel, and lodging expenses, so the offers will differ slightly. The speakers will cost approximately \$3,350.
    - ii. The group is looking into facilities for the seminar, and the likely candidate is The Summit in Aurora.
    - iii. They have some give-away movie tickets already lined up, and Mollie is working on sponsors.
    - iv. Linda will try to coordinate with the committee and speakers to provide basic information about the speakers, the venue and the date at the Tuesday 12/15/2009 lunch meeting.
  - c) **Programs:** Mimi Dionne  
Mimi wanted to provide a more economical and popular speaker for December since it is a traditionally low attendance meeting. She therefore invited Jesse Wilkins to speak because he is both local and a known name.
  - d) **Membership:** Bill Bradford  
Two new MHD chapter members signed up this month, including Michael Lopez at Mollie's behest.
  - e) **Administration:** Genny Garrett  
There are currently 44 people registered for the December meeting. Genny received a question about why the December meeting wasn't free this year as it had been traditionally in the past, but the only gratis meeting happened last year as a one-time event.



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f) **Communications:** Chris Ames

Chris will need all information for the December newsletter earlier than usual to meet the deadline with all the holiday activities. Linda will send a Spring Seminar teaser for the newsletter.

10) **Old business**

None

11) **New business**

None

**Meeting adjourned at 5:33 p.m.**

**The members present then proceeded to create basic box inventories for the ARMA records stored at Cornerstone.**

**NEXT MEETING: January 12, 2010**