



## ARMA Mile High Chapter Board Meeting Minutes

02/12/2008

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, Ron Vince, and Ebbie Moody

Not Present: Rebekah Keller

Visitor Marguerite Roby from Denver University Library and Information Science program.

Linda Hughes moved to approve the January 2008 meeting minutes. Molly Taggart seconded the motion. Minutes were approved.

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

- a. Logo Update
  - i. ARMA International would like the logo of ARMA International off the logo of the Denver Chapter. The logo is obstructing the Denver Chapter; suggestion was to move it down for clarity. Denver ARMA Chapter would like it left on the Denver Chapter logo. Brian will get back to Tom Killiam.
- b. Region Fund Assessment
  - i. Decision made to pay the Region Fund Assessment at the July planning meetings going forward. Check request to be submitted by the chapter president.
- c. Advertisements and Promotions of other ARMA Chapters
  - i. A recommendation from Molly is to post on the ARMA Website, Chris Ames suggested posting in the ARMA Newsletter in Upcoming Events. The goal is to advertise for others, and have them advertise for us. Another suggestion is to post an FYI, many requests are being sent to most of the board members for advertising.
- d. Job Announcements



## ARMA Mile High Chapter Board Meeting Minutes

- i. Job announcements should stay on the Website for 30 days and then removed by Kyle K.
- 2) **President-Elect's Report.** Mollie Taggart:
  - a. Spring Seminar
    - i. Brian has all tables covered with literature, Molly will provide more copies if necessary
- 3) **Chairperson of the Board's Report.** Gregg Luther:
  - a. Vendor Update
    - i. Vendor letters have gone out to all vendors.
  - b. Sponsors for ARMA monthly meetings
    - i. February – none
    - ii. March – need a sponsor
    - iii. April – Michael Cabral Group
    - iv. May – not confirmed
    - v. June - need a sponsor
- 4) **Vice President's Report.** Linda Hughes:
  - a. Report on February monthly meeting – Debbie Christofferson
    - i. Confirmation of Room
    - ii. Dinner at Wynkoop Brewery Monday February 18, 6:00 pm with presenter Debbie Christofferson
- 5) **Secretary's Report.** – Bonnie A. Perez
  - a. Bonnie Perez accepted Secretary's Position
- 6) **Treasurer's Report.** Emily Bone:
  - a. January Treasurer's report has been approved, motion made by Linda Hughes and seconded by Ron Vince. Motion passed by a unanimous vote.
- 7) **Directors' Reports.**
  - a) **Education.** Rebekah Keller: absent
    - i) Workshop Update.
      - (1) Speakers are confirmed
    - ii) Spring Seminar Update.



## ARMA Mile High Chapter Board Meeting Minutes

- (1) Spring Seminar – Theme: Mini Sedona conference
- (2) Speakers not confirmed
- (3) Vendor letter has gone out
- (4) Brian wants to begin promoting this.
- (5) Hotel has been contacted. Contract has not been signed

### b) **Communication.** Chris Ames:

- a. Newsletter was Excellent
  - i. Questionnaire related to people who were not CRM's and people who were CRM's great responses and posted in the ARMA newsletter
- b. DU Winter Career Fair Panel Discussion March 3, 2008
  - i. Marguerite Roby attended the February board meeting and requested that ARMA Denver Chapter help in putting questions for panel discussion related to Archives and Records Management. Chris Ames has been communicating with Marguerite.
  - ii. Some of the questions for the RM are as follows:
    - Common grounds between Records Management and Archives Management
    - Possible relationships between Records Management, Knowledge Management and Archives
    - Why Records Management has taken so long to catch on in the U.S.
    - Opportunities in the industry for LIS students
    - Opportunities for students who wish to learn a more about Records Management and Archival Management
- c. Scholarships and Grants for CRM Certifications
  1. Model of Examination Reimbursement after the Austin Chapter.
  2. Yearly review how many CRM Grants we want to donate at \$400.00 a year.
  3. CRM Reimbursement will be announced at the next meeting
- d. Motion for Scholarships and Grants for 2007-2008
  - i. A motion was made to move that the Denver Mile Hi Chapter reimburse funds from the Scholarship and Grants item budget. Molly seconded and the motion passes by a unanimous vote.



## ARMA Mile High Chapter Board Meeting Minutes

- e. Kathy Kramer Colorado Springs Utilities
  - i. Kathy is invited to April Denver Chapter Board Meeting to discuss how we can support Colorado Springs. Colorado Springs will host a roundtable discussion to try and find out what people were most interested in hearing and talking about. Maybe she will get a better understanding of how we are promoting Records Management.
  
- c) **Programs.** Jannette Wesley:
  - i. Chris Olsen will not be the speaker for the March meeting, he is overbooked and did not confirm.
  - ii. Nina Platt, Colorado Colleague Connection Program Title: Technology Trends Affecting Libraries, Handling the Challenges Change Creates. Do we want to have a table at the Spring Seminar for Colorado Colleague Connection?
  
- d) **Administration.** Genny Garrett:
  
- e) **Membership.** Ron Vince:
  - i) No Report
  - ii) Group discussion regarding Membership prospect list. ARMA International is requesting that the Denver Chapter put a list together by March 7; we believe it is too short a notice to provide an accurate and worthwhile list. Membership Chair should have a prospect list. The issue is creating new memberships. How do we keep our members, and how do we attract new members?
  
- f) **Budget.** Ebbie Moody:
  - i) Ebbie passed out the budget and reported that we are in the red.

8) Old business - none

9) New business - none

At 6:09PM, Molly Taggart moved that the meeting be adjourned. Linda Hughes was the second. Motion passed by a unanimous vote



**ARMA Mile High Chapter Board Meeting Minutes**

**NEXT MEETING: Tuesday, March 11, 4-6 PM Crown Plaza Hotel.**

Respectfully Submitted,

*Bonnie A. Perez*

Bonnie A. Perez, Secretary