



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

**1/13/2009
4-6 p.m.**

Meeting is called to order at 4:05 pm.

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

Absent: Rebekah Keller and Bill Bradford

December meeting minutes approval by Ebbie and seconded by Brian.

1) President's Report. Mollie

a. Bill Ptacek ARMA Foundation Memorial

Mollie proposed that the Board make a donation to the Bill Ptacek Foundation for Education. A motion to donate \$100.00 to the Bill Ptacek Education foundation in memory of Bill was made by Linda and seconded by Shawna.

b. Networking/Socializing Committee

A social event has been planned for March 4th, location has not been determined. Meeting location will be announced at a later date.

A social event is planned for April 24th, but has *not been confirmed*. The social event will be held at Las Brisas Mexican Restaurant, 7401 S Clinton in Englewood. It will be 4-6:30pm, cash bar and appetizer buffet.

c. Western Slope

Melinda is working on getting the facts together from the founding members in regards to having monthly meetings. She will report more facts as a later date.

2) President-Elect's Report. Laura

Laura has prepared a draft for the Strategic Plan she proposes. She has emailed the draft to all Board members. She would like comments back from Board members by January 30, 2009.



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

- 3) **Chairperson of the Board's Report.** Brian
Brian will address the vendor support for Spring Seminar at a later date. A written procedure for vendors has been generated and will be reformatted by Brian. Getting sponsors has been difficult, but Brian will continue to pursue the task. Please email any comments to Brian for vendor ideas.

Mollie has received an email from Randy Kahn whose Kahn Consulting Group will be donating two free registrations for the Information Management Forum being held in September. These are to be given away at the Spring Seminar. Mollie will contact Kahn Consulting for more information.

The Board is currently recruiting for Vice President, President Elect, and Education Director. Call Brian if you have any recruits in mind. Board member responsibilities are posted on the ARMA SharePoint site.

- 4) **Vice President's Report.** Linda
Meeting is set for January workshop at the Sheraton Hotel Downtown Denver. The lunch theme is Cowboy Barbeque with all the trimmings, the buffet will be set up in the Ball Room. Included will be a continental breakfast. Decision was made to use 1 room to save on cost. Room will be set up in rounds with cleanup and meal setup to be done between the workshop and lunch meetings. An email will be sent out for parking costs to all members.
- 5) **Secretary's Report.** Bonnie
Sent a sympathy card to Bill's family
- 6) **Treasurer's Report.** Emily
a. Report posted to SharePoint.

7) Directors' Reports.

- a) **Budget.** Ebbie
Ebbie will post the Budget Report on SharePoint



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

- b) **Administration.** Genny
As of January 13, 2009, Genny reported that there are 39 registered for the Workshop and 50 registered for the meeting.
- c) **Membership.** Bill
Absent
Mollie reported one new member per Bill's report.
- d) **Programs.** Shawna
Scott Ward, Ameriprise is booked for January. All arrangements have been made. Dinner with Scott and Board members is set for Monday January 12th at CubaCuba downtown at 6:00 pm.

February meeting is set for speaker Donald Skupsky, no dinner is planned.

February is also donation month. Fisher House is the chosen foundation. Shawna will contact Fisher House to send a representative to the meeting informing members of their mission. Any contributions should be made to the Fisher House representative and checks should be made out to them.

March meeting speaker will be Gordon Hoke

May meeting speaker will be Steve Veatch; a topic has not been chosen.

June meeting is Professional Development month; details will be posted at a later date.

- e) **Communication.** Chris
Constant Contact list is growing; there are approximately 530 active contacts. The Newsletter will have a section for Region Chapters which will include any new information.

The survey results were pretty positive this last month. Members were happy with the food and the temperature of the room. Overall results, members were satisfied.



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

c) **Education.** Rebekah

Absent

Mollie reported that Spring Seminar brochure will be in its final draft by the end of the week. The board will have a week for 1 final review and then it will go to print and mailed. Kyle will get the brochure on the website as soon as possible.

Spring Seminar will be held at the Crowne Plaza Hotel at DIA, cost \$130 for members, \$140 for non-members, walk-ins welcome.

8) Old business

None

9) New business

Mollie asked if anyone received an email from ARMA International with their new data information. Most responded as yes. ARMA International is making changes to their website along with other format changes. The website will look different.

Discussion concludes; meeting adjourned at 5:53 pm.

NEXT MEETING: February 10, 2009