



ARMA Mile High Chapter July 24, 2007 Board Meeting Minutes July Planning Meeting

Call to Order:

President Brian Starck called the meeting to order at 3:00 p.m., Tuesday, July 24, 2007, at the American Mountaineering Center, Golden.

Present:

- Brian Starck
- Gregg Luther
- Sharon Blackstock
- Mollie Taggart
- Emily Bone
- Chris Ames
- Rebekah Keller
- Becky O’Gorman
- Ron Vance
- Jannette Wesley
- Ebbie Moody
- Genny Garrett
- Linda Hughes

Not Present:

- Bonnie Robinson
- Stephanie McCutcheon

Also present: Paula Sutton, ARMA Midwest/Rocky Mountain Region Manager

Agenda Items:

Minutes of June 12, 2007 Chapter Board Meeting and June 19, 2007 Chapter Business Meeting. Linda moved to approve the June board meeting minutes and the June business meeting minutes. Ebbie seconded the motion. All votes were in favor.

1) Welcome/Opening Discussion

- a. Brian stated his goals for the next year:
 - i. More effective board communications
 - ii. Increased member participation and attendance

2) Introductions

- a. Board members introduced themselves and shared “something interesting”.

3) Region Leadership Conference Report

- a. Brian, Mollie, Chris and Paula discussed some ideas they picked up at the conference in Des Moines, such as:
 - i. Bring Your Boss (or IT Director) meetings – no charge for the boss or director



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- ii. It's important to have fun as well as to have worthwhile events
- iii. Mile High Denver Chapter will host the MWRM Region Leadership Conference in 2012. Locations for the next leadership conferences are as follows:
 - 2008 – St. Louise
 - 2009 – Northern Colorado
 - 2010 – Central Kansas
 - 2011 – Big Sky
 - 2012 – Mile High Denver

4) Transition Time

- a. Board members shared information with incoming members new to board positions.

5) Monthly Location Discussion

- a. Linda presented two options for chapter meetings:
 - i. The Crowne Plaza (FKA Holiday Inn downtown)
 - 1. Meals \$22/person (new chef)
 - 2. Board meeting room usage fee \$60/mo
 - 3. Parking \$4 for a lunch meeting
 - ii. The Curtis (FKA Executive Tower)
 - 1. Meals \$27/person (great food)
 - 2. Board meeting room usage fee TBD
 - 3. Parking \$8
- b. Discussion ensued about the two options and suggestions were made for other locations where parking might be less expensive or free or at least more available. It was noted that the location for the Spring Seminar could be elsewhere. Linda will check out the following facilities:
 - i. Denver Design Center
 - ii. Denver Athletic Club
 - iii. Botanic Gardens

6) Meeting Dates and Times



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- a. The Board agreed by consensus on monthly meeting dates as follows:
 - i. Board meetings – 2nd Tuesday, 4-6:00pm
 - ii. Chapter meetings – 3rd Tuesday
 - iii. Exceptions:
 1. October 2nd board meeting (not Oct 9 because of ARMA Conference)
 2. November 6th board meeting and November 13th chapter meeting because Thanksgiving is November 22nd
 3. December 4th board meeting and December 11th chapter meeting so that we don't run into the holidays

7) Programs

- a. Jannette reviewed tentative plans for the 2007-2008 program year:
 - i. September 18 – 11:30am – Carol Choksy, ARMA Int'l President
 - ii. October 16 – 3:00pm – Tour: _____
 - iii. November 13 – 11:30am – Michael Elkins (Case Study: Conoco Phillips)
 - iv. December 11 – 11:30am – Hurricane Katrina/Disaster Recovery
 - v. January 15 – 11:30am – Sheri Nysted/Jannette Wesley (Records Schedules)
 - vi. February 19 – 11:30am – Stephanie McCutcheon (Data Privacy/Security)
 - vii. March 18 – 11:30am – Chris Olsen (System Architecture)
 - viii. April 15 – 11:30am – Martin Van der Schouw (Project Management)
- b. Alternate ideas include:
 - i. David O. Stephens – Records Management
 - ii. Janie Wait – Mixed Media
 - iii. Mark Stephens, Donna Rose or Claudette Lloyd – Fast Tracking the Records Inventory
 - iv. Priscilla Emery – Evaluating RM Software Alternatives (1/2 day workshop)
 - v. Tina & Alan Torres – Negotiating a Records Storage Contract (1/2 day workshop)
 - vi. Tom Scholte – Leadership Effectiveness
 - vii. Chris Ryan – eMail Management



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- viii. John Simek & Sharon Nelson – Computer Forensics
- ix. Thomas Frey – The Future of Information
- c. Discussion ensued about the possibility of having a ½-day workshop on January 15 from 9:00-11:00 a.m. (followed by the regular monthly meeting). The topic being considered is Project Management. The April meeting topic could be changed to eMail Management.
- d. Discussion ensued about reaching out to Colorado Springs to help them re-develop an ARMA chapter there. Ron will check with people he knows. Paula will make some contacts, too. The Denver chapter could host a workshop and meeting if there's interest.
- e. Also discussed briefly was the possibility of making eMail Management the focus of the 2008 spring seminar (May). The April meeting would then be available for an SLA (Special Libraries Association) Colleague Connection meeting. Jeannette and Brian will report back at the next board meeting regarding the possibility of co-sponsoring a wkinomics speaker with the SLA as a second chapter meeting in April, or as our only meeting in April (SLA's meeting dates are not the same as ours).
- f. The program schedule will be finalized at our board meeting in August.

8) Communications

- a. Chris led a discussion about the chapter newsletter. It was agreed to limit ads to ½-page size or smaller and that the newsletter should be an educational resource to members. The advertising rates page will be removed and a link inserted for persons who need the information.
- b. Board members were encouraged to write articles.
- c. A few copies of the newsletter will be printed and made available for attendees at monthly meetings.
- d. Brian reported on a marketing website, Constant Connect, that helps organizations organize their email distribution lists. He plans to use it for monthly notifications and for chapter surveys. The service will cost \$15/month. We currently pay nearly \$20/month for Survey Monkey, and will no longer need to use that service.
- e. The new chapter logo will be forwarded to ARMA International for approval.

9) Budget

- a. Ebbie distributed a chapter income and expense comparison report by month for July 2005 – June 2007, and a 5-year comparison report for a few specific items. The chapter received more income than it spent in the 2006-07 fiscal year.



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- b. Discussion ensued about ways to invest back into the chapter and its members, and these will be considered at the August board meeting:
 - i. Vendor fees – should these be reduced?
 - ii. Member fees for monthly meetings – should these be reduced?
 - iii. Donations to _____?
 - iv. Free meetings?
 - v. Scholarships?

10) Vendor Review

- a. Gregg led a discussion of vendor issues. It was agreed that vendor ads would be limited to ½-page or smaller. Gregg suggested one advertising rate regardless of whether or not the vendor is an ARMA member, and further suggested simplifying the rates. Gregg will bring a proposal to the August Board meeting.

11) Initiatives Review

- a. Brian stated that he'd like to spend some time discussing initiatives at the August meeting.

12) Sharepoint Review

- a. Brian presented the Sharepoint website he had created for the chapter board and showed Board members how to use it as a collaboration tool. We can try it for 30-60 days at no charge. If we decide to continue its use beyond that, the fee will be approximately \$350 per year. Using this tool should eliminate some of the emailing going back and forth between board members.

13) MWRM Region Director

- a. Paula Sutton complimented the board on the chapter's successful year. She provided the following comments and information:
 - i. The chapter's bylaws need to be updated.
 - ii. Form 990 is due August 1st.
 - iii. ARMA International Conference (Baltimore):
 - 1. The chapter should bring an item(s) to donate for the Silent Auction to raise funds for the ARMA Education Foundation.
 - 2. Pre-conference chapter leadership event, Friday/Saturday
 - a. Bring \$10-15 to donate for a drawing



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- b. ARMA Net – Saturday evening, will provide an opportunity to network with others
 - 3. The region gathering will be held Tuesday, 5-7pm (tentative). Watch for more information about this event.
 - iv. Paula suggested that the chapter host a workshop in Denver for CRM candidates.
 - b. Brian asked the board for authorization to give Paula access to the Sharepoint website. The board agreed by consensus.

14) Adjournment.

- a. The board will continue its planning at the next meeting on August 21, 4-6:00pm, location to be determined (later rescheduled to August 20th, Williams Production).
- b. Jannette moved to adjourn the meeting. Mollie seconded the motion. All votes were in favor. The motion passed. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Sharon Blackstock, CRM, Secretary