



**ARMA Mile High Chapter Board Meeting Minutes  
2009-2010 Planning Meeting**

**3-7 p.m.**

**Tuesday July 21, 2009**

Meeting was called to order at 3:05 pm at Denver Water

Present: President Laura McGee, Chairman of the Board Mollie Taggart, President Elect John Chapman, Vice President Tyler Selle, Secretary Bonnie Perez, Treasurer Emily Bone, Directors Genny Garrett, Ebbie Moody, Linda Hughes, Bill Bradford

Absent: Program Director Mimi Dion, ICRM Ambassador Brian Stark

June 6, 2009 meeting minutes; motion to approve the minutes were made by Chris and seconded by Mollie, motion passes unanimously.

**Welcome and opening discussion, Laura:**

Laura welcomed everyone and especially the new members of the Board, Tyler Selle Vice President works for Kinder Morgan, John Chapman President-Elect works for STI-Systems, and Mimi Dionne Interim Program Director works for Qwest and is a consultant.

**Introduction of board members and positions:**

New positions, President Laura McGee, Chairman of the Board Mollie Taggart, Administration Director Genny Garrett, Interim Programs Director Mimi Dionne, ICRM Brian Stark, and Web Master Mollie Taggart

Remaining positions, Secretary Bonnie Perez, Treasurer Emily Bone, Budget Director Ebbie Moody, Communications Director Chris Ames, Education Director Linda Hughes, Membership Director Bill Bradford

**Regional Leadership Updates, 2009 attendees; Laura, Mollie, Chris, Bill, Brian, Mimi, and John**

Laura reported that she was excited by the topic Strategic Planning; she is energized and ready to begin the process with the Chapter.

All reported that the conference was very well organized, informational, and lots of fun. All the Region Chapters reported their experiences running their own chapters, all chapters were represented. They all gave different scenarios of their experiences and it was great to hear from them at all levels. Most of the Chapters reported that they were successful in attendance and



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chose great topics, everyone had positive experiences. Some of their challenges were with the speakers they chose. Tom Killian mentioned that the Denver Mile High Chapter was lots of fun, informative, and exciting.

It was also expressed that the larger chapters should promote leadership to the chapters that need help getting started etc. The chapter's expressed their challenges and offered support. Some challenges were in regards to the speakers, some were great and others not so great. Another challenge was attendance. It was a great experience and everyone had a great time. They all learned from each other's presentations. The social events were fun and the networking was essential to us all.

#### **Strategic Planning, Laura, all, review mission, vision, process, and set meeting time for strategic planning. Target date (August)**

Laura would like to plan a strategic planning meeting for August 11, 2009. Laura will send out an invitation to all Board members with a handout. Brain will conduct a session for an action plan. One area of concern is the budget for next year. Ebbie mentioned that everyone should evaluate their own budget and consider cutting them as much as possible. She also expressed that everyone turn in a revised budget by August 4, 2009.

Chris is interested in following up on the Pin awards for years of service as an ARMA member. Bill is looking into purchasing the pins. The Board members need to talk about the Visionary award. We need to recruit volunteers from the membership at our monthly meetings to serve on committees. All these ideas need to be discussed in our Strategic Planning meetings.

Bill expressed that spending down our resources for helping other small chapters was a good idea and that we were successful, we should continue to do so if we are able.

When John attended Leadership he was impressed with other chapters that made money on meetings and other events. He is excited to hear how enthusiastic they were about their chapter involvement and would like us to brainstorm at the Strategic Planning meeting for new ideas to make money.

#### **Location discussion for chapter meetings, 2009-2010 Tyler:**

Tyler handed out a proposal on the Warwick hotel which has been newly remodeled. It had its pros and cons. The Knights of Columbus was a consideration for the monthly meeting. Tyler also considered the Denver Tech Center and Botanical Gardens, they were both questionable. The Lowes Denver Hotel located at East Mississippi Ave off Colorado Blvd in the preferred hotel where the chapter meetings will be holding this year's monthly meetings beginning September



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2009 it is a restaurant, but it will accommodate all of us. Parking is free at Lowes Denver. Survey's reported that meetings stay centrally located. After many different options, it was decided that the Lowes Denver Hotel would accommodate the ARMA monthly meetings. We were all willing to change the meeting place which would be affordable and accommodating for all the members. Chris will advertise in the monthly newsletter and get the word out. Linda and Tyler have done an amazing job of trying to locate a new facility for the chapter meetings.

**Programs, all, Interim Program Director Mimi Dionne will assist with the committee already formed (thanks to Mollie). Mimi isn't able to make it to the planning meeting, but already has some great ideas.**

Mollie expressed that Douglas Allen president of ARMA will speak at the Denver Chapter meeting and will also speak at the ARMA Northern Colorado Chapter in September. Laura passed out the spreadsheet in Mimi absence that listed speakers. Mimi has new ideas and is working on them; Laura would like for her to implement them with the Board. If Mimi needs help, we can all pitch in. It is also a possibility that we ask our members if anyone would like to give a fifteen minute presentation, they could pick their own subject.

It was mentioned that January be a workshop for the members. Everyone was in favor of a workshop, we didn't decide if it will be free to members. That decision will be made at a later date.

#### **Education, Linda**

Linda is looking into the event of Spring Seminar, location, speaker, topic, and details will be worked on at a later date. There was a suggestion that vendors not set up booths this year. There could be some sponsorship, but only short time advertising during the seminar. Mini giveaway bags are being considered this year which were not distributed last year. Linda would like to see the Spring Seminar flow smoothly and be successful. Linda will put a committee together to get the task done. She will ask for volunteers from our membership at the monthly meetings.

#### **Meeting Dates and Times**

Will be posted on SharePoint and in Newsletters

#### **Budget, Ebbie**

Individual budgets were passed to all Board members. Each Board member needs to review their own budget and get it back to Ebbie by August 4, 2009. Final budget will be approved by August 11, 2009. Everyone is to cut their budget as much as possible. We have overspent; we



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are in the rears by approximately \$11,000. Everyone has received a copy of their budget and has cut their budget where they could. Most everyone turned their budget into Ebbie before leaving the meeting. Everyone else needs to get their budget in by deadline.

#### **Communication, Chris, Plans, ideas, brainstorm for upcoming year"**

Chris would like articles and pictures from anyone of the Board members and members to add to the newsletter. Chris has passed out a spread sheet showing what kinds of articles she is looking for to put into the newsletter. Please participate and send Chris your news and photos.

Mollie will update the Webpage for the chapter's status, it will be calculated for further cleanup, but will not be revamped.

Calendar for News, a welcome to new members will be on the first page. Programs for 2009 – 2010 will be included in the newsletter. Chris would like to include more detail on new members.

#### **Initiatives review, all. Review what worked, what didn't, changes, addition, etc. Face-book, Twitter, Blog/ Wiki, other venues**

The question of using Twitter etc was open to the membership and no one seemed interested. This issue will be addressed again at a later date.

#### **Raffle license**

Raffle license will be implemented this year.

#### **SharePoint review, all, maximizes SharePoint as a communications and management tool.**

SharePoint will be revamped by Mollie; Laura will be using SharePoint to communicate with the Board members.

#### **Membership, all, brainstorm ideas to retain and grow membership, (Stimulus Package).**

There was a suggestion to buy one membership and get one free. We were not sure we could afford implement this suggestion. Maybe this idea will work for the Spring Seminar, maybe buy one seminar entry and get one free. Lots of ideas were suggested. We currently have approximately 20 – 30 new members. It was also suggested that we raise the membership dues, we were not sure. A decision will be made at a later date.

#### **Vendor Review, Mollie, Discussion on vendor issues, pricing, etc.**



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Under discussion:

We all need to use SharePoint more often for Board information.

SharePoint, do we leave everything the same?

Should we be working harder to find more vendors?

Should we leave vendor forms the same or should they be updated?

Should we have vendors for Spring Seminar 2010?

Mollie and Laura will work on the vendor issues and get back to the group.

Laura asked about our contribution to the silent auction for ARMA Conference, Bonnie will ask Colorado Rockies for a donation.

### **Proposed meeting dates for 2009-2010**

Aug 8/10 BOD strategic planning session

Sept 9/8 Board of Directors (BOD)

9/15 Chapter

Oct 10/6 BOD (week before international?)

10/20 Chapter (week after Intl)

Nov 11/10 BOD

11/17 Chapter (week before Thanksgiving)

Dec 12/8 BOD

12/15 Chapter (week before Christmas)

Jan 1/12 BOD

1/19 Chapter (1/2 day seminar plus regular chapter meeting?)

Feb 2/9 BOD

2/16 Chapter

Mar 3/9 BOD



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- 3/16 Chapter
- Apr 4/13 BOD
- 4/20 Spring Seminar?
- May 5/11 BOD
- 5/18 Chapter
- June 6/8 BOD
- 6/15 Annual Business Mtg

**Meeting adjourned at 7:10 pm**