



ARMA Mile High Chapter Board Meeting Minutes

03/11/2008

4-6 p.m.

Meeting was called to order at 4:04PM 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, Directors Chris Ames, Janette Wesley, Genny Garrett, Rebekah Keller, and Ebbie Moody

Not Present: Treasurer Emily Bone, Director Ron Vince

Linda Hughes moved to approve the February 2008 meeting minutes. Ebbie seconded. Minutes were approved.

Kathy Kramer Colorado Springs Utility discussed Colorado Springs roundtable. Discussion was in regards to the round table to promote Records Management and support from the ARMA Denver Chapter, not sure how many people would be interested, and no date has been currently set. The round table could be changed to a coffee event. Brian will provide a list of the Colorado Springs and Pueblo memberships including the 099 list, the list also includes non-members. The group is still not sure what kind of turnout this event will draw. It was suggested that once the group is organized and a count of the interested people has been determined, a decision on what kind of facility will be considered for the event at that time. A coffee shop or conference room in Colorado Springs will be considered.

Gregg suggested that ARMA Denver Chapter sponsor the roundtable event. Money will be taken from the Outreach budget.

- 1) **President's Report.** Brian Starck
 - a. DU Panel Discussion
 - i. The discussion went well, approximately 40 students attended. Juan Guzman has good things to say and very interesting. He was in New York during the September 11, tragedy and could comment on the tragedy. There was lots of interest. Juan was interested in initiating a Records Management program.



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- b. Link to SJSU MARA degree on the chapter website.
 - i. Brian will send a list from San Jose SJSU MARA degree program.
It was suggested that a list be sent to MARA for interested parties.
 - c. Create a Liaison position with DU?
 - i. Brian will forward the e-mail to all the Board members.
- 2) **President-Elect's Report.** Mollie Taggart:
- a. No Report
- 3) **Chairperson of the Board's Report.** Gregg Luther:
- a. Vendor Update – advertising, meeting sponsors
 - i. Gregg has a list of people for the seminar approximately 20 vendors
 - b. Sponsors for ARMA monthly meetings
 - i. March – Carol Mitchell, CM Mitchell Consulting Corp.
 - 1. Enterprise Records Management
 - ii. April – Michael VanDerSchouw
 - 1. Introduction to Project Management for Records Managers
 - iii. May – Charlene and Jason are the presenters
 - iv. June – Open
 - c. Recruiting for 2008-2009 board positions
 - i. Kathy Kramer is interested in the Administration Director position.
 - ii. Positions available, Budget Director, and Programs Director.
- 4) **Vice President's Report.** Linda Hughes:
- a. Report on February logistics.
 - i. Meeting menu, Fiesta Buffet
- 5) **Secretary's Report.** – Bonnie A. Perez
- a. Q. Where on the ARMA Website do the Minutes go posted?
- 6) **Treasurer's Report.** Emily Bone: Absent
- 7) **Directors' Reports.**



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- a) **Education.** Rebekah Keller:
 - i) Spring Seminar Update
 - (1) Rebekah currently in discussion with the speakers. Charlene reported sick but will confirm on March 12, 2008, topics will be discussed on the 12th.
 - (2) Brochure has been drafted by Chris Ames, Kyle will finish the brochure. Deadline for brochure is March 31st.

- b) **Communication.** Chris Ames:
 - i) Constant Contact update/survey results.
 - (1) A handout was passed around with survey results for Constant Contact Survey Results, March 2008 Meeting Survey, nine questions were asked. The survey included number of responses, and response ration.

 - ii) Newsletter update.
 - (1) Newsletter is going well and looking great! It is possible that Juan Guzman will write an article for the Newsletter

 - iii) Website update.
 - (1) E-mails are going out ok, no one has responded to not receiving e-mails

 - iv) CRM reimbursement program
 - (1) No discussion

- c) **Programs.** Jannette Wesley:
 - i) **Carol Mitchell** – C.M. Mitchell Consulting Corporation is the speaker for March monthly meeting. The ARMA Denver Chapter board will meet at Le Central at 6:00 pm Monday March 17, 2008 to welcome her.

 - ii) April Meeting – Martin VanDerSchouw, PMP President & CEO of Looking Glass Development, LLC. And will present on “Introduction to Project management for Records Managers”

 - ii) Suggestion for June monthly meeting was to have the meeting at the Colorado Rockies game. Rockies ARMA Event, teams playing, Colorado



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Rockies and Cleveland Indians game starts at 7:05 pm. Inquiries will be made by Gregg Luther and a report will be reported to the group at the next Board meeting.

Administration. Genny Garrett:

- iii) March Monthly Meeting Report
 - (1) 50 members have registered

d) **Membership.** Ron Vince:

- i) No Report
- ii) ARMA 2008 Recruitment Campaign

(1) Discussion of the group, Chris will post articles in the Newsletter from people interested in advertising in the ARMA Newsletter; there is a possibility for recruitment. Recruitment list is an ongoing project. In regards to the ARMA International Chapter, a \$1,000 gift will be rewarded to the Chapter who submits the largest recruitment list.

e) **Budget.** Ebbie Moody:

- i) We are in the BLACK zone. Budget balance is \$154.94. No vendor advertising money reported.

8) Old business - none

9) New business – none

Discussion concludes; meeting adjourned.

At 5:45 pm, Mollie motioned to adjourn the meeting, seconded by Gregg. Motion passed by unanimous vote.

NEXT MEETING: Tuesday, April 8, 4-6 PM Crown Plaza Hotel.

Respectfully Submitted,

Bonnie A. Perez

Bonnie A. Perez, Secretary



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