



**Mile High Chapter of ARMA Board Meeting Minutes  
@ Denver Water**

**3/10/2009  
4-6 p.m.**

Meeting is called to order at 4:04 pm.

Present: President Mollie Taggart on conference call, 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, Rebekah Keller, and Bill Bradford

Absent: Shawna Sheaman

February meeting minutes; Linda moved for approval, seconded by Chris, motion passed unanimously.

- 1) **President's Report.** Laura (Mollie attending via phone)
  - a. Report on Networking Event by board members who attended.  
Event was held at C.B. Potts on Wednesday March 4<sup>th</sup> from 3:00 to 6:00 pm; all members who attended had a good time and met new people. Everyone enjoyed the food.
  - b. Information Management Registration Give Away from Kahn Consulting (by Bill)  
No report.
  - c. Western Slope – looking good.  
They are in the final steps to form their chapter. Laura will find out about a meeting date later.  
Communication with Sheila Isaacson, Region Manager, is going well; currently no information to report on.
  - d. Spring Seminar – consider phone tree to start calling members and 099's about attending seminar.  
All arrangement for Spring Seminar is in progress, Mollie, Rebekah, and Linda have been working out all the details. The next Board meeting has been set for March 31, at Denver Water for last minute details. Current number of attendees is at 20 possibly 30. A discussion to call all the members has been agreed upon. Chris will design a short script for the entire group to use when calling the members, and Laura will split the calling list and send it to the Board through email. All Board members have agreed to participate.



## **Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water**

- e. Spring Seminar – Mollie has handouts and will make copies for seminar
- f. Spring Seminar – have contacted speakers to make their travel arrangements Mollie talked to Dr. Langemo all arrangements have been made, Linda is the contact for room reservation at the hotel and will make dinner arrangements.
- g. Company support of ARMA – we have 2 and possibly 4 board members who have lost support of ARMA by their company. Do we want to look at the possibility of offering free meetings to board members (since they are giving their time and most are actually working during the meetings) if they need it? It would be optional and those whose companies still support could pay like normal.  
Discussion between all Board members was regards to paying full meeting dues or half meeting dues and full cost of Spring Seminar or half cost of Spring Seminar. Many organizations are cutting back funds for conferences, seminars, and meeting dues. The Board was concerned that it could impact the attendance of the ARMA monthly meetings. There are 3 and possibly more Board members whose companies have cut back affecting the Board itself, all were concerned.  
A motion to pay for monthly ARMA Board meeting and Spring Seminar for 3 Board members was made by Emily and seconded by Bill and passed unanimously.

### **2) President-Elect's Report.** Laura

- a. Strategic Plan  
Plan moved for discussion at the June planning meeting.

### **3) Chairperson of the Board's Report.** Brian

- a. Spring Seminar - exhibitor and sponsor updates  
7 vendors  
2 Gold Sponsors  
Afternoon break - Recall  
Lunch food sponsor - Iron Mountain
- b. Spring Seminar - Goody bag? Or give aways  
Will be addressed at the March 31<sup>st</sup> Board meeting



## **Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water**

- c. **Challenge:** The Chapter with the largest % of on-line ARMA Leadership Training modules completed by your Board members between Thursday, March 5, 2009 and Monday, June 1, 2009 will receive a "free" registration to the Region Leadership conference in Estes Park, Colorado, July 13-15, 2009.
- 4) **Vice President's Report.** Linda  
Discussion of next years meeting location – need to start looking now. Start considering other options because of economy and members losing support from their companies for ARMA. Linda is looking for hotels and best prices for next year's ARMA lunch chapter meetings.
  - a.  
Spring Seminar hand outs for meal choices was distributed by Linda; there were several options. All prices are based on 100 attendees.  
There will be a continental breakfast, lunch and afternoon snack.
  - b. Spring Seminar – does the hotel provide paper and pens?  
No report
- 5) **Secretary's Report.** Bonnie  
Cards sent to Sheri Nystedt and Shawna Sheaman
- 6) **Treasurer's Report.** Emily
  - a. Report posted to SharePoint.  
Habitat for Humanity Brochure passed out.  
Registration for Spring Seminar is in the mail.
  - b. Received any Scholarship apps? Maybe move this to front of website?  
Scholarship applications sent to Emily because of mailing address.
- 7) **Directors' Reports.**
  - a) **Administration.** Genny
    - i) Counts for March Meeting & Spring Seminar  
29 registered for the meeting  
20 for the Spring Seminar  
Chris will send email reminder for the meeting and Spring Seminar about March 20<sup>th</sup>.



## Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

b) **Budget.** Ebbie

We are on budget, but Linda's line item is out of money. Suggestion by Ebbie to add money in the budget in the planning meeting for unbudgeted Free Chapter meetings. Equipment of hotel microphones was an unexpected cost not included in the hotel bill and not in the budget. Unexpected hotel costs will need to be included in next year's budget.

c) **Education.** Rebekah

i) Spring Seminar Signs

Kinko's has not completed the signs for Spring Seminar.

Decision has been made to contact all members for Spring Seminar, because of a mailing issue with the brochures. Chris will create a script and send it to all the Board members to use when calling. Laura will split the calling list and email to the Board for calling.

ii) Spring Seminar Goody bag or giveaways? Do we need to just get some cheap plastic bags for handouts?

Rebekah is contacting people for donations of gadgets to put into the goody bags.

iii) Spring Seminar low registration, we should set a time deadline in the planning meeting for future years in case the Spring Seminar would have to get canceled for any reason including low registration.

d) **Membership.** Bill

2 new members

7 curious about membership

e) **Programs.** Shawna

No report

f) **Communication.** Chris

No report

8) Old business

Chapter Boxes in storage.

- Iron Mountain is not able to store the boxes for free.

- Options:

- o Leave at Iron Mountain and pay the monthly \$25.00 admin fee



## **Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water**

- Currently a storage fee is not being paid by the ARMA Chapter
- Consider moving to other vendor who will store for free

9) New business  
None

Discussion concludes; meeting adjourned at 5:55 pm

**NEXT MEETING: March 31, 2009**