



Board Meeting Minutes March 9, 2010

Monthly meetings regularly scheduled for 4-6 p.m. at Denver Water

Meeting called to order at 4:07 p.m.

Present: President Laura McGee; Secretary Holly Geist; Treasurer Emily Bone; Vice President Tyler Selle; Directors Chris Ames, Bill Bradford, Genny Garrett, Linda Hughes, and Ebbie Moody; guests James Kennedy and Kathy Nielsen
Present via conference call: Director Mimi Dionne

Absent: Chairman of the Board Mollie Taggart

1) Approval of Prior Meeting Minutes

Chris motioned to accept the February 09, 2010 minutes; Linda seconded; approved unanimously.

2) Chapter Records Policy and Retention Schedule Committee

Chris, Ebbie and Kathy Nielsen compose the committee. They will next meet on 03/11/2010. Chris polled approximately a dozen other chapters about their retention schedules and policies, and most that answered didn't have a schedule in place. Ebbie created a comparison of our retention schedule to ARMA International's schedule. The committee will be moving forward with developing a plan and getting approval from the board. They'll then start working in the actual boxes and identifying additional series. A major concern is creating a records succession plan for the board. They've also identified some potential issues, such as migration of electronic documents and determining official versions of records. Kathy is developing a timeline and project plan. As of now, they still anticipate being done by June.

Related to our boxes in storage, Bill and Laura discussed the contract with Cornerstone. Bill will provide a new contract with gratis pricing included. We discussed adding retention information to the Cornerstone storage database. We also need to annually update the list of authorized users who can request boxes from storage. Lastly, we can use the Cornerstone shred bins when we start destruction.

For everything, we run on the chapter year rather than calendar year.

3) Scholarship Process

Chris has started promotion of the scholarship, and a few people have shown interest. The deadline is April 30.

4) Directors' Reports

- a) **Budget:** Ebbie Moody
Report on SharePoint



Board Meeting Minutes March 9, 2010

As per usual, we are in the red for the month. February is worse than usual, however, because of the free workshop. The February workshop and lunch meeting came in at about \$4100. Ebbie suggested that next year we consider charging a minimal amount for the workshop rather than offering it for free.

We have hope that the Spring Seminar will be a money maker this year, unlike the last few years which generated minimal profit.

The board discussed applying for the ARMA International Speaker Grant. Some members were concerned about trying for the money as we are not actually in financial crisis. However, if nobody else is applying then there is money not being utilized. Chris agreed to look into the logistics of the grant and report back to the board.

We considered canceling the May networking event to save money. James Kennedy, who is on the Networking Committee, talked about the cost of past events and the projected cost for May. Since we are within budget for special projects, the board chose not to cancel something that is already scheduled and advertised.

b) Communications: Chris Ames

Constant Contact emailed Chris that she won a prize for utilizing their services properly. She will report back about the prize.

Some folks have had trouble receiving duplicate emails. Chris found that the issue stems from members using different email addresses for ARMA and for meeting registration. She fixes that issue when people contact her about it.

The February meeting surveys showed a number of people were concerned about the temperature (too cold) and the beginner level of the workshop.

c) Education: Linda Hughes

Spring Seminar Committee:

Linda put together a preliminary expense breakdown that she handed out.

The silent auction monies will be allocated to the scholarship. They are working on more revenue through lunch table sponsorship (in lieu of a vendor show). The estimate now for revenue is about \$13,500, which would be approximately \$3500 in profit. The speaker expenses will mostly be hotel rooms, one airfare, and incidentals.

The group is now working on signage recognizing sponsors.

The afternoon break will be red velvet cake to celebrate the 40th anniversary. Kathy Nielsen has kindly offered to charge us cost for the cake. She will decorate the cake with the current logo and the original logo used in 1970.

The brochure and postcards are ready. The committee is working to get county clerk information to send them advertising.

The cost of the seminar is \$125 for members, \$150 for non-members, and \$90 for students. Walk-ins will be charged the standard ten dollar fee.

The food is reasonably priced and will likely cost about \$3000.

Committee members cannot get into The Summit until 6:30 am to start set-up. The Board should arrive at 7 for the beginning of registration.



Board Meeting Minutes March 9, 2010

d) **Programs:** Mimi Dionne

The perennial issue of the level of programs – remedial versus advanced – came up following the February programs. Chris would appreciate getting an article for the newsletter detailing how people can maximize their learning experience even if the program is more basic than expected.

Friday Mimi will go to Loews for a dress rehearsal of the March lunch meeting, which will occur via web connection rather than having the speaker, John Isaza, come to us. Emily will send John the red tickets so he can participate in the traditional drawing of the tickets by the presenter. AV is a big concern for this meeting, between costing more and making sure that everything runs smoothly.

Mimi talked the June presenter, Jeff Lanza, into half of the fee he usually charges, so the cost will be \$750. That should be the only charge the rest of the year for lunch meeting presenters.

e) **Membership:** Bill Bradford

One new MHD Chapter members signed up this month.

International has been sending conflicting information, as many renewing members are coming in as new members.

Bill is working on pins. There was talk of presenting pins to longtime members at the Spring Seminar and Bill might develop a slide show of some sort.

f) **Administration:** Genny Garrett

There are currently 41 people registered for the March lunch meeting. Five people have already registered for the Spring Seminar.

5) **President's Report:** Laura McGee

a. Planning for the Next Chapter Year

Laura wants to start earlier than the July planning meeting. She's already considering some things, such as changing the venue of the lunch meetings to bring down costs, and maybe even going to The Summit since it is less expensive than the hotels.

There is no specific assignment yet, but Laura would like each board member to write up a paragraph about his/her position with ideas about a plan or improvements for next year.

b. Education Monitor Program

Laura passed along the information about volunteering at ARMA International annual meeting as monitors in the educational sessions, doing such activities as collecting surveys. Being a monitor mitigates the cost of the conference. HQ stresses that this would be most appropriate for members who are having trouble getting financial backing to attend the conference.

6) **Chairman's Report:** Mollie Taggart



Board Meeting Minutes March 9, 2010

No Report – absent

Chris did mention that the slate of officers will go into the April and May newsletters to ensure all members know about potential board members.

7) **Vice President's Report:** Tyler Selle

The buffet for the March meeting will be “southern hospitality”, which includes fried chicken and ribs. Tyler ensured that there will be various vegetarian salads and sides, as there was a complaint regarding lack of vegetarian options in February.

The room temperature (too cold) came up again in February. The hotel says they can adjust the temperature if someone requests the change on the day.

March's meeting will probably be on the first floor of the hotel.

8) **Secretary's Report:** Holly Geist

Holly submitted the annual report to the Secretary of State, so we are in compliance for 2010. The fee is \$10.

The History Committee continues to meet and work on the Ruby Jubilee. The plans from February are still in place.

9) **Treasurer's Report:** Emily Bone

Report on SharePoint

The board discussed moving money out of a CD. Right now the checking account is still solvent, so transferring money is not necessary. Emily is closely monitoring the situation to ensure we do not go below \$2000, which is when the bank will start charging. Unfortunately, as a non-profit we are not allowed to have more than \$1000 in checking during audit month, so during that time we will be charged by the bank.

Emily received some sponsorship money already.

10) **Old business**

None

11) **New business**

None

Meeting adjourned at 5:38 p.m.

NEXT MEETING: April 13, 2010