



## ARMA Mile High Chapter Board Meeting Minutes

05/06/2008

4-6 p.m.

Meeting was called to order at 4:11 PM at the Crowne Plaza Hotel Denver Downtown

Present were: President Brian Starck, President-Elect Mollie Taggart, Chairman of the Board Gregg Luther, Vice President Linda Hughes, Secretary Bonnie Perez, Treasurer Emily Bone, Directors Genny Garrett, Rebekah Keller, and Ebbie Moody

Not Present: Directors Ron Vince, Chris Ames, Jannette Wesley

Ebbie Moody moved to approve the April 2008 meeting minutes. Mollie Taggart seconded. Minutes were approved.

### 1) **President's Report.** Brian Starck

- a. Region Leadership Meeting July 10<sup>th</sup> – 12<sup>th</sup>  
Meeting held in St Louis Missouri, 4 days, Wednesday – Saturday,  
Registration \$200.00  
Stay Omni Hotel, cost \$119 per night  
4 people from ARMA Denver Chapter Board will be attending.  
The money for the Leadership Conference is in the budget.
- b. Cvent planning tool to benefit ARMA's business functionality;  
Brian would like to set up a meeting with Mollie, Linda, Emily, Chris, and Genny to discuss using Cvent planning tool.  
Brain attended the Event planning Web-site training for Cvent; it is something the Chapter might want to evaluate and consider using for on-line registration. Other capabilities are; generate reports, provide web-site access, members can accept or decline meetings with a return message, payment program available which will eliminate PayPal. There are other functionalities. Brian will provide more information at a later date. Linda offered space at Williams Production for viewing the Cvent tool. Cvent may be able to solve, some of our current issues. The committee will decide if Cvent will work for ARMA by July 2008.

### 2) **President-Elect's Report.** Mollie Taggart:



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### a. Survey

Mollie interviewed approximately 35 members and was in appreciation of their feedback. According to all the information gathered; it looks like the most popular meeting place is the downtown location. Mollie will post the results of the survey by the end of May. Other discussion was cost; most members were ok with the cost increasing. Meals were also included in the cost increase.

### b. Networking at Jose O'Shea's Restaurant in Lakewood for Records Management

April 29<sup>th</sup> from 3:00 PM to 6:30 PM was the networking event. Food provided was a Taco Bar. Cost was \$4.00 each. Mollie reported that the event was great, it lasted approximately 4 hours everyone had a great time networking. Her suggestion along with many others was to repeat the event possibly in a different part of town.

## 3) Chairperson of the Board's Report. Gregg Luther:

### a. Recruiting for 08-09 board positions

Recruiting has been on-going, there are a few possibilities but nothing confirmed.

### b. June Meeting Colorado Rockies

A motion was made via e-mail to approve the Rockies Game Meeting for June 17<sup>th</sup> 2008. Brian proposed that a motion be made to hold the June ARMA meeting at the Crowne Plaza Hotel and attend the Colorado Rockies after the meeting, all were in favor. Motion passes.

June meeting Agenda is as follows:

Meeting held at Crowne Plaza would be free

Picnic dinner at Coors Field would be \$15

Tickets to the Rockies game would be \$12

People would be able to sign up for the meeting only, meeting and picnic, or meeting picnic and game. Spouses and family would be welcome at the picnic and game.

### c. New Chapter Award



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Chairman's Visionary Award will be presented to Su Graham and Chuck Schiell at the Spring Seminar on May 13<sup>th</sup>, 2008

Gregg reported that the award was made of slate and the wording was sand blasted into the stone. The cost was \$190 dollars. The award will be finished on Friday May 9.

- d. Chapter member of the year award  
The winner has not been announced as of this meeting. A certificate will be awarded during the Spring Seminar. Winner will be announced at the June meeting.

### 4) **Vice President's Report.** Linda Hughes:

- a. Linda did announce that Nicole is the new representative for the Crowne Plaza Hotel.
- b. Dinner for the Spring Seminar speakers will be held at Ted's Montana Grill Monday May 12<sup>th</sup>. 1-70 and Chambers all Board members are invited to attend.

### 5) **Secretary's Report.** Bonnie Perez

- a. No report

### 6) **Treasurer's Report.** Emily Bone:

May's report is posted on SharePoint Web-site.

### 7) **Directors' Reports.**

#### a) **Education.** Rebekah Keller:

- i) Spring Seminar Update  
Signs are being printed this week  
Agenda has been drafted and passed around for input  
76 members have registered
- ii) Vendors  
Vendors and prizes have been confirmed



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Vendors need to be accountable for the gift they are promoting and giving away, which was ambiguous in the past.

Vendors will be providing the door prizes.

Packets to be given to attendees will be put together this week.

A grand prize of a 32" flat screen will be given by Iron Mountain.

### iii) BOD Board of Directory participation

Mollie will be purchasing gifts that will be given to the Speakers.

Gifts provided will be gift certificates to Barnes and Nobel Book Store and \$20.00 visa gift cards.

### b) **Communication.** Chris Ames:

i) No Report

### c) **Programs.** Jannette Wesley

i) No Report

### c) **Administration.** Genny Garrett:

i) 76 Members Registered for the May Spring Seminar

### d) **Membership.** Ron Vince:

i) No Report

### e) **Budget.** Ebbie Moody:

i) We are in the Black Zone

We have spent \$26,000 and \$66,000 remains in the budget.

Gregg has spent \$2,000 on gifts and awards.

Spring Seminar is expected to spend money on this event.

## 2) Old business

a) None

## 3) New business

a) None



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Discussion concludes; Motion was made by Linda to adjourn and seconded by Emily. Meeting adjourned at 5:55 PM.

**NEXT MEETING:** Tuesday June 10<sup>th</sup> at the Crown Plaza Hotel Downtown Denver.