



Board Meeting Minutes May 11, 2010

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

Meeting called to order at 4:03 p.m.

Present: Chairperson of the Board Mollie Taggart; President Laura McGee; Secretary Holly Geist; Treasurer Emily Bone; Directors Chris Ames, Mimi Dionne, Genny Garrett, Linda Hughes, and Ebbie Moody

Absent: Director Bill Bradford and Vice President Tyler Selle

1) Approval of Prior Meeting Minutes

Ebbie motioned to accept the April 13, 2010 minutes; Linda seconded; approved unanimously.

2) Chapter Records Policy and Retention Schedule Committee

Chris emailed the board last week with a draft of the retention schedule policy and procedures. Ebbie then led the board through a discussion of issues (ex. accounting for all media types in the schedule and destruction) and revised the document accordingly.

Linda motioned to approve the retention and disposition schedule policy and procedures as revised; Mollie seconded; approved unanimously.

The committee will act in lieu of the President Elect this year, and organize the records and carry out the retention review.

The committee recommends that three board members have access to the records: President, President Elect and Secretary.

3) Directors' Reports

a) Education: Linda Hughes

Spring Seminar:

- i. Linda reported that the Spring Seminar (SS), once all money is collected, will make \$7,068 in profit. Mollie's hard work on sponsorship and donations for the silent auction (scholarship fund) paid dividends.
- ii. Although the SS was successful, Linda did have some ideas for improvement next year, such as the table discussion process could be changed to allow for more access to vendors and participants. There were other things they tried this year that should carry on, such as using postcards as advertisement since they are less costly than a brochure to produce and mail.
- iii. Mollie sent thank you notes to sponsors and people/organizations who donated goods.



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- b) **Administration:** Genny Garrett
Seventeen people are registered for the May meeting. Many board members have not yet registered, so that will certainly increase numbers.
 - c) **Budget:** Ebbie Moody
Report on SharePoint
Ebbie reported that we are in the black this month. There was a discussion about clarification on the silent auction scholarship money.
 - d) **Communications:** Chris Ames
Due to the Memorial Day holiday, Chris has moved up the June newsletter deadline to May 18 or 19. She'll include information on the Spring Seminar, May Networking Event, and various articles from members. This issue will also announce the Chapter Member of the Year. Chris asked the board to write up something about their positions or a final goodbye for those whose term is up.
The deadline to submit our newsletter for consideration in the ARMA Newsletter of the Year is June 1.
 - e) **Programs:** Mimi Dionne
Ken Burns of Onbase will speak in May on the current ECM space. Handouts will be provided at the presentation. Mimi made it clear to the presenter that this was not to be a vendor pitch.
 - f) **Membership:** Bill Bradford
Absent. Bill reported to Laura that we have four new members.
- 4) **Treasurer's Report:** Emily Bone
Report on SharePoint
Only one member submitted an application for the scholarship. The Scholarship Committee will convene to consider the one application received.
- 5) **President's Report:** Laura McGee
- a. **MER Scholarship?**
Laura received an offer for a scholarship to MER, which she cannot use, so she forwarded the invitation to the rest of the board. Nobody is able to take advantage of the scholarship.
 - b. **Regional Leadership Conference**
Usually MHD sends the President Elect, President and two other board members to the conference every year. This year it is in Wichita, Kansas the second week of July. Mollie suggested that the two spots are best used by new board members, which would mean Holly, Shawna Sheaman, Genevieve Cavallo or Kathy Nielsen.



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Laura will email those four about their availability and willingness to attend. Holly declined as she has a scheduling conflict.

A discussion about the yearly report evolved, and the report will be submitted when Regional makes a call for that information.

c. Cornerstone Contract Countersignature

The board has not yet received a signed copy from Cornerstone.

6) Chairman's Report: Mollie Taggart

Mollie will announce the Chapter Member of the Year Award at the May meeting. Chapter Leader of the Year Award must be submitted to Brian Starck or Sheri Nystedt who are on Regional. That award will be announced at the June meeting.

7) Vice President's Report: Tyler Selle

No report - absent.

8) Secretary's Report: Holly Geist

History Committee:

The Ruby Jubilee (RJ) event occurred at break of the Spring Seminar and the acknowledgment of past presidents at the May Networking Event. Mollie purchased \$5 gift cards (a purchase totaling \$50) for the past presidents who attended the May Networking Event; the four extra cards will be used as door prizes at the May and June lunch meetings. Laura will download the RJ slide show from the board SharePoint site and play it during registration at the May meeting.

Holly received a few requests to have access to the slide show, so Mollie will create a page on the website and put the slide show up.

One past president did submit a reminiscence after the April RJ newsletter deadline, so Chris will put it into the June newsletter.

9) Old business

None

10) New business

None

Meeting adjourned at 5:22 p.m.

NEXT MEETING: June 8, 2010