



ARMA Mile High Chapter November 6, 2007 Board Meeting Minutes

Call to Order:

President Brian Starck called the meeting to order at 4:10 p.m., Tuesday, November 6, 2007, at the Crowne Plaza Hotel, Denver.

Present:

- Brian Starck
- Gregg Luther
- Mollie Taggart
- Emily Bone
- Rebekah Keller
- Jannette Wesley
- Chris Ames
- Linda Hughes

Not Present:

- Sharon Blackstock
- Genny Garrett
- Ron Vince
- Ebbie Moody

Agenda Items:

1) Minutes of October 2, 2007 Chapter Board Meeting.

- a. Mollie Taggart moved to approve the October board meeting minutes. Linda Hughes seconded the motion. All votes were in favor.

2) President's Report – Brian Starck.

- a. Nine chapter members have signed up for the pre-paid meeting registration option. The Board agreed they do not have to register on the web site for each meeting, but they will be encouraged to contact ARMA Denver email if they decide to not attend a meeting. Board decided not to contact them and ask them to let us know they will not attend. Tabled the discussion to next year.
- b. Logo Update: Logo submitted to ARMA for approval. Still no response. Will follow up this month.
- c. Board meeting dates Jan – June. Sharon can no longer attend Board meetings on Tuesdays. The Board discussed changing meetings to Mondays or Wednesdays to accommodate Sharon and found this would be problematic. Gregg will contact Bonnie Perez to see if she would be willing to serve as Secretary for the Board if we continue meeting on Tuesdays. Chris suggested that we invite her to the December Board meeting. Meeting dates discussed for the first half of 2008:
 - i. Jan 7th or 9th
 - ii. Feb 11th or 13th
 - iii. Mar 10th or 12th
 - iv. April 7th or 9th



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- v. May 12th or 14th
 - vi. June 9th or 11th
 - d. Registration policy for walk-ins, web site and email confirmation discrepancy: Web site says \$10 extra; e-mail confirmation states it is \$5 surcharge. Mollie made a motion to change the walk-in rate to a \$5 surcharge. Mollie will post the correction to the web site. Rebekah seconded the motion. The motion passed unanimously.
 - e. Proof of registration/attendance for CRM credits: Brian will check with Genny to ensure these certificates are available at the meetings.
 - f. Board position descriptions and procedures (w/Mollie): Brian wants the Board to review position descriptions and make changes as needed. The Board will need to approve any proposed changes.
 - g. Brian was given a prepaid phone card in his notebook. Linda Hughes made a motion that we donate the AT&T card's unused 275 minutes to the Fisher House as part of our charity project. Gregg seconded the motion and it passed unanimously.
 - h. Brian displayed several awards that our Chapter has received from ARMA International and the Midwest Rocky Mountain Region. Brian scanned several for the web site. The recent awards will also be displayed at the Spring Seminar. Linda will file the awards with the other chapter records.
- 3) **President-Elect** – Mollie Taggart:
- a. AIEF update provided by Mollie.
 - b. By-Laws Update: Mollie made a motion that we approve the by-laws as amended and posted to the SharePoint site. Linda Hughes seconded the motion. Motion passed. Gregg will make an announcement at the meeting. The by-laws will be sent to the membership via Constant Contact and will be posted to the web site. The membership will vote on the by-laws at the December meeting.
- 4) **Chairperson of the Board** – Gregg Luther:
- a. Vendor Update – Advertising, Meeting Sponsors: Gregg needs another copy of the vendor letter and will send it out by the end of the month.
 - b. Interwoven will sponsor the November meeting.
 - c. Badges – we will use up the existing chapter badges.
 - d. Ian McClure died in a single car crash last Friday. Ian traveled from his home in California last year to participate in the panel discussion on Records Management, Document Management and Content Management at no charge to the chapter. Rebekah moved that we donate \$100 to a college scholarship fund for his two sons. Mollie seconded the motion. The motion passed unanimously.



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5) Vice President's Report – Linda Hughes:

- a. November logistics: Asian buffet for lunch, no hotel room for the speaker or special equipment is needed.
- b. December logistics: Linda will instruct the hotel to prepare a brunch for the menu. We also invited the Association of Contingency Planners; Brian will follow up with them.

6) Secretary's Report – Sharon Blackstock:

- a. No report.

7) Treasurer's Report – Emily Bone:

- a. Posted to the SharePoint site for October.
- b. We don't receive a confirmation letter until registration is closed. Asked that the webmaster include the price in the thank you letter that goes to persons after they register for a meeting.
- c. Need Iron Mountain to reimburse for mailed invoices.

8) Directors' Reports.

a. Education – Rebekah Keller

- i. Spring Seminar Update: There are 20 spaces for vendors at the new location. Gregg suggested that we make tables available for \$150 to attract smaller consultants. Computer hookups will cost \$35; this will be included in the vendor fee.
- ii. Ideas for spring conference: Sedona Conference. We have an offer from Coors to print additional banners at a discounted price. Sue Graham will do the ICRM certification again. The Committee prefers having everyone together for the entire day. Lunch will be served in the vendor room. Everyone liked the comedian and would like to hire another one for this year's conference.

b. Communication – Chris Ames

- i. Meeting Photos.
- ii. Constant Contact update.
- iii. Newsletter: Deadline will be Dec. 10th for the January newsletter.
- iv. Website update. Would like a group photograph of everyone on the Board of Directors.



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- v. Fisher House Update. Fred Wamhof from Fisher House will do a presentation at the meeting next week. He will bring printed material for 60 people.
 - vi. New member highlights need to be revived in the newsletter.
 - c. **Programs** – Jannette Wesley
 - i. January meeting: we need to brainstorm questions for the e-mail discussion. Question cards will be placed on tables at the November meeting. Rebekah will print out 80 cards.
 - ii. February meeting: Stephanie wanted to change dates, the April meeting speaker refused. Board suggested that another speaker be found for February.
 - iii. Suggest we recruit a Programs Director in January 2008 for the 2008-2009 year.
 - d. **Administration** – Genny Garrett
 - i. No report.
 - e. **Membership** – Ron Vince
 - i. No report, but discussion ensued regarding a number of membership issues, including:
 - ii. Ron will explore Colorado Springs interest in quarterly or bi-annual meetings.
 - f. **Budget** – Ebbie Moody
 - i. Posted report to SharePoint site.
- 9) **Old Business**
- a. Brian submitted our website to ARMA for website of the year.
- 10) **New Business**
- a. No new business.
- 11) **Adjournment**
- a. Linda Hughes moved to adjourn the meeting. Emily seconded the motion. All votes were in favor. The motion passed. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Jannette Wesley, Acting Secretary