



ARMA Mile High Chapter October 2, 2007 Board Meeting Minutes

Call to Order:

President Brian Starck called the meeting to order at 4:02 p.m. Tuesday, October 2, 2007, at the Crowne Plaza Hotel, Denver.

Present:

- Brian Starck
- Mollie Taggart
- Emily Bone
- Rebekah Keller
- Chris Ames
- Linda Hughes
- Genny Garrett

- Ron Vince

Not Present:

- Sharon Blackstock
- Gregg Luther
- Jannette Wesley
- Ebbie Moody

Agenda Items:

1) Minutes of September 11, 2007 Chapter Board Meeting.

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

2) President's Report

- a. Brian reported that the Legal Management Forum has been downgraded to a "social event". There is no cost to attend. Brian will pick-up the ARMA banner from Chris Ames and staff a chapter table with Jannette Wesley and Emily Bone.
- b. Brian forwarded a list of National Conference attendees October 2nd.
- c. Updated logo was sent to ARMA International for approval – no response as of the October Board meeting.
- d. Options for Share Point site administrative backup were discussed. It was agreed that the Chairperson of the Board would be the logical candidate.
- e. Discussion around moving Board meeting days beginning Jan 08. Linda Hughes will check availability of rooms for both Monday and Wednesday and report back.
- f. Brian spoke with the president of ACP – Association of Contingency Planners – about attending our December meeting. They would attend at member rates and have a table with disaster recovery info available.

3) President-Elect – Mollie Taggart:

- a. Our chapter currently has no members participating in the 5 X \$100 plan that requires members to pledge \$100 a year for 5 years. Mollie will be the first and will bring information on this program to future meetings.



ARMA Mile High Chapter October 2, 2007 Board Meeting Minutes

- b. Ron Vince had an autographed Broncos football signed and donated by Rod Smith; Mollie purchased a jersey to match – these items were donated for the ARMA Education Fund auction.
 - c. Mollie will invite Doug Allen to attend our chapter meeting in September 2008.
- 4) **Chairperson of the Board** – Gregg Luther:
- a. No sponsors for future meetings yet.
 - b. DocuVault will sponsor the October meeting.
 - c. The chapter by-laws have been updated and approved by ARMA International. They are posted on the Share Point site for board review. Feedback needs to be to Mollie no later than Oct 31. She will distribute to membership in November and Brian will call for a vote at the December chapter meeting.
- 5) **Vice President's Report** – Linda Hughes:
- a. Biscuits and Berries will cater the October meeting. Registration will begin at 11:30, lunch will be served at 12:00 and the tour will begin at 1:00.
 - b. November menu has been set. Linda has asked that all dishes have a sign to identify contents.
 - c. Comments and suggestion from the October survey have been forwarded to the hotel and Linda will discuss possible solutions as needed.
- 6) **Secretary's Report** – Sharon Blackstock:
- a. No report.
- 7) **Treasurer's Report** – Emily Bone:
- a. The Treasurer's Report is posted on the Share Point site.
 - b. Emily Bone will cancel Survey Monkey services.
- 8) **Directors' Reports.**
- a. **Education** – Rebekah Keller
 - i. Holiday Inn at DIA has been approached about holding the Spring Seminar. Rebekah and Chris Ames have toured the facility and are working on logistics for +/- 150 people and +/- 20 vendors. Parking is free and close to the conference center. Continental breakfast, coffee break, lunch, afternoon break will be priced.
 - ii. Rebekah will check pricing for speaker and vendor guest rooms. The current Crowne Plaza rate is \$89/night.



ARMA Mile High Chapter October 2, 2007 Board Meeting Minutes

- iii. Discussion around vendors. Thoughts included provisions for small vendors, approaching "outside" services (staffing agencies, FedEx Kinkos etc.) and including a video montage.
 - b. **Communication** – Chris Ames
 - i. More photographers for meetings are needed. Post all photos to Share Point site so Chris can use or delete as necessary.
 - ii. Constant Contact status report working well.
 - iii. Options for more newsletter visibility were discussed. Chris will provide a few printed copies at monthly meetings and remind folks to visit the website for additional issues.
 - c. **Programs** – Jannette Wesley
 - i. No report.
 - d. **Administration** – Genny Garrett
 - i. Currently 11 meeting registrations plus 9 annual registrations.
 - e. **Membership** – Ron Vince
 - i. Meeting with Colorado Springs and southern areas to determine interest in quarterly or bi-annual meetings.
 - f. **Budget** – Ebbie Moody
 - i. No report.
- 9) **Old Business**
- a. There was no old business.
- 10) **New Business**
- a. There was no new business.
- 11) **Adjournment**
- a. Chris Ames moved to adjourn the meeting. Ron Vince seconded the motion. All votes were in favor. The motion passed. The meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Genny Garrett, Acting Secretary