



Mile High Chapter of ARMA Board Meeting At Denver Water

**10/7/2008
4-6 p.m.**

Meeting is called to order at 4:07.

Present: Present: President Mollie Taggart, Chairman of the Board Brian Starck, President Elect Laura McGee, Vice President Linda Hughes, Secretary Bonnie Perez, Treasurer Emily Bone, Directors Ebbie Moody, Rebekah Keller, Bill Bradford, Shawna Sheaman and Genny Garrett

Absent: Chris Ames

Ebbie motioned to approve the September meeting minutes. Brian seconded. Minutes were approved.

- 1) **President's Report.** Mollie
 - a. Western Slope update – nothing new
 - b. ARMA Intl Conf in Las Vegas
 - i. Welcome Region meeting will be held on Wednesday October 22, 2008 from 5:00 – 7:00 pm at the Hilton Hotel, all are invited.
- 2) **President-Elect's Report.** Laura
No report
- 3) **Chairperson of the Board's Report.** Brian
 - a. Speaker for November Meeting, David Fong, (Qwest) Building a RIM Program Engaging Business Units and Leveraging Share Point
 - b. Sponsor for October meeting, Interwoven
 - c. Sponsor for November meeting, Iron Mountain
 - d. Speaker for December meeting, Jeff Carney (Franklin Covey) Leadership and the 7 Habits

Vendors will advertise in the ARMA Newsletter. Brian is working with other companies to get them on the web-site for resource information. Sponsors have all been booked for the 2009 calendar year. Vendors will receive this year's pricing if booked by May for approval in June 2009.



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- 4) **Vice President's Report.** Linda
 - a. Contract signed for the Sheraton Hotel business monthly meetings.
 - b. Spring Seminar is a separate contract and will be negotiated at a later date.
 - c. Banquet Event Order (BEO) will vary depending on the chef.
 - d. Reminder that November meeting is on Monday November 17th.

- 5) **Secretary's Report.** Bonnie
 - a. Sent a card and flowers to Bill Ptacek, MRM Region Treasurer, in Nebraska
 - b. Decided against Petty Cash rolling account for \$100.00 for future cards and flowers. Instead Emily will set Bonnie up with a debit card.

- 6) **Treasurer's Report.** Emily
 - a. Report posted to SharePoint
 - i. Go Daddy is renewed (Website Domain Name Registry)
 - ii. Su Graham, vendor advertisement form is filled out and the check is attached.

- 7) **Directors' Reports.**
 - a) **Programs.** Shawna:
 - i) October 14th Meeting
 - (1) Dinner at 6:00 pm on October 13, with speakers Sheri and Stephanie at the Denver Rio Grande restaurant, location is at Blake and 15th Street October 13, 2008.
 - (2) Shawna will send an email reminding everyone to attend.
No dinner for November meeting speaker has been confirmed.
December 16th lunch meeting speaker is Jeff Carney (Franklin Covey) Leadership and the 7 Habits. Dinner with Jeff has not been confirmed.
 - b) **Communication.** Chris Absent, Mollie will report
 - i) Survey results
 - (1) Manual list will have to be used for registration for November 2008
 - (2) Kyle will not be available for November updates for registration
 - (3) Emily will create the report for registration and email it to Linda for a count for the hotel, Shawna asked to be added to the email list
 - (4) Newsletter problems, Kyle will redo links and hopefully it will fix the problem



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- (5) Mollie will update the meeting's page
 - (6) Survey results, forty three members responded
 - (7) Sheri will swear in new Board members, Laura, Shawna, and Bill
 - (8) Board member will not be introduced; instead they will all stand at the same time to be recognized. Mollie has decided that a random table will be picked to introduce themselves for all to get acquainted
- c) **Budget.** Ebbie
- i) A copy of the budget is posted to SharePoint.
- c) **Education.** Rebekah
- i) Spring Seminar
 - (1) Dr. Mark Langemo is working with Rebekah to negotiate a date for Spring Seminar. The Seminar may be switched from May to April, dates are as follows:
 - (a) May 5th & 6th (off our schedule)
 - (b) April 7th Tuesday
 - (c) May 19th is the actual Meeting date
 - ii) Hotel may be pleased with the May date, due to construction
 - iii) June may be another consideration, Linda will check availability of the hotel.
 - iv) Tim O'Keefe and Langemo can do a two day seminar: \$2,000 fee each, airfare each, 3 nights hotel each and ground transportation. Doing a one day: \$1,000 each, airfare each, 2 nights hotel each and ground transportation.
 - v) Langemo doing one day seminar: \$1500 fee, airfare, 2 nights hotel and ground transportation.
 - vi) Linda or Rebekah will find out about lock down of the room from the hotel. Mollie will contact Langemo tomorrow October 8, 2008 to find out availability for June.
 - vii) Promotion will be advertised at the monthly meeting for survey of the two day seminar. Seminar committee members are as follows:
 - (1) Angela, Sue, Carry, Shawna, Chris, Carey, Lisa, Linda B, Linda H, Carolyn, Brian, and Bonnie. The committee members will be listed on SharePoint
- d) **Membership.** Bill
- No Report
- e) **Administration.** Genny
- i) Registration for November meeting, twenty six members have signed up



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- ii) There have been problems in the past related to members asking Directors or other members to register on their behalf, and then not attending the meeting. The board also discussed potential problems with members requesting registration on their behalf and then attending the meeting with the expectation that the registration has been processed, when in fact, it has not been due to an oversight. In the future it is the recommendation to tell members and friends that each individual should register for themselves or speak directly to Genny.
- iii) Shawn will have to register speakers as a guest.
- iv) Mollie will make a statement at the monthly meeting for members to be sure and register because we want to provide enough food for everyone.

8) Old business

None

9) New business

None

Meeting adjourned at 5:49 pm.

NEXT MEETING: November 12, 2008