



ARMA Mile High Chapter September 11, 2007 Board Meeting Minutes

Call to Order:

President Brian Starck called the meeting to order at 4:05 p.m., Tuesday, September 11, 2007, at the Crowne Plaza Hotel, Denver.

Present:

- Brian Starck
- Sharon Blackstock
- Mollie Taggart
- Emily Bone
- Rebekah Keller
- Jannette Wesley
- Ebbie Moody
- Chris Ames
- Linda Hughes

Not Present:

- Gregg Luther
- Genny Garrett
- Ron Vince

Agenda Items:

1) Minutes of August 20, 2007 Chapter Board Meeting.

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

2) President's Report

- a. ARMA International Conference/Leadership Training
 - i. Brian will email chapter members and ask who's attending the conference, where they're staying, cell phone # and email address; information needed by October 1st
- b. Professional Legal Management Educational Forum – October 5th, DU Law School
 - i. The chapter was asked to provide a speaker for this event. Michael Horwith (Computer Forensics) has agreed to give a presentation.
 - ii. Brian will give information about the event at the next chapter meeting.
 - iii. The chapter will have an information booth at the event.
- c. Logo Update
 - i. The chapter's new logo has been submitted to ARMA International for approval.
- d. Initiatives from Last Year
 - i. Member Drive – table this item for now until we know whether ARMA International is also doing a member drive, and until ARMA has improved its website to allow online applicants to name the member who referred them.



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- ii. Cash Prize Drawing – Iron Mountain
 - 1. Rebekah will ask IM if they're willing to continue the \$25/meeting cash drawing.
- iii. Member Scholarship – Iron Mountain
 - 1. Rebekah will ask IM if they're willing to continue this annual scholarship award for a chapter member (covers the cost of all meetings, dues, spring seminar).
 - 2. Member must apply to be considered.
- iv. Chapter Charity
 - 1. It was agreed that we should pick one charity, stay with it for a few years and build a relationship with it. Last year's project was Fischer House. Promotion needs to start right away and continue every month.
 - 2. Mollie moved that the board select Fischer House as the chapter's charity. Chris seconded the motion. All votes were in favor.
- v. Bosses Day
 - 1. Discussion ensued about the best date to encourage members to bring their bosses to a chapter meeting. The December speaker will present information about Hurricane Katrina recovery efforts. This will be a noontime brunch event. The Association of Contingency Planners (ACP) should be invited to participate.
 - 2. Linda moved that the December 11th meeting be declared "Bring Your Boss to ARMA" day, that bosses of members attend at no cost, and that we invite the ACP to join us. Ebbie seconded the motion. All votes were in favor.

3) President-Elect – Mollie Taggart:

- a. Mollie proposed that the chapter contribute \$1,000 to a specific research project of the ARMA International Education Foundation (AIEF). The projects are developed by the Research Committee of the foundation and approved by the Board of Trustees. She presented information about two projects that still need funding.
 - i. Mollie moved that the chapter contribute \$1,000 to partially sponsor the AIEF research project "Techniques for Identifying and Classifying Personal and Organizational Messaging as Records", Jesse Wilkins, Researcher. Ebbie seconded the motion. After brief discussion, the board voted unanimously in favor of the motion.



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- b. Mollie stated that she will take care of bringing an auction item from Denver for the AIEF fundraiser and hoped to collect some sports memorabilia from Denver teams.
- 4) **Chairperson of the Board** – Gregg Luther:
- a. Gregg was absent. Mollie stated that she has a meeting scheduled with Gregg to discuss vendor issues and bylaws.
 - b. Some discussion ensued about trying to find a sponsor for next week's meeting at a reduced rate since it was too late to include a sponsor's ad in the newsletter or on the website for September. Mollie said she would approach Iron Mountain about sponsoring the meeting. It was agreed by consensus to offer Iron Mountain sponsorship of the September meeting for \$150.
- 5) **Vice President's Report** – Linda Hughes:
- a. Linda stated that the audit of chapter financial records is complete and all is well.
 - b. Hotel arrangements for the year are set.
 - c. The board will have dinner with ARMA International President Carol Choksy on Monday night (9/17) at Ted's Montana Grill (Larimer & 14th), 6:30 p.m.
- 6) **Secretary's Report** – Sharon Blackstock:
- a. Sharon stated that she will not be able to attend the October and November board meetings and asked for help with minutes. Jannette volunteered.
- 7) **Treasurer's Report** – Emily Bone:
- a. The Board agreed by consensus to carryover the "Pay for the Whole Year" option into the month of October for persons who have already paid for the September meeting. If they pay for September, they may participate in the whole year option in October by paying for 7 meetings and getting the 8th meeting free (June).
 - b. The Board agreed by consensus to provide \$35 gift certificates for presenters of chapter programs.
- 8) **Directors' Reports.**
- a. **Education** – Rebekah Keller
 - i. Rebekah is looking at various options for a location to hold the spring seminar. She will be recruiting for committee members at next week's chapter meeting.
 - ii. The Education Committee will meet October 16 following the chapter meeting in Lakewood.
 - b. **Communication** – Chris Ames



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- i. Chris reviewed newsletter plans for the next several months;
 - 1. Deadline for articles is the 20th of the month.
 - 2. Best article contest will run December through March; the winner will be announced at the April chapter meeting.
 - ii. Discussion ensued about issues related to registration for meetings on the new website.
 - iii. Constant Contact is being used to manage the chapter email distribution list.
- c. **Programs** – Jannette Wesley
- i. Program plans for the year were reviewed:
 - 1. September 18 – Carol Choksy, ARMA International President
 - 2. October 16 – Imaging System Tour – City of Lakewood
 - a. It was agreed by consensus that City of Lakewood employees may attend the October 16 meeting at the chapter member rate (they need to mark "City of Lakewood" in the name of business field when registering).
 - 3. November 13 – Michael Elkins – RM Case Study, Conoco Phillips
 - 4. December 11 – Emilie Leumas – Disaster Recovery/Hurricane Katrina
 - 5. January 15 – Chris Ryan/Patrick Cunningham – ½ day workshop on email management, followed by lunch and panel discussion
 - 6. February 19 – Stephanie McCutcheon – Data Privacy/Security
 - 7. March 18 – Chris Olsen – System Architecture in Support of RM
 - 8. April 15 – Martin Van der Schouw – Project Management for RMgrs
 - a. Possible SLA Colleague Connection meeting also in April
- d. **Budget** – Ebbie Moody
- i. Ebbie presented projected expenses for 2007-2008, totaling \$66,939.00, and projected income for 2007-2008, totaling \$49,215.
 - ii. Discussion ensued about the difference between projected income and expenses:
 - 1. Meeting expenses will be significantly higher this year and at the same time we have reduced attendance fees.
 - 2. We rarely spend as much as we anticipate spending.



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3. The chapter has a very large reserve that we can afford to dip into as needed.
 - iii. Mollie moved to adopt the 2007-2008 Mile High Chapter Budget as presented. Jannette seconded the motion. All votes were in favor.
 - iv. Ebbie commented that this is the first time in her memory that a budget has been adopted in the first month of the program year. We are to be congratulated!

9) Old Business

- a. There was no old business.

10) New Business

- a. The chapter has received a plaque from Fischer House expressing thanks for our support last year.
- b. A letter of thanks has been received from Paula Sutton for the flowers the chapter sent following the recent death of her mother.

11) Adjournment

- a. Linda moved to adjourn the meeting. Mollie seconded the motion. All votes were in favor. The motion passed. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Sharon Blackstock, CRM, Secretary