



Mile High Chapter of ARMA Board Meeting At Denver Water

9/9/2008

4-6 p.m.

Meeting is called to order at 4:03 pm at Denver Water

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, Chris Ames, Rebekah Keller, Bill Bradford, Shawna Sheaman and on conference call Genny Garrett

Ebbie motioned to approve the August meeting minutes. Linda seconded. Minutes were approved.

1) President's Report. Mollie

- a. CRM Reimbursement
 - i. Mollie is determined to promote the CRM reimbursement project. The reimbursement is \$400.00 a year. Details are posted on the Website.
- b. Western Slope
 - i. Western Slope is enthusiastic about starting an ARMA Chapter . Mollie gave them encouragement and guidance to get started. Their plan is to have a meeting in November 2008 and another meeting in May 2009. They are hoping to work with Jessie Wilkins. They do not have any start up money. The Denver Mile High Chapter will support them by paying for Jessie's expenses for the November meeting. The Western Slope is considered our Sister Chapter. The Chapter is excited and ready to move in the direction of Leadership.
- c. Giveaways for meetings
 - i. There will be two drawings a month. The gifts will consist of Shirts with ARMA logo, bags, free meeting, books, calling cards, and free parking pass etc.

Scholarship Agenda

Mollie will work diligently to advertise the available scholarship for next year; the scholarship covers ARMA International dues, Mile High Chapter dues, and Spring Seminar. All Board Members will help recruit applicants by April 15, 2008. Information is available on the ARMA web-site.



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- d. ARMA International Conference in Las Vegas
 - i. The Education Foundation is sponsoring a silent auction at the ARMA International Conference, they are asking for donations valued at approximately \$200 and easy enough to carry in a suitcase. The Winery sent Mollie a catalog; she suggested an International rum cake. Other Board members will ask for donations for the event.
 - ii. Board members who will attend the ARMA Conference are Linda, Mollie, Brian, Laura, Bonnie, Shawna, Chris, and Ebbie.

- 2) **President-Elect's Report.** Laura
 - a. No Report

- 3) **Chairperson of the Board's Report.** Brian
 - a. President's Plaque
 - i. The plaque was presented to Chuck Shields; the plaque will be passed down to other Chapter members each year to the next recipient who is chosen for the award. The plaque has been awarded and presented to deserving recipients since 1970 and will continue to be passed down.

 - b. Sponsorship
 - i. Seventy five percent of the ARMA meetings have sponsors. A list of the sponsors is available on SharePoint.

- 4) **Vice President's Report.** Linda
 - a. The new meeting site will be at the Sheraton Hotel in Downtown Denver. The site was also recommended to hold the Spring Seminar in April 2009. One of the gifts being offered at the monthly meeting is a free underground parking spot. There are 1,000 parking spaces underground. The Windows room is reserved for the September ARMA Mile High Chapter monthly meeting. Linda has asked that all Board members be at the Sheraton by 11:00 am to greet our members and give them direction to the meeting room. Linda is pleased with the service and hospitality of the Sheraton's service.

- 5) **Secretary's Report.** Bonnie
 - a. No Report



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- 6) **Treasurer's Report.** Emily
 - a. Report posted to SharePoint.
 - i. Kyle has not updated the SharePoint site but is working on it. Currently no report from Wells Fargo.
 - ii. Mollie will hopefully meet with Emily next week to discuss credit card machine issues and Internet access for registration.

- 7) **Directors' Reports.**
 - a) **Programs.** Shawna
 - i) John Frost is the speaker for the September meeting; there will not be a dinner. He made all his own arrangements and is speaking at no charge.
 - ii) Sherri Nystedt and Stephanie McCutcheon will team together and speak at the October 14th meeting. Topic, Protecting Your Hosted Records: Third Party Due Diligence
 - iii) David Fong will speak at the November 17th meeting, which is a Monday meeting and not a Tuesday meeting. Iron Mountain will sponsor the meeting.
 - iv) December's meeting will be a free meeting. The plan is to have a breakfast meeting not a lunch. Linda is hoping to get the Ardelts Museum located at 17th and Logan.

 - b) **Communication.** Chris:
 - i) Chris is receiving updates and sending out emails of new members etc.
 - ii) Shawna has received information from speakers and is providing their bios and pictures to Chris. Chris has asked that the information be sent by the 20th of each month to get it into the Newsletter.
 - iii) Vendor list needs to be updated.

 - c) **Budget.** Ebbie
 - i) \$73,000.22 is in the budget for this year. Last year budget was \$66,555.14. \$49,000 was spent. Overspending will be noted in the budget in the red zone. A vote needs to be conducted to vote on next year's budget of \$73,000. **A motion to accept the budget of \$73,000 for next year's budget was made by Emily, Linda seconded and the motion was passed.** The budget will be posted on SharePoint by September 10, 2008.

 - c) **Education.** Rebekah
 - i) Rebekah is seeking to put a committee of volunteers to work on the Spring Seminar; she will provide a signup sheet at the October meeting. She is



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hoping to recruit members of the Chapter who are interested in serving on a committee.

- ii) She is thinking of asking Dr. Mark Langamo to speak, because he is so inspiring and knowledgeable on Records Management. He draws a large crowd. Another thought was to ask Tim O'Keefe to join him in a dual session. Rebekah is looking for help to design the brochure of the seminar. Chris is willing to help design the brochure.

- d) **Membership.** Bill
 - i) Bill reported that there are four new members and four new renewals as of today. Bill will introduce the new members at the monthly meeting on Tuesday. Bill will send the bios of the new members to Chris for the Newsletter. Bill will also send emails of new members to Mollie.

- e) **Administration.** Genny
 - i) There are forty one registered for the ARMA meeting next week.

8) Old business

Joint networking with AIIM
Tentative

9) New business

a. None

Discussion concludes; Motion was made by Shawna to adjourn the meeting and seconded by Linda. Meeting adjourned at 5:30

NEXT MEETING: October 7, 2008