

**ARMA Columbus Chapter**  
**Board Meeting Minutes**  
**May 12, 2005**  
**Dinner Meeting - Hoggy's Restaurant**

**Attendees:** Yvonne Harris, Mike Johnson, Eugenia Brumm, Letitia Carey, Cynthia Davis, Joe Dickman, Tiffany Taylor, Cathy Stanley

In the absence of the Kelly Kemmerling, Cathy Stanley filled in as Recording Secretary and took the meeting minutes.

The meeting was called to order by Yvonne @ 6:40 pm.

- ◆ **April Meeting Minutes** - *Yvonne called for a motion to accept the minutes from last months meeting. Joe made the motion and Mike Johnson second the motion. Motion passed.*
- ◆ **Treasurer Report** - *Letitia reviewed the treasurer's report. Discrepancies were discussed (see attached report) Joe made a motion to accept the report with corrections and Eugenia second, Motion passed.*
- ◆ **June Elections**- *Tiffany talked with our web master and the cost to post election materials on the web would be \$35.00-\$70.00 for 1-2 hours of work seeing that most of the ground work was done last year. We will use the same script as last year with a few changes. Yvonne called for a vote to approve the expenditure but there were not enough members for quorum. Vote was tabled until an online vote could be conducted. Tiffany would like to give up her second year as web master and run for another position.*

**Open Positions this election:**

<b>Newsletter</b>	<b>Vice President</b>
<b>Seminar Chair</b>	<b>Treasurer</b>
<b>Community Service</b>	<b>Recording Secretary</b>
<b>Corresponding Secretary</b>	

Andi would like to run for Corresponding Secretary, Tiffany would like to run for Newsletter and Mike Purington will run for either Vice president or Web Master. Yvonne will make phone calls to perspective candidates.

- ◆ **Great Lakes Leadership Conference** – This conference is for new board member to have the opportunity to learn from other chapters about duties and responsibilities. The region pays the registration fee for two members from each chapter to attend the conference. Other members may go if they like but they must pay their own registration. The conference is July 22-23 in Peoria, IL. The event is all day Saturday (networking), a Saturday evening event and a half-day

Sunday. Our chapter will pay for room and board for the two representatives we will send. Mike Johnson and Tiffany Taylor expressed interest in attending.

### **Board Member Reports:**

- ◆ **New Business** – None
- ◆ **Programming** – Mike Johnson looked into meeting at Cooper Stadium for our June election wrap-up meeting. The date will be June 9<sup>th</sup> in the Cooper Stadium restaurant. This will be a 21 and over event -- no children. The event includes a buffet and a reserved seat for the baseball game that night. From 5:30 to 6:00pm we will have the restaurant to ourselves. At 6:00pm the restaurant opens to the public. Guests are allowed to rotate in and out of the restaurant for the game or they can watch from the restaurant. Our meal will be from 5:30 to 7:00pm. Mike's idea was to offer a couples rate and a singles rate and the Chapter would subsidize something for both groups. Rate would be \$30.00 per couple and \$17.00 for singles. Alcohol is not included in that price. Parking is also not included, but is only \$1.00. We have to guarantee 25 people to make the reservation @ a cost of \$450 for 25 people and @ the base rate of \$19.00/person. Yvonne called for a motion but it was tabled until an online vote could be arranged because quorum failed.

May's program will be at Ross Labs and our speaker will be Mike Purington. We will need to supply Ross Labs with a check for \$100.00 for snacks. The names of attendees must be submitted in advance for security reasons.

- ◆ **Corresponding Secretary** -Yvonne will ask Andi to send a new May meeting notice to members with and adjusted time line. 19 members have signed up for the May meeting at Ross.
- ◆ **Marketing** – None
- ◆ **Newsletter** – None
- ◆ **Community Service** – None
- ◆ **Membership** – We have 82 active members, which include Kathy Clark from Ashland Chemical, Dan Dougherty from 3SG. A new representative from Cintas Document Management (formerly Andrews Records Centers) will be submitting a membership application.
- ◆ **Website** – Acteva has been removed from our website and the next meeting notice is up and running.
- ◆ **Seminar Wrap-up** – Joe Dickman expressed his sincere appreciation and thanks to everyone for their hard work and dedication in making this the best seminar we

have ever had. There were 115 attendees and 6 no-shows that were all paid for. We spent almost \$11,000, but took in around \$18,000 for a profit of \$7,630. We had a great location, paid parking and a great speaker which all contributed to the success of the seminar. The majority of the attendees were not members, which gives us an opportunity for new memberships. Randy Kahn was very impressed with the attendee turnout, the facility and the Greater Columbus Chapter. Joe would like to place all the seminar materials on a CD for next year's committee. Acteva contributed greatly to the success of the seminar. We collected \$3,800 in corporate sponsorship. We were able to give each attendee a takeaway from the seminar (Information Nation) and we were able to get CLE and CEU (CRM) credits. Further discussion was had on seminar pros and cons.

- ◆ **Meeting Adjourned** – Eugenia made a motion to adjourn the meeting, Joe seconded the motion; meeting adjourned at 8:30 pm. Thanks everyone!

Respectfully Submitted,  
Cathy Stanley, Community Services Chairperson