



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: January 17, 2008

LOCATION: Ohio Historical Society

ATTENDEES: Cathy Stanley, Robert Eudy, Melissa Roach, Kathy Clark, Sheila Campbell, Dan Noonan, Jim Fielden

Also Attending: Mike Johnson.

BOARD MEMBERS NOT IN ATTENDANCE: Yvonne Harris, Dean Ingram, Mike Purington

Cathy Stanley called the meeting to order at 1:12 p.m.

OPENING REMARKS BY CATHY STANLEY:

1. Each board member will have ten minutes to report. She recommended using email to communicate with other board member between meetings. We will use e-mail voting.

NEW AGENDA ITEM PARKING LOT:

1. The parking lot will be used for ideas that have been presented to the board but have not had any follow up action. After the idea has been in the parking lot for two months the item will be removed from the agenda for a review at a later date.

TREASURER REPORT:

1. Bob distributed the July - December report. The current balance is \$25, 344.16. It is noted that we may have to pay taxes base on our current account balance.
2. Bob mentioned that Education is not taxable for a non-profit organization. Because of that, we are waiting for the proposal from Mike Purington in regards to the education fund. It will outline what the funds will be used for and how it will be self-funding.
3. Bob is going to check with Trevor at International regarding the current funds. He wants to investigate what dollar amount would trigger a tax payment.
4. Bob is checking with the bank on statutory agents. Eugenia has been the statutory agent for many years and she needs to be removed. We need two officers for authorization. This authorization will be communicated through e-mail.

Jim motions to make the current treasury position a statutory agent for Ohio going forward. Kathy seconds this motion. It needs to be in a letter.

Kathy made a motion to accept the treasury report. Jim seconds the motion. The vote will be done via e-mail.

SECRETARY REPORT:

1. The meeting minutes for November 15, 2007 were submitted for approval via e-mail on 12-6-2007. After a few revisions, the final report was sent out on 12-12-08. E-mail voting occurred on the November meeting minutes on 12-13-2007.

A motion was made by Mike P. to accept the meeting minutes for 11-15-07 with the corrections. Jim Fielden seconded the motion. Motion was passed with all in favor.

PRESIDENT REPORT:

1. The current position descriptions and by-laws are still be reviewed and revised.
2. We are still working on administrative letters that will include: e-mail voting rules and gift card for special circumstances for anyone in the chapter. Gift cards will cover speaker gifts, accomplishments and condolences with a \$75 maximum. Our 2008 spending limit is \$500.00.

SEMINAR REPORT:

1. Yvonne will begin soliciting for committee members for the seminar. It will be put in a newsletter article.
2. A web presence was promised in the 07' seminar, but it did not happen. These folks need compensated for lack of website. There were discussions as to whether or not there were any formal contracts or agreements. However, the board agrees that since it was part of a package that the vendor purchased some sort of compensation needs to be addressed. No mention of a web presence will be offered this year. Currently Dan is still working on the web issues to get this corrected.
3. The board is still actively looking at different locations. It was held at Ashland in 2007.

PROGRAMMING REPORT:

1. Jim reported on the current plans for the upcoming meetings. The board discussed acceptable dates for reaming meetings this year. The dates are February 21st, March 20th and April 10th.
2. The facilitator for the proposed CRM seminar has not returned any phone calls so it was decided that the February meeting would be dedicated to a CRM overview session.
3. IF there were a strong support from the chapter membership on this topic, a CRM seminar would be scheduled during the next years program cycle (possibly in the fall). We will post a new study guide in the library.
4. Currently there is no speaker for February. The March meeting will be held at Scott's with Deb V. and Jim F. on Electronic Discovery. April meeting will be a tour at the OUS Archives. The April meeting will be changed to April 10th instead of April 17th because the Annual Spring Seminar will be May 7th.

MEMBERSHIP REPORT:

1. Dan and Kathy met and viewed the database of the current membership.
2. Kathy asked the board if we should solicit all of the people on the 099 list or just those around Central Ohio since the list has everyone within our region. The board discussed only soliciting those around Central Ohio to join our chapter. However, when announcing the meetings and seminars, we should send to entire listing.
3. The listing from International does not drop any members until he/she reaches 60 days past due. Kathy asked that the board review the listing and make recommendations on which she could remove from the list.

4. An article will be added to the newsletter informing the members that they will be dropped from the listing.

NEWSLETTER REPORT:

1. We need information by January 22nd or 23rd for the newsletter. The information needed is a personal interview, library, seminar, new president letter, the February meeting announcement and member letter. We can only get things out when we get it.
2. Melissa stated that she needs the information for the newsletter in the third week of the month prior. She stated that she is having difficulty getting articles.
3. Cathy mentioned that she would send Melissa some contact information of individuals that would be willing to write articles for the newsletter.
4. The board commented on how great the newsletter looks. Melissa is doing a great job.

COMMUNITY SERVICE REPORT:

1. There is no report yet for the very merry bears.

WEBSITE REPORT:

1. Dan submitted a written report for January.
2. Dan met with Jim to transfer the historical paperwork.
3. InfoServe conducted some work in December and January to the Vendor's page and the meeting registration page. The results are still not acceptable on the vendor's page; however, InfoServe was successful in getting the PayPal feature turned back on. Although the PayPal feature is still not operating correctly. Dan will review previous correspondence and work-order log and report back to the board in February.
4. Jim, Dan and Cathy will look at bills from InfoServe. We need to know the date and time of previous checks along with what work was to be completed.

LIBRARY REPORT:

1. Library procedures will be done through e-mail. Included in the email we need to establish backup, background, and procedures to the public. We also need to make sure everyone on the board is cross-trained on procedures.
2. The discussion lead to the request to allow the monthly ARMA meetings to be video taped. There were several concerns such as getting a release from the speaker, lighting and sound along with the possibility of a decrease in attendance. Why come to the meetings and pay when you can wait and get the tape for free? This topic will be discussed again next month.

MEETING ADJOURNED: Jim made a motion to adjourn the meeting, Dan seconded the motion. The meeting was adjourned at 2:26.

Respectfully submitted
Shelia Campbell, Secretary