



## ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: February 21, 2008

LOCATION: Columbus Public Library

ATTENDEES: Cathy Stanley, Robert Eudy, Yvonne Harris, Sheila Campbell, Dan Noonan, Jim Fielden, Mike Purington, Linda McCormick

BOARD MEMBERS NOT IN ATTENDANCE: Melissa Roach, Dean Ingram, Kathy Clark

Jim called the meeting to order at 12:15 p.m.

### OPENING REMARKS BY JIM FIELDEN:

1. We will go ahead and get started because Dan needs to leave early. Cathy will be a little late and she is bringing an agenda.
2. On February 13, 2008 Cathy addressed the board via e-mail regarding Linda McCormick taking on the challenge of the vacant Marketing Director. This was voted on via e-mail.

Yvonne Harris made a motion to accept Linda McCormick as the new Marketing Director. Bob Eudy seconded. Motion passed with all in favor.

### PARKING LOT:

1. Nothing new is added

### WEBSITE REPORT:

1. Dan has found out how to edit files that is not in the administrator suite. He provided a handout with an example. Mike P. will look for a CD to locate any contract that exists with InfoServe. We need to ensure that this does not violate a contract. Can Dan load the membership database?
2. Dan has been able to backfill newsletters and was looking for more historical data. Jim handed over a CD to Dan with additional items.
3. Dan is still looking into the old correspondence and logs to see InfoServe still needs to deliver on. Although he has found a way to edit the information, anyone that takes over the Web Director position will need to be able to write in code in order to accomplish this. It still is not the best solution but a good work around for the moment.
4. One big restriction is that PayPal only allows us to post one meeting at a time. Oregon chapter has multiple items posted on their website so Dan will try to see how that performs.
5. Since we haven't used PayPal since the January meeting, still not sure if it operating correctly.
6. Dan is still looking into the reason that the web banners do not work. The banners are listed on the page itself. He will follow up with Allen. This will become the priority for Dan.

The Board was pleased with Dan's results and congratulated him on a job well done!

**SECRETARY REPORT:**

1. Sheila asked that if anyone has any hardcopy handouts to please send them to her electronically so that she could attach them to the meeting minutes.
2. The meeting minutes for January 17, 2008 were read.

A motion was made by Mike P. to accept the meeting minutes for January 17, 2008. Dan Noonan seconded the motion. Motion was passed with all in favor.

**MEMBERSHIP REPORT:**

1. It was agreed that the 099 people in and around Columbus would be added to our membership list so that they would be invited to the meetings. This has the potential of increasing our membership as well.
2. Cathy stated that she knows that Kathy has sent multiple e-mails and has called potential members on the 099 listing. Yvonne stated that she would like to send out an e-mail regarding the benefit of being a member to the individuals on the 099 listing since she is the Regional Coordinator. Kathy will send her the 099 listing.

**EDUCATION REPORT:**

1. Mike is still working on a proposal for the education fund. He still has several questions such as how is going to be funded, dollar amount distributed per year, how much input will be needed from the chapter and so forth.
2. Mike is going to call Preston at International to see how the larger Education Fund is being handled.

**CHAIRMAN OF THE BOARD REPORT:**

1. Marty from Nationwide has contacted Mike P. regarding interested parties that would like to participate in the Mock Trial at the 2008 ARMA International Conference. This was such a highly regarded event at the 2007 Conference that ARMA Headquarters has granted 5 comp registrations for this event to be held again. Marty would also like to have the September meeting slot in order to have a 1<sup>st</sup> run at the presentation. There were several questions raised in regards to the Mock Trial:
  - a. Can ARMA Columbus Chapter assist in renting the electronic voting devices for the Vegas Conference?
  - b. Could ARMA Columbus Chapter take on some of the responsibility to help this year at conference?
  - c. Could this be an excellent opportunity to tie ARMA Columbus Chapter to this presentation?
  - d. Could we do a video of the Mock Trial and place it for sale to help with the education fund?
2. The board would like to get a count of who can/can't attend the 2008 International Conference. Also, Mike needs to get some secure numbers in regards to the amount of voting machines that would be needed, the cost as well as the liability to the ARMA Columbus Chapter if the electronic devices were lost or damaged.
3. Cathy will look into getting a grant to assist in the cost.
4. Because of the nature of this item, when it is time to vote, all board members will need to be involved.

VICE-PRESIDENT REPORT:

1. The meeting for April is the OSU Archives that will be held on April 10<sup>th</sup>. The board discussed taking donations and/or charging for this event. The OSU Archives does not charge to complete this tour, which takes approximately 1 - 1½ hours. The concern was getting the seminar posted to the website and with the limitations of only one meeting announcement (PayPal) at a time, the time constraints would be challenging. This will be a free event to members and non-members. No snacks will be provided.
2. Deb is unable to speak in March. However, Jim has a backup presentation that is a basic RIM presentation.
3. Jim stated that he is having difficulty finding locations for the seminars. SERS and AEP are no longer available. The public library has too many restrictions and we could not charge for the meetings.
4. Jim would like to have all meeting locations and speakers lined up at least 6 months in advance. This will allow for a smooth transition from year to year with each new VP. He is aware of the need to ensure that the speaker does not push services or products on the attendees.
5. One thing that Jim would like to add is a survey at the end of each meeting in order to help get feedback from the members.
6. The board discussed setting up a presentation fund to assist in cost and expenses for speakers. This may help getting different speakers throughout the year. The amount discussed was \$5,000 per year.

PRESIDENT REPORT:

1. Cathy would like to see that everyone works the membership in order to have a backup for the upcoming year. This will assist the board members in getting their tasks completed as well as get new people interested and involved.
2. The board as a whole has a concern about allowing vendors on the Board of Officers. Not only because the vendors push items and services but also because of the time constraints that are put on the vendors. It was stated that no more than 2 vendors could set on the board.
3. The election committee has been formulated: Yvonne Harris, Jim Fielden, and Mike Purington. These new potential board members need to be made aware that they need to be at the meetings in order to serve fellow board member and the membership population. The nominees are due by the end of April. The potential candidates are sent out to the membership in May and the election is in June. Mike P. will receive all of the nominees. InfoServe will still be responsible for administering the election results. This is so that no board members will have access.
4. There was an e-mail that was sent out regarding a seminar at the Hyatt on February 26<sup>th</sup>. Currently there are 4 members attending. This is for large-scale surveys so it may be of some benefit the board to attend.

TREASURER REPORT:

1. Bob confirmed with his church that ARMA could use it on the third Thursdays. It has free parking and a full service kitchenette. The church would accept donations for the use. It is located in Whitehall just 15 minutes from downtown.
2. Bob has been able to transfer the budget into Quicken and link the account codes to ARMA International codes.
3. Bob discussed the chapter income from the seminar with a CPA. He stated that we would need to use 20% of the income from the seminar within the next 5 years. Chapter reports

these items to International that will give us advise on when the money will need to be used/reported.

Mike P made a motion to accept the treasury report. Yvonne seconds the motion. All in favor, motion passed.

**SEMINAR REPORT:**

1. Discussion was held regarding location and cost of the Spring Seminar.
  - a) Location: Blackwell Inn, cost \$866.00 for the conference room and \$100.00 for the ballroom that will be used for lunch.

Mike P made a motion to pay \$866 for the conference room and \$100 for the ballroom at the Blackwell Inn for the Spring Seminar. Jim seconds the motion. All in favor, motion passed.

2. Conference will be either the 5<sup>th</sup> or the 7<sup>th</sup> due to a scheduling conflict with the speaker.
3. Seminar fee will be \$150 member, \$175 non-member. No price decrease for multiple individuals from same organization.
4. Online posting announcement will be 3-15-08 with registration beginning 3-21-08.
5. The sponsorship levels are Gold \$1,000; Silver \$750; Bronze \$500. Need 5 sponsors for the chapter to break even on the seminar.
  - a) Attractions for sponsorship that will be in affect from Sept 2008-June 2009: blurb in the newsletter and visual presence at the meetings.
6. 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.
7. Cathy will work on getting the CLE and CRM credits for the seminar.

**NEWSLETTER:**

1. The board discussed that there are a few new members joining. We would like to see their names along with a welcome paragraph in the newsletter.

**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. Need to inform the membership that pickup will be made at SERS since Bob has access to retrieve the needed information.
3. Cathy and Mike P. will discuss the procedures and contacts in order to move forward on this item.

**MEETING ADJOURNED:** Jim made a motion to adjourn the meeting, Bob seconded the motion. The meeting was adjourned at 4:16 pm.

Respectfully submitted  
Shelia Campbell, Secretary