



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 8 OCTOBER 2009

LOCATION: CONFERENCE CALL

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Jim Fielden	X	President	Kathy Clark	X
Vice President	Roger Hansen	X	Treasurer	Robert Eudy	X
Secretary	Sheila Campbell	X	Director-Seminar	Martin Susec	
Director-Membership	OPEN		Director-Newsletter	Dylan Williams	
Director-Web Site	Dan Noonan	X	Director-Marketing	Adam Dombeck	X
Director-Community Services	Debbie Gantt	X			
OTHERS:					
Mike Johnson	Cathy Stanley				

Previous Action Items

None

Agenda Items

1. Review and approval of July, August, September 2009 meeting minutes (Sheila Campbell)

Postponed.

2. Treasurer's report (Bob Eudy)

Reviewed treasurer report but did not have enough Board members present at the beginning for a motion. There was a question regarding the Quick Books debit. Bob will investigate this line item and report back to the board.

3. Marketing (Adam Dombeck)

Adam is setting up a luncheon with Grandma's Gifts, Ohio Mobile Shredding and our representatives.

4. Community Service report (Debbie Gantt/Adam Dombeck)

Marketing for the shred day event will be to send out a membership e-mail and also some bulletins. Would like this mentioned in the October and November newsletters.

Very Meary Beary will be mentioned during the anniversary celebration and in a membership e-mail. Delivery to Nationwide Children's Hospital will be the 2nd week of December.

5. 40th Anniversary Celebration

Presentation: (Adam Dombeck) – all board members were able to access the presentation. It looked good.

Need to send out invitations again, currently only have 13 people registered. Mike & Cathy will look at the membership roster to use to give awards. Need to look for stuff that the chapter can lay on tables to use as displays. A cake will be present at the celebration. Gift cards will be given out as prizes.

6. Programming report (Roger Hansen)

November will be an activity workshop. Presenting CRM part 6 essay questions for teams to resolve.

December – Social event?

January – eDiscovery team from Scott's and new tools that they are using.

February – Web 2.0 presentation

March – Ohio Records Committee

7. 2010 Spring Seminar Topic: G.A.R.P. (Marty Susec)

Discuss all aspects of GARP: How to get GARP training and what are the company measuring criteria? Location for the seminar is still being discussed.

8. Website report (Dan Noonan)

Need to review old meeting minutes to ensure all are posted.

9. Newsletter report (Dylan Williams)

No Update

10. ARMA Great Lakes Regional Leadership Conference report

Deferred to strategic planning meeting.

11. Membership Director report (Kathy Clark)

Recruitment

Membership database updates

Membership renewals

12. General Business

- Review of Chapter By Laws

Meeting was adjourned at 2:49 p.m.

Action Items

Assigned to	Item	Due by
Bob	Investigate Quick Book charges date 9-14-09.	
Sheila	Send out another announcement regarding the 40 th anniversary celebration.	Completed
Sheila	Need to review old meeting minutes to ensure all are posted	Completed

Next Meeting

November 19, 2009.