



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 19 NOVEMBER 2009

LOCATION: SERS BUILDING

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		Director-Seminar	Martin Susec	X
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:					
None					

Previous Action Items

None

Agenda Items

1. Review and approval of April 2009 meeting minutes (Sheila Campbell)

Meeting minutes for July through October 2009 were reviewed.

Roger made a motion to accept the board meeting minutes as written. Dan seconded the motion. All in favor, motion passed.

2. Treasurer's report (Bob Eudy)

The QuickBooks annual fee was discussed but it was decided that this is the best solution in order to have multiple users, ect.

Dan made a motion to accept the treasurer report. Marty seconded the motion. All in favor, motion passed.

3. Marketing – combined with 4. Community Service

4. Community Service

- Merry Berry Bears – An e-mail went out 11/9/09 so a reminder will also be sent in early December. A final reminder regarding this and the December meeting will be sent closer to the December meeting. Bears will be delivered Friday, December 19.
- Shred Day 2010 – A meeting occurred with Shred Ohio, Grandmas Gifts, Adam and Debbie on 11/6/09. Shred Ohio suggested a time change from 10-2 to 9-1:00. The board agrees to this change. T-shirts will be ordered after the first of the year and will most likely be ordered from Cintas depending on the final prices given. Marty also suggested getting in contact with Mike Enneking (a former ARMA member) as his design shop can also provide shirts.

5. 40th Anniversary Report

Mike was not in attendance for an official report but the board discussed it and determined that it was a success. Food was good and games fun. The board suggested that Adam's presentation go up at the beginning of the monthly meetings for those who did not attend the dinner.

6. Programming Report

Roger is working on December's meeting now. In January, Scotts will present information specific to E-discovery. In February, the thought is to have participants provide short presentations on 5-6 subjects in to help build skills. March's meeting will be in combination with the Ohio Electronic Record Committee and will be a free event.

7. 2010 Spring Seminar Topic

There is a concern that G.A.R.P. may not be worthy of an all day event. Marty would like to send out a survey to the membership via Survey Monkey and ask what they think would be good topics. The survey will have choices available to choose from and should go out in December.

8. Website Report

Dan has sent a letter of intent for website of the year award. The chapter bylaws are finished and going to the Region and International for final approval.

9. Newsletter report – deferred

10. Membership report

Will continue asking membership for a volunteer to take this over but so far Kathy is filling the vacancy by keeping up the report but not doing any recruiting. Yvonne may be able to pick this back up again after January.

11. General Business

Bob's church, Whitehall United Methodist Church, has volunteered to help feed 200 students per day for 10 days in December. They are asking for donations to help offset the cost. This is for Whitehall Schools Feed the Children Government program.

Marty made a motion to donate \$100 to the Whitehall United Methodist Church to help toward their goal of feeding 200 students in December. Roger seconded the motion. All in favor, motion passed.

Roger motioned to adjourn the meeting 2:10 p.m., Dan seconded.

Action Items

Assigned to	Item	Due by
Marty	Survey to membership through Survey Monkey regarding GARP	
Debbie	T-shirts ordered for Shred Day 2010	

Next Meeting

December 17, 2009