



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 17 DECEMBER 2009

LOCATION: SERS BUILDING

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Jim Fielden		President	Kathy Clark	X
Vice President	Roger Hansen	X	Treasurer	Robert Eudy	X
Secretary	Sheila Campbell	X	Director-Seminar	Martin Susec	X
Director-Membership	OPEN		Director-Newsletter	Dylan Williams	X
Director-Web Site	Dan Noonan	X	Director-Marketing	Adam Dombeck	X
Director-Community Services	Debbie Gantt	X			
OTHERS:					
None					

Previous Action Items

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

Agenda Items

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

Meeting minutes for November 2009 were reviewed.

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

2. Treasurer's report (Bob Eudy)

The Board reviewed the opening and closing amount of the account. Bob has received several monetary donations for the Merry Berry Bears. He will issue a check today for those amounts plus the donation from the chapter.

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

3. Marketing combined with Community Service

- Merry Berry Bears – At the beginning of the board meeting there were a total of 121 stuffed animals, 46 blankets and \$265 monetary donations. The chapter is donating \$500. Will wait to see what is brought in at the meeting and will give a final update in January.
- Shred Day 2010 – No update

4. Programming Report

Roger is working with Deb (Scott's) to do an e-Discovery protocol demonstration in January. The Board would like to see more marketing done on this topic because of the interest. A short comment will be sent out to the membership via newsletter, e-mail and posting on the web.

February – Open

March – Electronic Record's Committee presentation

April – Open

Dan made a motion to sponsor the continental breakfast and afternoon snack at the March 17th meeting with the Electronic Record's Committee presentation not to exceed \$300. Debbie seconded the motion. All in favor, motion passed.

This needs to be earmarked as educational contribution.

5. 2010 Spring Seminar Topic

There is a concern that G.A.R.P. may not be worthy of an all day event. The survey will go out to the membership via Survey Monkey today for their feedback. The Board discussed putting together a Spring Seminar to compare to the presentation that is going to take place in February in New York. This presentation is titled Comprehensive Recordkeeping Track at LegalTech. Some advantages are: 3 different topics, current presentation, and low speaker costs. The Board will wait until we receive feedback from the membership prior to making this recommendation.

6. Website Report – No update

7. Newsletter report

There has not been a newsletter distributed since the 40th anniversary special. The Board discussed the size of this newsletter when in your inbox. Is this the best solution to distribute information to the membership? Dylan needs content in order to create a publication from the board and/or membership.

8. 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.

9. General Business

By-Laws have been submitted and approved by Trevor. The Board decided to put it out to the membership for feedback. It will be posted on the website and an e-mail will alert the membership. The comments will be discussed at the January meeting.

The Board met Leslie Coon who is stepping in as the Membership Director. Leslie will be sworn in at the January meeting.

Dylan made a motion to accept Leslie as the new Membership Director. Marty seconded the motion. All in favor, motion passed.

Strategic Planning session needs to be scheduled for January.

Dan motioned to adjourn the meeting 2:02 p.m., Sheila seconded. All in favor, motion passed.

Action Items

Assigned to	Item	Due by
Roger/Dan Sheila/Dylan	Comment about the January meeting sent for distribution. Distribute to membership.	
Dan Sheila	Post the By-Law for membership review.	
Dan	Send out e-mail to the Board to confirm schedule for January.	
Debbie	T-shirts ordered for Shred Day 2010	

Next Meeting

January 21, 2010