



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 21 JANUARY 2010

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		Director-Seminar	Martin Susec	X
Director-Membership	Leslie Kuhn	X	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

None

Agenda Items

1. Swearing in of new Directors

- Dylan Williams – Director - Newsletter
- Leslie Kuhn – Director – Membership

2. Review and approval of December 2009 meeting minutes.

Dan made a motion to accept the meeting minutes from December 2009. Dylan seconded the motion. All in favor, motion passed.

3. Review and approval of December 2009 Treasurer’s Report.

Kathy suggested that Bob indicate in the Merry Beary Bear’s donation, that the \$725 donation was a combined total of donations from the membership.

Dylan made a motion to accept the December 2009 treasurer report. Debbie seconded the motion. All in favor, motion passed.

4. Marketing & Community Service Reports

Merry Beary Bears Report – Debbie provided a final report that the cash donations totaled \$800 and that the chapter has received three different thank you letters from Nationwide Children’s Hospital.

Shred Day 2010 Update – Debbie is checking with Cintas for pricing of polo shirts. Originally, the color was going to be royal blue but Cintas suggested a navy blue due to the new logo colors. There would not be a set up fee for the logo and the costs are expected to be around \$10-12 per shirt. Shirt sizes for the board members present were taken. Debbie hopes to have a mock up of the shirts by the February board meeting.

5. Programming Report

The April meeting is being planned as an opportunity for professional growth among the members by having members give a short presentation on either a suggested topic or one that they wish to talk about. In February, it was mentioned that we could have someone come in to train on public speaking. If no speaker can be found, then two other options for a meeting remain. These include Dan's presentation on trustworthy recordkeeping or a co-worker of Dylan's to present on file shelving and space.

The March meeting is a three hour seminar March 18, 2010. The Greater Columbus ARMA Chapter is sponsoring snacks at this collaborative meeting. Hosting the meeting is The Ohio Electronic Records Committee (OhioERC), in cooperation with the Ohio Historical Records Advisory Board. Funding is being provided by the National Historical Publications and Records Commission. The seminar is free. Topic is: The OERC's Guidelines for Managing Electronic Mail and Digital Imaging Guidelines.

6. 2010 Spring Seminar Topic: G.A.R.P.

Two speakers are currently lined up for the meeting on May 6th. The speakers are Fred Pulzello, CRM and John Isaza, Esq. Fred has a presentation on G.A.R.P. and John has written a book entitled *7 Steps for Legal Holds of ESI and Other Documents*. A discussion took place regarding their fees. Roger suggested we get sponsorship to cover speaker fees and Marty will check with IBM to see if they would be a sponsor. It was agreed that the two speakers would be contingent on us getting sponsorship. If this does not work, another option is to have Nancy Flynn be a guest speaker.

The location is set for Ashland, however, the auditorium is already reserved so Kathy reserved a different room for the meeting. Kathy will check into the cost of catering. The Chapter may also consider a speaker to sponsor lunch.

7. Website Report

The new vision, mission statement and values are now on the website. The newsletter is posted, as well as the announcement for the March meeting.

8. Newsletter Report

First newsletter is posted on the web. The challenge is obtaining meaningful content. Roger suggested we have a section about records in the news. For example, the adoption records in Haiti being destroyed in the recent earthquake.

9. Membership Director Report

Kathy has passed all of the information to Leslie.

10. General Business

Strategic Planning Meeting (Dylan Williams) – Next meeting is February 11th. Dylan will not be able to attend but suggested we check out a website: www.managementhelp.org to aid us in our process. Dan suggested that we as individuals work on the SWAT analysis portion so that we come to the meeting and quickly move on to the Chapter's goals.

By-laws (Dan Noonan) – The by-laws are complete and will be voted on by the membership at February's meeting.

Roger motioned to adjourn the meeting and Dylan seconded. Meeting was adjourned at 1:20 p.m.

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

February 18, 2010