



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 20 SEPTEMBER 2010

LOCATION: ASHLAND CHEMICAL

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Kathy Clark	X	President	Roger Hansen	X
VP/President-Elect	Debbie Gantt	X	Treasurer	Kevin Gartrell	X
Secretary	Sheila Campbell	X	Director-Seminar	Janice Redman	
Director-Membership	Leslie Kuhn	X	Director-Newsletter	Dylan Williams	X
Director-Web Site	Dan Noonan	X	Director-Marketing	Adam Dombeck	
Director-Community Services	Cynthia Hansen	X			
OTHERS:					

Action Items

Assigned to	Item	Due by
	None	

Agenda Items

Meeting was called to order by Roger at 11:45 a.m.

INTRODUCTIONS: All board members introduced themselves and welcomed the new board members.

PRESIDENT MESSAGE:

Roger discussed how he would like to see things happen this year: All board meetings will be an hour with each agenda item having a specific time allotment. If more time is needed, it can be brought up again at the end of the meeting during open discussion or tabled until next meeting. He would also like to see the education topics to have a theme, with a strong focus on professional development.

The current goal of the 2010-2011 Chapter Board is to increase attendance to an average of 35 members at the monthly meetings. And over the next 2 years, increase our membership to 100.

REVIEW/APPROVE MEETING MINUTES:

Meeting minutes were distributed and read by the board members. One change was noted: Include "June" at the beginning of the next meeting date. It had been cut off.

Dan made a motion to pass May meeting minutes with said correction. Debbie seconded the motion. All in favor, motion passed.

REVIEW/APPROVE TREASURER'S REPORT:

Kevin is still reviewing the current spreadsheets and accounts. All banking information has been completed and passwords changed. The board discussed spending limits that should be set in place.

Reminder: up to 10% of the beginning treasurer balance is to be used for charity through the 2010-2011 year with at least \$500 for Merry Beary Bears.

Sheila made a motion to set aside \$1,600 for the 2010-2011 charity opportunities. Dylan seconded the motion. All in favor, motion passed.

EDUCATION PLAN 2010-2011:

New location site: Intellinetics, 2190 Dividend Dr which is off of Roberts Road & 270. Since they are not charging us for the use, we have offered them a month to do a presentation about their organization.

Meetings will still be held the third Thursday of each month from 2-4.

Ideas:

- If any members are presenting at National in November, then October could be a practice session.
- First 15 minutes of each meeting, a member could do a presentation (maybe GARP) in order to strengthen presentation skills.
- Will have meeting attendees complete a survey after each session.
- Will draft letter about our organization for vendor members to pass out.
- Ice breaker at the beginning of each session.
- Ask someone from Dayton to do a presentation in order to break barriers.

WEBSITE REPORT:

Because all of the issues with the website, Dan has deleted the membership database. Dan will put together several recommendations for the board to review based on our current issues with this vendor. Dan is investigating how to move the site and where. We need to be aware of hidden costs.

MEMBERSHIP REPORT:

We have received two new members 😊 Concerned about where and how we will maintain our membership list now that the host vendor is not an option. Roger mentioned the stretch goal of increasing our membership. He would like us to have more face time and direct targets to gather new members and trying to pair with other organizations. We need to be sure to mention the 2 pay option when trying to recruit new members.

Please have a short plan drafted of how to increase membership by next meeting.

NEWSLETTER REPORT:

Will try to use Face book and LinkedIn in order to increase communication between the board and membership. These areas would also be a good tool to gather stories and information to share in the news letters.

Please draft a plan on how to move forward with the Newsletter.

MARKETING REPORT:

No report. It was mentioned that plans in other areas need to work with Adam in order for him to strategically market the plan and increase awareness. The board discussed the PowerPoint presentation. This would be great awareness to run on community TV and/or at the beginning of each meeting.

COMMUNITY SERVICE REPORT:

Debbie will work with Cynthia to pass contacts on our past events. Discussed using board members to attend job fairs and such as community colleges.

Shred day will move locations and also will be completed in the fall. The board would like to partner with Fireproof or Cintas if possible.

OPEN TOPIC DISCUSSIONS:

Strategic Plan – SWOT completed. Need to do action plans. Will complete another survey in Sept/Oct.

Discussed members arriving during the board meetings and how uncomfortable they feel. Discussed completing board meeting via teleconference and meet in person every couple of months.

Discussed having a vendor sponsor meetings to help increase revenue.

Cynthia made a motion to adjourn the meeting at 1:45p.m. Kevin seconded the motion. All in favor, motion passed and meeting adjourned.