



# ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 20 OCTOBER 2010

LOCATION: CONFERENCE CALL

ATTENDEES:

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

## ACTION ITEMS

Assigned to	Item	Due by
Dan	Recommendations to move from current vendor	November Meeting
Leslie	Draft plan on how to increase membership	November Meeting
Dylan	Draft plan on how to move forward with Newsletter	November Meeting
Board	Complete Strategic Plan	

## AGENDA ITEMS

Meeting was called to order by Kathy at 12:05 p.m.

ARMA International Annual Meeting Attendees: Sheila and several other individuals from Nationwide Insurance (Marty, Steve, Tracy and Michelle).

### REVIEW/APPROVE MEETING MINUTES:

Meeting minutes were distributed and read by the board members.

*Kevin made a motion to pass September meeting minutes as written. Dan seconded the motion. All in favor, motion passed.*

**REVIEW/APPROVE TREASURER'S REPORT:**

Kevin will submit an excel spreadsheet going forward.

Please see below for treasurer's report.

*Sheila made a motion to accept treasurer report as stated. Jane seconded the motion. All in favor, motion passed.*

Discussion of dormant account - This money was set aside for the education fund. Kevin will call Mike and see if he would like to continue to spearhead this drive. If not, the board will discuss closing this account.

**EDUCATION PLAN 2010-2011:**

Monthly meetings - Next month will be a guest speaker from Brickler regarding Technical aspects of e-Discovery. Next month Debbie will have more to report.

Seminar - No report but will have one next month.

**WEBSITE ISSUES**

Items were smooth this month. There was discussion around trying to rebuild what was deleted such as the leadership page.

**MEMBERSHIP:**

No new members this month. The board discussed issues with not having a central location for the membership database. Currently Leslie will send Sheila the new sheet every month so that all members are contacted in regards to the meeting initiations. However, the board would still like to contact people that have dropped off just in case they would still like to attend a meeting.

**NEWSLETTER:** No Report

**MARKETING:** No Report

**OPEN TOPIC DISCUSSION:**

Debbie will check with Roger to see who stepped up last meeting to do the next GARP session for tomorrow. If there is no one, she will do it.

*Kevin made a motion to adjourn the meeting at 12:45p.m. Dan seconded the motion. All in favor, motion passed and meeting adjourned*

**NEW ACTION ITEMS**

Assigned to	Item	Due by
Kevin	Recommendations on dormant account	November Meeting