



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 16 NOVEMBER 2010

LOCATION: CONFERENCE CALL

ATTENDEES:

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

AGENDA ITEMS

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

ARMA International: Sheila will give update during the January meeting on the ½ day leadership training she attended on Saturday.

REVIEW/APPROVE MEETING MINUTES:

Meeting minutes were distributed and read by the board members.

Janice made a motion to pass October 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 to show details of the monthly activity. Roger will send Kevin a copy from previously so he can see an example. December report will be reviewed and approved at the January meeting.

Discussion of dormant account – This money was set aside for the education fund. Kevin discussed with Mike at the November meeting. Mike did not have an issue with this account being closed.

Sheila made a motion to close this account and put the money into our general fund. Jane seconded the motion. All in favor, motion passed.

EDUCATION PLAN 2010-2011:

Monthly meetings – Debbie is working on the meeting in January. It will be a 90 minute webinar from ARMA international titled *Leadership: Building Organizational Capability through Strategic Leadership*. Still looking to fill the rest of the term.

Seminar – Janice e-mailed out the survey along with a bio of a possible speaker for the May seminar. There were a couple of suggestions for the survey: cost needs to be adjusted based on how the board decides to operate the seminar, ask members what some of their colleagues would like to attend. Roger mentioned that Cloud Computing and Social Media in Records were hot topics at the International Conference. The board also discussed some flexibility such as two ½ day seminars. Cost would decrease if you took both seminars. Need to get a committee together soon. Should have a speaker locked in by mid February. Janice will incorporate all feedback into the survey and resend to the board.

WEBSITE ISSUES:

Dan spoke to Trevor in November. Currently, there is no timeline of when International will roll out the new web help. Have not had any issues with current vendor at this time. There was a suggestion to contact Trevor again and offer our chapter as a test site for them to use.

MEMBERSHIP:

No official report. We do have a couple of new members since September.

COMMUNITY SERVICE:

Cynthia has received 2 ½ bags full of animals from OSU along with a few from her organization and 4 check donations. Debbie has a box of bears for contribution as well. A picture will be taken tonight at the Holiday Gathering.

Dan made a motion to contribute \$500 to Nationwide Children's Hospital as part of our charity to the community. Debbie seconded the motion. All in favor, motion passed.

NEWSLETTER: No Report

Marketing:

Suggested that the shred day be moved to the fall. Although this will exceed the current board election period, the arrangements can be in place for next term. It must be at a more visible location. Also, Joe Dickman from Fireproof wants to be highly involved this year.

Discussed looking into pricing for billboards and entries into magazines such as *Business First*. Will follow up with this at a later meeting.

Open Topic Discussion:

Sheila made a motion to adjourn the meeting at 12:40p.m. Cynthia seconded the motion. All in favor, motion passed and meeting adjourned.

NEW ACTION ITEMS

Assigned to	Item	Due by	Status
Roger	Send Kevin the example of the spreadsheet.	January Meeting	

**ARMA Columbus Chapter Financial Report
December 16, 2010**

Beginning Balance: \$16, 703.68

Electronic Deposits 11/15/2010: 40.00

Deposit for 11/18/2010: 135.00

Debits: 52.55
(Check payments)

Ending Balance: \$16,849.25

Note: The \$120.00 was the electronic payments made to the account via PayPal before I took over as the Treasurer and the .40 was Interest.

Kevin Gartrell