



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 20 JANUARY 2011

LOCATION: ASHLAND, INC.

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Kathy Clark	X	President	Roger Hansen	X
Vice President	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		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		

AGENDA ITEMS

Meeting was called to order by Roger at 1:20pm.

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 via e-mail and read by the board members.

Kevin made a motion to pass November meeting minutes as written. Janice seconded the motion. All in favor, motion passed.

REVIEW/APPROVE TREASURER'S REPORT:

November and December were included in this month's treasurer's report. Reviewed all expenses per line item.

Debbie made a motion to pass November and December treasurer's report as written. Kathy seconded the motion. All in favor, motion passed.

We discussed the educational fund. It was voted and approved by the board to be closed in November. However, Bob is still listed on the account and must be present in order to close the account. Kevin will pursue this issue.

EDUCATION PLAN 2010-2011:

Monthly Meetings – For February we are touring the Ohio Congressional/John Glenn Archives at OSU. This will free for all.

Reviewing the webinars that are available through MER. On February 8th the Cincinnati Chapter is hosting Jesse Wilkins. On March 8th, AIIM is having a seminar about Current and Future Trends of Information Management. Some of the Board was interested in attending.

Seminar – Confirmed May 19th as the date for the Spring Seminar. Still needs to send contract to the speakers. The board agreed that \$5,500 was reasonable cost for the seminar. Anything over will need to be approved by the Board. Price will be \$149 for all day, includes lunch. And \$99 for only ½ day. Once contracts are signed and location is confirmed, we need to do mass marketing in order to really draw a crowd.

Survey results: RM and Social Media 54% RM and Technology 45%

WEBSITE ISSUES:

ARMA is now able to host chapter sites. The Board discussed the need to get away from the current vendor. Although we are prepaid with the current vendor, the Board decided we would eat the cost so that we can make that move now.

Cindy made a motion to proceed with moving our website to International as our host. Kathy seconded the motion. All in favor, motion passed.

MEMBERSHIP: No Report.

COMMUNITY SERVICE:

We raised \$1,000.00 in donations for the Merry Beary Bears: \$500 from ARMA chapter, \$200 from Fireproof along with several other personal checks. There were a total of 108 stuffed animals and 9 blankets. Charity receipts for tax purposes went out from Children's Hospital to ARMA and also to individuals who donated checks via ARMA. ARMA Greater Columbus Chapter will be recognized at the \$1,000.00 level in Children's Hospital's sponsor book according to their gift coordinator. We were recognized at the \$500.00 dollar sponsor level last year. The board discussed putting some pictures on the Chapter board and also on the website.

NEWSLETTER: No Report

MARKETING: No Report

The board discussed that we really need to market the seminar.

OPEN TOPIC DISCUSSION: None

Sheila made a motion to adjourn the meeting at 2:10p.m. Debbie seconded the motion. All in favor, motion passed and meeting adjourned.

NEXT MEETING: Conference Call on 2-21-11

NEW ACTION ITEMS

Assigned to	Item	Due by	Status
Dan	Discuss with International the specific of moving our website.		
Leslie	Draft plan on how to increase membership	Carryover from November meeting	
Dylan	Draft plan on how to move forward with Newsletter	Carryover from November meeting	
Board	Complete Strategic Plan		