



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 21 FEBRUARY 2011

LOCATION: CONFERENCE CALL

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		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 12:06pm.

REVIEW/APPROVE MEETING MINUTES:

Cynthia sent two amendments for January's minutes:

1. Correction to notes: First Hansen has an E in it not an O
2. Only \$500.00 for Merry Merry Bears program can be counted to a charity from ARMA for tax purposes, although a \$1,000.00 total was recognized by letter by Children's Hospital for personal checks. Also in that total was \$50.00 cash donation. 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.

Sheila will make changes requested and Approval/Acceptance of minutes postponed until March meeting.

REVIEW/APPROVE TREASURER'S REPORT:

The January Treasurer's report was reviewed. Kevin noted that he will attempt to transfer funds from the Educational Fund.

Debbie made a motion to pass the February treasurer's report as written. Janice seconded the motion. All in favor, motion passed.

EDUCATION PLAN 2010-2011:

Monthly Meetings – February's meeting is the tour of the Ohio Congressional/John Glenn Archives at OSU. This is a free event. No other updates at this time.

Seminar – Janice stated that the two speakers met via conference call to coordinate and complement each other's presentations. Both speakers are available for the whole day so the last 15 minutes will be used for a Q&A session. The CLE request will go out in March to the Supreme Court. Cindy noted that it generally takes 45 days for approvals. Roger suggested this be done ASAP for Marketing purposes. Janice will be working on a communication piece for the website and is also working on vendor sponsorship. Janice recommended that we use Ashland again this year to help defray costs. This was agreeable to everyone. We also should send out e-mail teasers to ARMA members.

WEBSITE ISSUES:

Dan reported via e-mail that he is continuing to work with ARMA International on hosting solutions. Regarding the switch of the web-site to being hosted by International, I'm not willing to make that official recommendation until they have something visual to show us. So far they have yet to produce what a prototype site would look like, what the handful of template will look like, and/or demo of how the e-commerce will work. So while we are still limping along and I thoroughly despise our web-host, we do have something is more functional than most chapters and I'd rather be comfortable with switching to Int'l first.

MEMBERSHIP: No Report.

COMMUNITY SERVICE: No Report.

NEWSLETTER: No Report

MARKETING:

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

OPEN TOPIC DISCUSSION: None.

Janice made a motion to adjourn the meeting at 12:30 p.m. Kevin seconded the motion. All in favor, motion passed and meeting adjourned.

NEXT MEETING: 3/16/2011

NEW ACTION ITEMS

Assigned to	Item	Due by	Status
Dan	Continue discussion with International the specifics of moving our website.	Ongoing	