

ARMA Greater Columbus Board Meeting
February 21, 2013

1. Debbie Voronkov called the meeting to Order.
2. The Treasurer's report for January and February were presented and approved. Debbie Voronkov made the motion to approve and Dan Noonan seconded.
 - a. We are waiting on payments for parking sponsors
 - i. Cintas for December and Fireproof for January
 - ii. Kevin will invoice both Cintas and Fireproof since they need invoices to submit for payment
3. Meeting minutes from previous months still need filed and approved. It appears we are missing January and another month from Fall 2012.
4. Spring Seminar was discussed
 - a. Date of seminar is May 23, 2013
 - i. Debbie Gantt noted this is Memorial Day weekend but decision made to keep this date.
 - b. Priscilla Emery is the speaker for both sessions.
 - i. Ms. Emery is waiving a speaker charge. ARMA will pay her flight and hotel.
 - c. Cost \$99 for one session (lunch not included), \$149 for both sessions early bird before 4/30, \$199 for both sessions after 4/30/2013 (lunch included)
 - d. Duties have been delegated by Mark Wilson and some changes were made
 - i. Dan Noonan - Save the date notice and Formal invitation with flyer to last years attendees, and all ARMA members
 - ii. Kim Perdew – Sponsorship and exhibitor tables, pictures day of event
 - iii. Adam Bombeck – Lunch arrangements
 - iv. Mark Wilson – Speaker, speaker dinner, Certificates of Attendance, and other duties already completed
 - v. Marty Susec – CLE and CRM credits
 - vi. Debbie Voronkov and Debbie Gantt - Food and Goody Bag arrangements, Handouts, Name Tags
 - vii. Sue Duffy- Speaker gifts, Raffle or door prizes for each session
 - e. Discussion on refund language to be included on any seminar information.
 - i. Debbie Voronkov will research terminology to use in refund information
5. Discussed Dan Noonan's job description
 - a. Sent to Debbie Voronkov
6. Meeting speakers discussion
 - a. Invite sent out to Jason Stearns, formal Cobalt Award winner for March, but also looking at other options
 - b. April's speaker will be Dylan Williams
 - c. May is the seminar
7. Dan Noonan noted that the election process for next year's board members needs to begin.
8. Debbie Gantt presented a couple of job opportunities. It was decided to not present to membership at meeting.
9. Debbie Gantt moved to adjourn the meeting and Dan Gonzalez seconded the motion.
10. Meeting adjourned.