



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 5 JUNE 2013

LOCATION: BRICKER & ECKLER

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	<i>Debbie Gantt</i>	X	President	Deb Voronkov	X
Vice President	<i>Martin Susec</i>	X	Treasurer	Kevin Gartrell	X
Secretary	<i>Sheila Campbell</i>	X	Director-Community Services	Dan Gonzalez	
Director-Education	<i>Kim Perdew</i>		Director-Marketing	Adam Dombeck	
Director-Membership	<i>Sue Duffy</i>		Director-Seminar	Mark Wilson	X
Director-Web Site	<i>Dan Noonan</i>	Via phone			
OTHERS:					

AGENDA ITEMS

Secretary

Sheila had one outstanding item that she questioned in April's meeting minutes. She will make the correction to show that Dan. G. seconded the motion in regards to a two-night hotel stay for the speaker.

Dan only has a couple of the meeting minutes from the 2012-2013 year. She will review and forward all minutes to Dan.

Deb G. made a motion to approve the meeting minutes for April with that one correction. Mark seconded the motion. All in favor, motion passed.

Treasurer Report

Review the March, April and May reports. Kevin reported on the extra deposit of petty cash; keeping PayPal funds separated between monthly meetings and seminar; along with the deposits in June from the seminar.

ARMA GREATER COLUMBUS MINUTES JUNE 5, 2013

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$17,790.13
3/13/2013		ASSOC of Records MO escrow			
	Deposit	4090 Membership Dues	Credit (+)	140.00	17,930.13
3/15/2013		Huntington Bank		10.00	17,920.13
	Check	1031 Bank Service Charge Prior Month	Debit (-)		
3/22/2013		Jones Day			
	Check	6330 Monthly Meeting Expense Parking Bill Cols. ARMA Chater March Paid	Debit (-)	84.00	17,836.13
3/25/2013		Monthly Meeting Income		110.00	17,946.13
	Deposit	4080 Monthly Meeting March	Credit (+)		
3/25/2013		PayPal			
	Deposit	4080 Monthly Meeting Electronic March	Credit (+)	90.14	18036.27
3/28/2013		Petty Cash			
	Deposit	4150 Miscellaneous Income	Credit (+)	200.00	18,236.27
3/28/2013		Fireproof for January Meeting		50.00	\$18,286.27
	Deposit	5000 Reimbursed Income	Credit (+)		Ending Balance

Figure 1: March 2013 Financial Report

ARMA GREATER COLUMBUS MINUTES JUNE 5, 2013

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$18,286.27
4/3/2013	1432	Ohio Secretary of State (Requisite Fee)			
	Check	6270 Legal & Professional Fees	Debit (-)	25.00	18,261.27
4/8/2013		Cintas			
	Deposit	4150 Miscellaneous Income	Credit (+)	139.00	18,400.27
4/15/2013		Huntington Bank			
	Check	1031 Bank Service Charge Prior Month	Debit (-)	10.00	18,390.27
4/17/2013		ASSOC of Records MO escrow			
	Deposit	4090 Membersip Dues	Credit (+)	100.00	18,490.27
4/22/2013		Fireproof			
	Deposit	6339 Spring Seminar Conference	Credit (+)	1,000.00	19,490.27
4/22/2013		Monthly Meeting Income			
	Deposit	4080 Monthly Meeting April	Credit (+)	85.00	19,575.27
4/22/2013		Office Max			
	Check	6552 Supplies	Debit (-)	10.18	19,565.09
4/23/2013		Iron Mountain			
	Deposit	6339 Spring Seminar Conference	Credit (+)	1,750.00	21,315.09
4/23/2013	1436	Debbie Gantt			
	Check	Seminar Expense Nametags	Debit (-)	118.44	21,196.65
4/24/2013	1435	Cintas			
	Check	6770 Advertising ARMA Shirts	Debit (-)	192.84	21,003.81
4/25/2013		PayPal			
	Deposit	4080 Monthly Meeting Electronic April	Credit (+)	90.00	21093.81
4/25/2013		PayPal			
	Deposit	6339 Spring Seminar Conference Electronic	Credit (+)	1,872.83	22,966.64
4/25/2013	1438	Martin Susec			
	Check	6330 Monthly Meeting Expense Refreshments April	Debit (-)	11.74	22,954.90
4/27/2013		Gift Cards			
	Check	6340 Seminar Expense	Debit (-)	150.00	22,804.90
4/29/2013	1433	Deborah Voronko			
	Check	6350 Meals and Entertainment ARMA BOD Lunch	Debit (-)	78.37	22,726.53
4/29/2013	1429	Deborah Voronko			
	Check	6330 Monthly Meeting Expense Refreshments February	Debit (-)	95.92	22,630.61
4/29/2013	1437	American Electric Power			
	Check	6580 Spring Seminar Refund Mark Allen	Debit (-)	149.00	22,481.61
4/30/2013	1439	Jones Day			
	Check	6330 Monthly Meeting Expense Parking Bill Cols. ARMA Chapter April	Debit (-)	81.00	\$22,400.61
					Ending Balance

Figure 2: April 2013 Financial Report

A correction was requested in the April report to reflect account code "5000" for reimbursement of monthly meeting parking.

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$22,400.61
5/6/2013	1440	Priscila Emery			
	Check	6340 Seminar Expense Travel	Debit (-)	280.80	22,119.81
5/9/2013	1442	Jones Day			
	Check	6330 Monthly Meeting Expense Parking Bill Cols. ARMA Chapter May	Debit (-)	57.00	22,062.81
5/13/2013	1441	Stark & Associates			
	Check	6340 Seminar Expense Portfolios	Debit (-)	759.80	21,303.01
5/15/2013		Huntington Bank			
	Check	1031 Bank Service Charge Prior Month	Debit (-)	10.00	21,293.01
5/16/2013		ASSOC of Records MO escrow			
		4090 Membersip Dues	Credit (+)	60.00	21,353.01
5/22/2013		PayPal			
	Deposit	6339 Spring Seminar Conference Electronic	Credit (+)	1,925.12	23,278.13
5/23/2013		House of Japan			
		6340 Seminar Expense Dinner	Debit (-)	188.83	23,089.30
5/23/2013		Staples			
	Check	6340 Seminar Expense Raffle Tickets	Debit (-)	10.16	23,079.14
5/24/2013		Ashland			
	Check	6340 Seminar Expense Meals	Debit (-)	359.95	22,719.19
5/24/2013		Ashland			
	Check	6340 Seminar Expense Meals	Debit (-)	301.75	22,417.44
5/24/2013		Kroger			
	Check	6340 Seminar Expense Hallmark Card	Debit (-)	3.94	22,413.50
5/28/2013					
	Check	Hyatt Place Columbus		318.73	22,094.77
		6340 Seminar Expense Hotel	Debit (-)		
5/30/2013		PayPal			
	Deposit	6339 Spring Seminar Conference Electronic	Credit (+)	183.22	\$22,277.99
					Ending Balance

Figure 3: May 2013 Financial Report

Marty made a motion to approve the March, April and May treasury reports, with the noted correction to the April report. Deb G. seconded the motion. All in favor, motion passed.

Seminar

Mark updated the board on the profit/loss statement regarding the seminar. There are still a couple of outstanding invoices that need deducted. The chapter is looking at roughly a \$6,000 profit this year.

Feedback from the seminar: room temperature; liked the speaker, first topic was more of a refresher; same speaker at both sessions may have been too much.

Things to remember next year: vendor cards, multiple speakers, do something different with gift cards, engage the vendors; different sponsorship levels to attract more vendors.

Dan has already updated the list of vendor sponsorship on the website.

Miscellaneous

The end of year dinner is June 27th at 5:30 p.m. at J. Liu's Restaurant & Bar.

Leadership conference is July 26th – 28th at Grand Rapid, MI. Please consider attending this event.

Sheila made the motion to adjourn the meeting at 1:00 pm. Kevin seconded the motion. All in favor, motion passed.