



**Mile High Chapter of ARMA Board Meeting Minutes  
@ Denver Water**

**3/31/2009  
4-6 p.m.**

Meeting is called to order at 4:07pm.

Present: President Mollie Taggart, Chairman of the Board Brian Starck, President Elect Laura McGee, Vice President Linda Hughes, Secretary Bonnie Perez, Treasurer Emily Bone Directors: Chris Ames, Ebbie Moody, Genny Garrett, and Bill Bradford on conference call.

Absent: Shawna Sheaman and Rebekah Keller

March meeting minutes; motion to approve the minutes were made by Ebbie and seconded by Linda, motion passes unanimously.

- 1) **President's Report.** Mollie
  - a. No news about Western Colorado Chapter.
  - b. Information Management Registration Give Away from Kahn Consulting Bill contacted Kahn; Mollie has the certificates for the giveaway for Kahn Consultants for the Conference in New York on September 16, 2009.
- 2) **President-Elect's Report.** Laura  
Laura attended the presidents monthly meeting and the main discussion was on *how the economy is affecting the job market.*
- 3) **Chairperson of the Board's Report.** Brian  
Board Vacancies:  
The only spot left to fill is the President Elect. Tyler Selle has agreed to fill the vacancy for Vice President.  
  
Vendor sponsorship:  
May - Iron Mountain will sponsor lunch  
June – Currently working on sponsorship for June lunch
- 4) **Vice President's Report.** Linda  
The Spring Seminar is confirmed with speakers and dinner  
All arrangements have been confirmed with the Sheraton Hotel for May and June lunch meetings. Linda will contact the speaker for May.
- 5) **Secretary's Report.** Bonnie



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Card sent to member Dave Martin.

6) **Treasurer's Report.** Emily

- a. Report posted to SharePoint  
First scholarship received from Lisa Horton.

7) Directors' Reports.

a) **Education.** Rebekah - Absent, No Report

Mollie and Linda reported that all arrangements were confirmed for Spring Seminar including speakers. Dinner for speakers will be held at Ted's Montana Grill on Champers off I-70 at 6:00 pm.

Spring Seminar:

Continental breakfast will be available; lunch, snacks and water will be available at the tables, coffee will be available throughout the day.

No goodie bags will be distributed this year. 3 gift cards amounting to \$100.00 each will be given out as prizes by the Board.

Ebbie will print handouts for the seminar. Linda will bring easels.

Brian reported that 14 vendors and 8 Gold sponsors have confirmed for Spring Seminar; he has encouraged them to give away a big prize. Brian will try to contact Rebekah concerning the signs for vendors/breaks/sponsors. Otherwise he will get the signs made.

Emily will coordinate getting the lanyards and Chris will print name badges.

Laura will take pictures and write article for the newsletter in Chris's absence. Bill will record all giveaways winners.

b) **Budget.** Ebbie

Will post the Budget to SharePoint

Next year's budget will have to include unpredicted expenses, especially for extra costs of hotel equipment.

c) **Administration.** Genny

Reported 71 people registered for Spring Seminar



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- d) **Membership.** Bill on conference call  
He is not sure if he will attend the Spring Seminar. He will send an email to Mollie with the names of 6 new members' names to be recognized at the seminar.

**Programs.** Mollie filled in for Shawna

May speaker has been confirmed, Steven Veatch, Reinventing and Revitalizing the El Paso County Records Center.

- e) **Communication.** Chris
- March Survey Results are posted to SharePoint, 50% of the members responded.
  - Flyers to bring to seminar: one for April networking; one for May meeting – Chris created a great informative flyer with all the events coming up. The flyer will be distributed at the seminar.
  -

8) Old business

Chapter Boxes in storage.

18 boxes are in storage with Iron Mountain, they have billed the Chapter. Cintas is offering storage for free this offer was negotiated a while back. Bill's company will also store the boxes at no cost.

Chris suggested a committee be appointed to send out RFP for cost of storing ARMA records. Laura McGee and Chris will contact vendors including Cintas, Cornerstore, and Recall. She will report the statistics at the next meeting.

New business

Chris will call Vickie at Remax to find out what Shawna will benefit from the most. The Chapter will decide what they would like to give her to help her through her illness.

Discussion concludes; meeting adjourned 5:59 pm.

**NEXT MEETING: May 12, 2009**