



## **Board Meeting Minutes April 13, 2010**

**Monthly meetings regularly scheduled for 4-6 p.m. at Denver Water**

### **Meeting called to order at 4:02 p.m.**

Present: Chairman of the Board Mollie Taggart, President Laura McGee; Vice President Tyler Selle; Secretary Holly Geist; Treasurer Emily Bone; Directors Chris Ames, Bill Bradford, Genny Garrett, Linda Hughes, and Ebbie Moody.

Absent (communicated via e-mail): Director Mimi Dionne

#### **1) Approval of Prior Meeting Minutes**

Ebbie motioned to accept the March 09, 2010 minutes as amended; Tyler seconded; approved unanimously.

#### **2) Chapter Records Policy and Retention Schedule Committee**

Chris, Ebbie, Kathy Nielsen, and new committee member Genevieve Cavallo met via conference call the morning of April 13 and decided on a plan and retained the June business meeting deadline for completion.

Kathy will look over the retention schedule, and Chris and Ebbie are reviewing the policy and other information. Ebbie plans to bring the policy information back to the board for approval. The group will next meet on May 4.

#### **3) Scholarship**

We have not yet received any applications. A number of board members know people who intend to apply. The deadline is April 30.

#### **4) Directors' Reports**

##### **a) Education: Linda Hughes**

##### **Spring Seminar Committee:**

- i. Linda reported that at last count 57 people registered.
- ii. The board and committee will take the speakers out to dinner on Monday night. After much discussion, the location for dinner will be Outback Steakhouse, located near 225 and 6<sup>th</sup> Avenue (the seminar venue and hotel location). Mollie and Linda will coordinate the Monday dinner.
- iii. Breakfast starts at 7 am, and the committee will be there at 6:30 am. At that time they will finish compiling the attendee goodie bags. Linda has already printed handouts for 75 that will be made into booklets. The sponsor logos are strewn throughout the handouts.
- iv. The speakers will come in prior to the meeting, as they intend to spend the weekend in the mountains. Since they will have their own car, they will not need



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transportation to and from the airport. The board discussed that we would only pay for gas/mileage for transportation to and from the airport, as their other activities are voluntary and are not for MHD. We'll pay for the speakers' hotel rooms for Monday and Tuesday nights.

- v. Silent Auction – Linda has already prepared the signage and bid sheets for the fourteen auction items. There will be a minimum bid and a required increment to bid up. Mollie was able to convince Iron Mountain to donate a Sony E-Reader Touch.
- vi. The goodie bags will include a mouse pad, a coaster, and a pen. The Ruby Jubilee candy will also go into the bags.

b) **Administration:** Genny Garrett

There are currently 59 people registered for the Spring Seminar. That will go up to 61 when Emily registers the speakers.

Registration has been extended to April 16 at 10 am. However, people will actually have the opportunity to register all day.

Genny will send Linda registrant information and numbers. Linda will use that information to make nametags.

c) **Budget:** Ebbie Moody

Report on SharePoint

Due primarily to money coming in for the Spring Seminar (SS), we are in the black this month. The current figures do not, however, show all the money coming in for SS because of the delay with PayPal.

The bill was again late this month from the hotel. Tyler asked about the deadline, and Emily explained it depended on Wells Fargo, but usually around the 25-27<sup>th</sup> of the month. This deadline changes slightly each month as Well Fargo provides statements.

This led to a discussion of budgeting. Ebbie's figures reflect reality, so if a check comes in March for February, she will put the money into February. Emily keeps the official books and maintains the payable/receivable when actually paid, so the check for February would remain with the March figures.

d) **Communications:** Chris Ames

The March survey results showed mostly positive feedback. The primary complaint was that the room was long and skinny, impeding the view of the presentation for some people. There was also trouble with too many people for the space, but this was the result of the perennial problem of walk-ins.

Mollie and Chris will coordinate on questions for the April survey.

June 1 is the deadline for submission to ARMA International for Newsletter of the Year.

Chris sent an announcement to the Records Management listserv in March regarding the 40<sup>th</sup> anniversary. Chris received a few positive comments.



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e) **Programs:** Mimi Dionne

E-mail report read by Ebbie:

“I uploaded the latest version of the program grid covering May and June to the SharePoint site.

Ken Burns of Onbase will speak in May on the current ECM space--and SharePoint's presence in that space--and Jeff Lanza will speak on identity theft in June.”

f) **Membership:** Bill Bradford

Bill asked if anyone knew anything about getting pins, as he is having trouble with the ARMA International website, and a call to headquarters yielded no results.

Bill sent Holly a copy of the contract for storing our records at Cornerstone, at no cost to MHD. Holly will forward that information to Laura.

Two new MHD Chapter members signed up this month.

Bill tried to develop a list of longtime members of our chapter, but due to a technical glitch experienced by ARMA International circa 2005, many of the initial join dates are wrong. Therefore, we have no accurate list. The board gave suggestions of people who were longtime members, and Bill will continue to investigate.

Since we do not have an accurate list, instead we will have people at the Spring Seminar stand for recognition of how long they've been members. We will likely do five years or less, ten years, fifteen years, 20 years, 30 years and 40 years.

It turns out that Chuck Schiell is not showing up as a current member, which led to a perusal of the Bylaws in regards to an emeritus status. Our Bylaws include a retired category, but no specific information on payment and achieving that status.

5) **Treasurer's Report:** Emily Bone

Report on SharePoint

Wells Fargo checking balance is about \$7100 and PayPal is about \$4200, so there is about \$10,000 available to pay Spring Seminar (SS) bills.

Emily and Genny discussed logistics of registering people the morning of the SS, as Emily will not be able to get there as early as Genny. Genny should be able to cover, and there are plenty of SS committee members available if needed.

6) **President's Report:** Laura McGee

Laura reminded the board that she wants to start earlier than the July planning meeting thinking about our positions and ways to improve them. Holly and Tyler read their suggestions for their positions.

One of Tyler's suggestions led to a debate of where to have and how to choose future meeting locations.

A discussion ensued regarding coordinating with successors to pass along advice, and also the nametags that Mollie passed out at the meeting (with name of position, so they are not specific to current board members).



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7) **Chairman's Report:** Mollie Taggart

The Western Colorado Chapter's spring seminar is scheduled for May 7. They, like us, are concerned about attendance, so Mollie is advertising their meeting on the website.

The next Networking Event is May 5, 2010 at CB & Potts on 120<sup>th</sup>. Holly invited past presidents of Rocky Mountain/Mile High Denver Chapter for recognition. Mollie reported that we are getting at least one out-of-state attendee: Doug Rollo.

8) **Vice President's Report:** Tyler Selle

Tyler mentioned that even though the March survey showed generally positive comments, it remains impossible to please everyone. We will try to address concerns, if it is possible to do so.

Tyler will not be at the Spring Seminar or May board meeting due to travel for work.

9) **Secretary's Report:** Holly Geist

Holly sent Kathleen Fortenberry a get well card.

History Committee:

The Ruby Jubilee (RJ) is well underway.

- i. Holly finished the RJ newsletter, and Mollie posted it to the website on April 7, 2010 which was the 40<sup>th</sup> anniversary.
- ii. Su Graham and Chuck Schiell provided materials for the slide show, and Su also contacted other longtime members to get images. Holly used their donations and what was available in the Rocky Mountain/MHD archives to create a slide show. It will run during break at the Spring Seminar. Mollie and Linda clarified that the break room is separate and the AV equipment will not be available, so Holly is looking into bringing a laptop, a LCD and a screen.
- iii. Candy – Sheri is bringing red candy purchased by Kathy, and Su wrapped chocolates with RJ stickers. The chocolates will be added to goodie bags.
- iv. Printing – Chris will print out about 25 newsletters to be available at the Spring Seminar for people to peruse. She is also printing out chapter timelines that will go with the handouts. Sheri is printing the past presidents list.
- v. Holly sent invitations to all past presidents (for which she had contact information) to ask them to come to the afternoon break celebration at the Spring Seminar. Ditto to the May Networking Event.

10) **Old business**

None

11) **New business**

None

**Meeting adjourned at 5:42 p.m.**

**NEXT MEETING: May 11, 2010**