



## Mile High Chapter of ARMA Board Meeting At Denver Water

8/12/2008

4-6 p.m.

Meeting is called to order at 4:05 pm at Denver Water

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

Ebbie motioned to approve the June and July 2008 meeting minutes. Brian seconded. Minutes were approved.

### 1) **President's Report.** Mollie

- a. December Meeting Free to Chapter Members
  - i. It was discussed and voted on that a vote was in order to promote a free meeting in December. **Chris made a motion to approve the Chapter free meeting in December and approve money from the budget to cover the meeting costs; Ebbie seconded and the motion was passed.**
- b. ½ Price Chapter Meetings for Board Members
  - i. It was discussed and decided that Board members to the chapter Board will pay normal cost for Chapter Monthly Meetings. The Board members are compensated in other way. It will be revisited in the future.
- c. Give Away Gifts
  - i. Suggested gifts Visa cash cards, duffle bags, books from ARMA International, Shirts. Approximate cost is \$40.00. Chris and Mollie will collaborate to get the best rate from vendors they are currently using. Mollie will order an assortment of shirts with ARMA logo; it will go into the budget.
- d. Chapter Meeting Prices – Members vs. non-members
  - i. Other Chapters gave good reasons for attendees to become members of ARMA and prices should remain different for members and non-members. It was decided to leave the price difference of \$5 between members and non-members.



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- e. Western Slope
    - i. The Western Slope is looking into forming a Chapter. They are planning a records meeting on September 5, from 1:00 to 4:00 pm. General records topic 4:00 – 5:00. They will discuss the details. Mollie will attend the meeting to help them out.
  - f. Joint networking socializing event with AIIM 12/5 Maggiano's DTC
    - i. On December 5<sup>th</sup>, 2008 there is a possibility that a joint effort to combine the meeting with AIIM for networking and socializing will be initiated. There will be more opportunity to network this coming year to get to know each other. The Board thinks it is a good idea. Mollie will get the details for the next Board meeting.
- 2) **President-Elect's Report.** Laura
- a. No report
- 3) **Chairperson of the Board's Report.** Brian
- a. Advertising Rate, if approved Brian will send out a list from Gregg Luther's old list. There was one vendor on the Website. Brian will put a basic listing on the Website with a business name and all other pertinent information. SharePoint site is Business Listings.
- 4) **Vice President's Report.** Linda
- a. Meeting locations and prices
    - i. Sponsorship is \$250 a meeting. The event center by the Aquarium has no cooking; everything is catered in from the outside. Parking is free. There is a \$650 fee for a meeting room. Box lunches are available if requested. Linda has provided a list of event centers and prices.
    - ii. The Crowne Plaza prices have gone up tremendously and are unaffordable. A quote was not given for Spring Seminar in spite of her request. Linda has not been able to negotiate meeting times for each month, some dates are not available. It has been very challenging for Linda to get straight answers from the events coordinator at the Crown Plaza.
    - iii. Sheraton will has been working with Linda to get our business. Parking will be \$2 per half hour or \$16.00 for valet. There are other public parking lots to choose from, but it is encouraged to use public transportation if possible. It was decided after survey responses that



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the downtown area is the best place for monthly ARMA meetings. Board decided that the Sheraton Hotel will accommodate our September Chapter meeting needs. Linda will continue to look into areas downtown after ARMA International Conference is over.

- iv. Prices for monthly meeting was discussed, a \$30.00 membership fee has been increased from the original \$25.00 fee due to higher food costs. Non-member price will be increased from \$30.00 to \$35.00. There will be a walk-in fee of \$5.00 extra for service charge. **A motion was made by Ebbie to approve the increases in registration and Genny seconded the motion. The motion was passed.**

5) **Secretary's Report.** Bonnie  
No Report

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

- a. Nothing from Wells Fargo
- b. Kyle cancelled the free trip to ARMA International Conference. It was the gift he received for getting the Chapter Member of the year award. The award consisted of a free trip to Las Vegas ARMA International Conference. The check has cleared and a refund will be issued.

7) **Directors' Reports.**

a) **Education.** Rebekah

- i) **No report**

b) **Communication.** Chris

- i) Board pictures are posted on the SharePoint Website
- ii) Chris will be asking the members in the September issue what they like most about the ARMA International Conference. The poll is on the website. There will be three topics to pick from.
- iii) At the September meeting Beth Hedberg will be recognized as the Scholarship Winner.
- iv) Chris's Announcements, no e-mails are initiated. It is the recommendation that we all use the SharePoint site to communicate. She wants everyone's thoughts one's thoughts on the e-mail vs. SharePoint communication. One posting is the Western Slope ARMA opportunity networking event; if you



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want to read about it you can, and if not just delete it. Mollie is the backup for the SharePoint website to Kyle the Web Master.

- v) Do we have meeting prices to sponsor meetings? Brian will handle the advertisement for Sponsors. Rebekah committed to sponsoring a couple of ARMA meetings
- c) **Programs.** Vacant Mollie reported
  - i) September and October speakers are booked.  
We have two possible candidates who are interested in becoming Board members for the Chapter. Mollie will send out the announcement of the new Directors when they confirm their position.
  - ii) John P. Frost, CRM, President, ARMA International – Navigating Your Career in RIM will speak at the September meeting.
  - iii) A one half day seminar is being considered for the January monthly meeting.

Made calls for Programs Director and committee members

Mollie is recruiting and will post committee members on the SharePoint website for confirmations

October meeting's speakers are Sheri Nystedt, CRM and Stephanie McCutcheon, CRM – Protecting your Hosted Records: Third Party Due Diligence

November 17<sup>th</sup> meeting may be a breakfast meeting if the room is available at the Sheraton. Linda will make all the arrangements and get Confirmation.

- d) **Administration** Genny
  - i) No Report
- e) **Membership** Bill
  - i) Bill will work with Ron Vince, previous Membership Director to try and figure things out. Brian will help Bill get started; all reports should be available on the SharePoint site. Bill will get a list updated. The list .009 is posted on SharePoint which should help Bill.
  - ii) Members of the Denver Chapter may want to become Education Monitors at Conference. They get a free 1 year membership with registration to the ARMA International Conference. In approximately a month's time they will receive their confirmation and membership. There will be more discussion at the September's meeting.



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- f) **Budget.** Ebbie
  - i) Who still needs to submit
    - (1) Anyone who has not submitted a budget, please get together with Ebbie by August 30, 2008. The budget will be approved at September's Board meeting.
  
- 8) **Old business**
  - a. None
  
- 9) **New business**
  - a. Auditors for the budget will include Ebbie, Laura, Linda and Emily on Wednesday September 3, 2008 at Linda's Office downtown.

Discussion concludes; Motion was made by Bonnie Perez to adjourn and seconded by Linda. Meeting adjourned 5:30

**NEXT MEETING: September 9, 2008**