



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

**2/10/2009  
4-6 p.m.**

Meeting is called to order at 4:05 pm

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, Rebekah Keller, and Bill Bradford

Absent: Shawna Sheaman

January meeting minutes; Ebbie moved for approval, seconded by Linda, motion passed unanimously.

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

a. Networking/Social Event

First Social Networking event will be held at C.B. Potts on Wednesday March 4<sup>th</sup> from 3:00 – 6:00 pm.

The Second Social Networking event will be held Friday April 24<sup>th</sup> at Las Brisas, 6787 S Clinton from 4:00-6:30 pm.

No news from the Western Slope group.

b. Chapter Blog Site

Mention of a Chapter Blog was initiated by Mollie. Mollie will ask the members at the ARMA monthly meeting if there is any interest in generating a Blog. The Board didn't show any interest.

**2) President-Elect's Report.** Laura

a. Strategic Plan

Laura reported that currently it is in the draft stage. She asked everyone to look at the draft and send any updates or new ideas. She will redesign if necessary. Some feedback from Ebbie was helpful. More comments from the Board is encouraged. Deadline for comments is February 24<sup>th</sup>, 2009.



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- 3) **Chairperson of the Board's Report.** Brian
  - a. **Vendor procedures**

Brian reported that we have four vendors for the Spring Seminar. Two other vendors asked for documentation for future sponsorship. Brian doesn't have a current phone listing for vendors; he is updating the list as he goes. Kathy Fortenberry and Michael Elkins sent emails showing interest but no confirmations. We need food sponsors for Spring Seminar. No sponsor for February. Brian is working diligently to get sponsors. Brian is currently drafting a new vendor procedures form, he has sent sponsor letters out in January, but no one has responded as of today.
- 4) **Vice President's Report.** Linda
  - a. Linda is currently working on the menu for Spring Seminar. She is not sure of the food cost at this time.
- 5) **Secretary's Report.** Bonnie  
No Report
- 6) **Treasurer's Report.** Emily
  - a. **Report posted to SharePoint.**

Need ideas for being able to contact the Board members. Members are having difficulty finding out how to contact us. Webmaster is Kyle Koster and Mollie will contact him for ideas. Mollie will be the Webmaster in 2010.
- 7) **Directors' Reports.**
  - a) **Education.** Rebekah

Rebekah reported that the Brochure was mailed out approximately a week ago through bulk mailing. None of the Board members had received a brochure in the mail as of today.

The menu for the Spring Seminar was being negotiated and price was not set. Break menu consisted of popcorn, cookies, and drinks. Pretzels will be served in the afternoon.

Tables will set up in the back for Board members for easy access in and out of the room. Not sure of what will go in Goodie bags. A time will be announced for Board members to get together to fill the Goodie bags for Spring Seminar.
  - b) **Budget.** Ebbie

Ebbie announced that this is the Chapter Budget year. In 2008 the Board spent the most money it had ever spent. The Board is trying to meet the needs of the



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membership and provided a free meeting. Ebbie provided a three year budget to compare expenditures.

- c) **Administration.** Genny  
Genny reported that there were 44 members registered for the February meeting.
- d) **Membership.** Bill  
Bill reported that there are 3 new members. He is trying to contact old members on the 99 list.
- e) **Programs.** Shawna  
ACP attending at ARMA networking event.  
Skupsky's arrangements have been confirmed. He does not what to go to dinner on Monday night.  
Fisher House; A representative form Fisher House will attend the February monthly meeting. He will provide a short video therefore we will start the meeting 10 minutes early.
- f) **Communication.** Chris  
There are no job postings on the Webpage.  
April 15<sup>th</sup>, 2009 is the deadline to apply for Scholarships.

### 8) Old business

- a. **Records Boxes @ Iron Mountain**  
Rebekah is checking into storing the ARMA boxed documents at Iron Mountain at no cost, but doesn't believe it can be negotiated. Cintas claims that they will store the ARMA boxed documents at no cost.

### 9) New business

None

Discussion concludes; meeting adjourned at 5:40 pm.

**NEXT MEETING: March 10, 2009**