



Board Meeting Minutes January 12, 2010

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

Meeting called to order at 4:05 p.m.

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

Present via conference call: Directors Bill Bradford and Mimi Dionne

Absent: President Elect John Chapman

1) Approval of Prior Meeting Minutes

Mollie motioned to accept the December 8, 2009 minutes; Ebbie seconded; approved unanimously.

2) Chapter Records – Post Review Status and Proposed Reorganization

The board chose to postpone this discussion because John was unavailable. Instead, Laura will speak with John about him spearheading a meeting within the next month (separate from the February board meeting) to specifically address improving the state of our disorganized records and an action plan moving forward.

3) President's Report: Laura McGee

a. Raffle License Application (Strategic Plan F5) - Reconsideration

After participating in the raffle training, Laura now understands what an onerous task the raffle process is: quarterly reports detailing all monetary transactions, separate accounts, rigid ticket sales rules, etc. She believes it would require a full-time organizer, which is not possible for the current board. The raffle idea initially arose based on the leadership conference in Estes Park wherein ARMA International shared this practice, which is less problematic and time consuming in many other states.

Linda motioned to reverse the decision and not offer a raffle; Mollie seconded; approved unanimously.

In an attempt to find an alternative revenue source, the board will consider using a silent auction format, which does not require the same oversight as raffles. This seems well suited to the Spring Seminar. The board may also do direct sales.

b. Scholarship Committee Report (Strategic Plan O5-6)

Chris reported on the committee's activities and passed out a draft of the latest version of the scholarship application. Holly recently joined this committee, and they participated in a collaborative conference call. The changes to the document included requiring active participation by the recipient and removing the employment dependent requirements.



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The scholarship winner will be determined based on a weighted evaluation of applications: financial need and chapter participation are worth more than the essay and attendance at meetings. While looking over the evaluation scoring sheet, Sheri mentioned that we should include the participation in chapter activities and meeting attendance on the application for verification purposes. The committee will make those changes to the application.

Mollie motioned to accept the application as revised; Ebbie seconded; approved with one abstention.

c. January Meeting – Board Position Presentation

Linda will discuss the Education Director position, which will also allow her to brief attendants about the upcoming Spring Seminar.

d. Charity Challenge

Kathleen Fortenberry passed along that there is not much participation. It seems part of the problem is that the Metro Volunteers website is not user friendly. For example, Mollie had to immediately log out and then log back in after registration to get her personal page on the MV website. To address this problem, Kathy will do a presentation at the January lunch meeting showing how to register. Chris asked for an article to include in the February newsletter and Kathy agreed.

4) Chairman's Report: Mollie Taggart

a. Chapter Member and Board Member (Leader) of the Year Awards

Mollie met with the region coordinator and treasurer to get their input about the awards. They were concerned about a monetary award for Leader, as it could be perceived as favoritism in hard economic times. Mollie initially tried to address this by taking out the award option of ARMA International conference registration, which was the most expensive choice. After debating the pros and cons of a monetary award or just a recognition, the board decided on doing just recognition, such as a plaque and/or acknowledgement.

Since the Leader award is now just recognition of service, the board is less concerned about stringent guidelines for making the award. Mimi will share information she has from another chapter regarding criteria. Currently the ideas about criteria include attendance at meetings (board and chapter), involvement in board/chapter activities that are not part of that person's specific board duties, etc. Unfortunately, ARMA International does not currently provide guidelines on how they make judgments at their level.

b. President Elect and Vice President Board Positions – Approve Revision

The board decided to make chapter records oversight the duty of the President Elect instead of the Vice President.

Linda motioned to approve revisions to the job descriptions for President Elect and Vice President; Chris seconded; approved unanimously.



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c. Board Position Review

Mollie requested that each board member review his/her position for accuracy and alert her to any needed changes. Formatting the documents has proven problematic for Mollie because she uses OpenOffice, so after she updates the positions Holly will fix the format.

d. Website

Mollie wants to roll out the new website soon to ensure it is available for judging of chapter website of the year by ARMA. The only problem that remains is the registration. As a work around, she intends to redirect people to the old website for registration until she can fix all the issues. To avoid problems with the January lunch meeting registration, she will not adjust anything until after 01/19/2010.

According to Google Analytics, only four pages get hits regularly: Main, Registration, Employment, and Resources. Laura suggested doing a treasure hunt when the new website goes up to get membership to look at other parts of the website.

To address a technical issue on the new site, we had to upgrade the web hosting service which will cost \$28 a year.

5) President Elect's Report: John Chapman

No Report - absent

6) Vice President's Report: Tyler Selle

Tyler asked about the board's perception and what they heard from membership regarding the difference in the December meeting at Loews: room versus the restaurant and buffet versus plated meal. General consensus was that the buffet was very good and that the meeting room was much quieter. Unfortunately, the hotel will not guarantee a meeting room as we are not first priority.

The January meeting will have an Asian buffet, and if the meeting occurs in the restaurant the hotel has promised to make attempts to mitigate the noise from the bar.

7) Secretary's Report: Holly Geist

Holly will start working on developing a History Committee, since chapter history is part of the Secretary's job and a committee does not currently exist.

8) Treasurer's Report: Emily Bone

Report on SharePoint

In connection to the budget discussion, the board considered the issue of the checking account funds. To ensure all checks will clear, Emily will now transfer money from PayPal every month instead of every other month. Additionally, the board considered cashing in one of the CDs that mature at varying dates toward the middle of the month every three months. For now, the board does not need to cash in a CD, but it could be an issue if we continue in the red.



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9) Directors' Reports

a) **Budget:** Ebbie Moody

Report on SharePoint

The finances are currently in the black for the month, but that will change as soon as we pay Loews.

A tardy registrant from the June 2009 meeting finally paid the requisite \$30. Emily will put that money into the 2009-2010 program year funds (2008-2009 books are closed following audit), but Ebbie will place it into the appropriate year on the budget.

Ebbie wanted to remind the board that with the current spending trajectory the board will be operating only in the red. As part of this discussion, Chris asked for clarification regarding the grants and scholarship money. Ebbie and Emily explained all the charges.

b) **Education:** Linda Hughes

Spring Seminar Committee:

The committee finalized the speakers and venue for the April 20, 2010 seminar.

- i. The speakers are signed: Martin Susec will introduce GARP, Mike Purington will bridge the morning and afternoon topics, and Fred Puzello will finish with the relationship of IT, Legal and RIM. None of them made specific hotel requests.
- ii. The meeting will take place at The Summit at 6th & 225.
 - (1) This is a dedicated conference center, but they do have cooperative agreements with three different hotels, meaning they run complimentary shuttle service to The Summit and charge \$89 a night for rooms.
 - (2) Linda reported that the food was excellent.
 - (3) The AV includes three screens and a new sound system.
 - (4) The center offers three types of table configuration: classroom, six people per round table (putting nobody's back to the presentation), and eight people per round table. The eating area will be separate from the presentation area, but the committee has not yet determined the exact set-up.
 - (5) There may be tables at lunch each sponsored by a different vendor offering a specific topic of discussion.
- iii. Publicizing the event is in the works. Linda Buss is working on developing a brochure. Holly suggested sending out a postcard instead of a brochure to save on postage, but the committee will use the brochure regardless of what is mailed (on the website, handed out at meetings, etc.). They are also developing an email list for publicizing the seminar.

c) **Programs:** Mimi Dionne

Mimi will not be at the January lunch meeting, so she enlisted Linda Fukui to take over the program duties.

Mimi tried twice to contact Steve Veatch to ask him about what he would like to talk about and/or present and received no response.

Upcoming Meetings:



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- i. February – She is working with IBM on give-aways.
- ii. March – We are trying a new meeting event and having a speaker webinar at Loews. Mimi coordinated with the hotel and will have a trial run before the meeting to ensure that the connectivity and technology are all correct.
- iii. June – She is looking into former FBI Agent Jeff Lanza to speak about identity theft, as he comes highly recommended.

d) **Membership:** Bill Bradford

Four new MHD chapter members signed up this month, including employees of this year's Chapter Member of the Year winner, Steve Veatch. Bill will send Laura information about the new members for the January lunch meeting announcements.

e) **Administration:** Genny Garrett

There are currently 26 people registered for the January meeting, and that includes most of the board.

f) **Communications:** Chris Ames

Chris sent out a lunch meeting reminder on 01/11/2010, but will send another on 01/14/2010 since registration numbers are low. She will soon blast an email about the February workshop.

Formerly, Chris emailed new members directly, but apparently that was duplicating membership information, so she now just immediately adds those people to the general MHD member communications.

Linda will provide Chris with Spring Seminar information to include in the newsletter. Mollie will also try to get new officer information available as soon as possible, since there is the possibility of having an actual election because there are two candidates interested in the President Elect position.

10) **Old business**

None

11) **New business**

None

Meeting adjourned at 5:48 p.m.

NEXT MEETING: February 9, 2010