



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

**5/12/2009
4-6 p.m.**

Meeting was called to order. 4:05pm.

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

Absent: Shawna Sheaman

April (Mar 31) meeting minutes; motion to approve the minutes were made by Chris and seconded by Ebbie, motion passed unanimously.

President's Report. Mollie

- a. Western Colorado Chapter Update – 1st meeting May 15
Attending from the Mile High Denver chapter Mollie, Kathy Fortenberry and Karen Hughes (both are presenting). From the Region – Shelia Issacson. From ARMA HQ – Trevor Mitchell.
The Denver Mile High Chapter will pay for the room expense charges for the meeting and one of the speakers meeting registration fee. It was budgeted under Special Projects.
- b. Ad/vendor pricing for next year. Will keep the same as this 08-09 year.
- c. Scholarships
6 scholarship applications were received. The Board budgeted for 2. The Board discussed either to give all 6 applicants a scholarship or give 2 applicants since that's what was budgeted. It was decided that it should be voted either to give all 6 applicants or 2 applicants. Since some of the Board members were undecided, it was determined that it should be voted on. It was decided that a committee would be formed to create criteria for next year's scholarships so that there wouldn't be any doubts about the meeting the criteria. Emily is on the Board and will be given a scholarship, it was decided that all 5 names would be put into a hat and two names would be drawn. The winners were James Kennedy and Lisa Horton. Their names would be announced at the June Business meeting.

Board members who volunteered to be on the Scholarship Committee for next year are Laura, Emily, Genny, and Chris.



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

d. Leadership Conference

Attendees for this year should be the President and President Elect. Laura will be the President, therefore she will be attending. President Elect is John Chapman who will also be attending. And, two other new Board members can attend. Bill will be attending and either Mollie or Chris will also attend. Deadline for registration is June 5, 2009.

Leadership PowerPoint is available on SharePoint all Board members have been assigned to fill out parts of the presentation to help out when presented at Leadership. All Board members should get the information posted as soon as possible. Deadline June 5, 2009. The Leadership Conference will be held in Estes Park from July 12 - 15, 2009.

The presenter will pick out 3 slides pertaining to the biggest challenge, greatest success, and one of her own choice.

e. ALA Vendor Booth

Business Partner Expo Thursday August 27, 2009 from 1:00 – 4:00 pm. The question was, do we want to be a part of the Expo? Yes, Details will be discussed at a later time.

f. Leadership Academy

On-line courses are on the Web, all Board members should be going through the courses offered.

2) President-Elect's Report. Laura No Report

3) Chairperson of the Board's Report. Brian

a. Chapter Member of the Year

Brian announced that Steven Veatch will be awarded the Chapter Member of the year. He will be presented with an award after his presentation during the May 2009, meeting. Brian will do the honors.

b. June Meeting Update – Gina Schreck – Practice Safe Stress

Gregg Moss was unavailable. Gina Schreck was the second choice but we couldn't afford her fees. She is asking \$2,500 for 1 hour. Brian will continue to look for another speaker in the Colorado Speakers Association.

c. June Meeting Sponsor



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

Sponsor for June meeting is Cornerstone Records. This meeting is also the installation of officers.

- d. Installation plan and script options for June.
The script is brief, Brian will have people moving to the Board positions we'll vote them in and people who are staying will come up to the front and all will be sworn in at the same time.

4) Vice President's Report. Linda

- a. Brainstorming – locations for next year

Linda has sent a synopsis of the job duties to next years Vice President Tyler Selle (in attendance) who has decided to run for the Vice President position replacing Linda.

Attending Monday night dinner without speaker is as follows:

Mollie, Linda, Genny, and Bonnie will attend dinner at the Rialto Downtown at 6:00 pm.

Tyler and Linda will start looking for places to have the ARMA Chapter monthly meetings next year. The Board members should start thinking of new options for next year's meeting places because of high cost at hotels. Ebbie offered her place of business in Aurora, Laura will check areas in Downtown Denver and post to SharePoint. Bonnie will check Denver Water, parking may be a problem.

5) Secretary's Report. Bonnie

File to Secretary of State will be handled by Brian, he will write procedure for next year's filing. Thanks Brian!

6) Treasurer's Report. Emily

- a. Report posted to SharePoint.

A charge has been received from the Crown Plaza Hotel for \$106.08; Linda will look into the billing.

Emily has received a bill of \$99.00 from Wells Fargo. Believes it is the order of new checks. She will find out for sure and pay it.

Jeanne Caldwell has sent a check from 2004 that had never been cashed for \$100.00. She would like a new check written from the chapter. More information will be needed in order to reimburse her the \$100.00. Emily will follow-up on the request.



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

Directors' Reports.

a) **Education.**

Rebekah has resigned from the Board.

Next years Education Director will be Linda Hughes. Next year, Mollie as Chairperson is thinking about not doing a Vendor Show at the Spring Seminar.

Discussion: Is there enough value to have a vendor expo every year? Goodie bags should be given out next year. We should think about giving some discounts next year for monthly meetings and possibly Spring Seminar for our members.

b) **Budget.** Ebbie

We have spent more money in the last two months than we have all year. Linda is over budget \$2,000 due to high hotel costs. Spring Seminar lost about \$2,000. Budget is posted on SharePoint.

c) **Administration.** Genny

28 people registered for May 16th meeting.

d) **Membership.** Bill

- o 10+ new members in April and May
- o Membership Tenure Pins project. Bill has a call into Trevor regarding how to determine how long members have been a part of ARMA. The tenure pins can be ordered through ARMA HQ.

e) **Programs.** Shawna (absent)

f) **Communication.** Chris

E-mail reminder will go out May 13th

Chris needs someone to take pictures for the May meeting.

Newsletter of the year has to be submitted by June 1, 2009.

Survey for Spring Seminar has been posted to SharePoint



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

7) Old business

Chapter Boxes in storage. Results from Chris' RFP for storage.

Vendors Bill Bradford, Cornerstone RM and Mollie Taggart, Iron Mountain excused themselves from the discussion because of a conflict of interest.

Chris Ames, Lead of the RFP Committee, will take over the discussion. Iron Mountain will give 15% discount. Cornerstone's proposal promotes all transactions and storage free - no cost to the Chapter for 5 years. Cintas promotes the same, but has a one paragraph contract. It was decided that a motion needed to be made in order to choose an off-site storage company.

A motion to go with Cornerstone for a 5 year contract was made by Linda and seconded by Emily, all agreed and the vote was unanimous.

An audit needs to be done of all the ARMA records. Chris will notify everyone when this will take place. Most officers have boxes to add to the current count. Chris will remove the boxes from Iron Mountain. Everyone will be included in the inventory process.

8) New business

None

Discussion concludes; meeting adjourned 6:00 pm.

NEXT MEETING: June 9, 2009