



Mile High Chapter of ARMA Board Meeting Minutes @ Denver Water

**11/12/2008
4-6 p.m.**

Meeting is called to order at 4:13pm.

Present: Present: President Mollie Taggart, Chairman of the Board Brian Starck, President Elect Laura McGee, Vice President Linda Hughes, Secretary Bonnie Perez
Directors: Ebbie Moody, Rebekah Keller, Chris Ames and Shawna Sheaman

Absent: Genny Garrett, Bill Bradford, and Emily Bone

Chris motioned to approve the October meeting minutes, Shawna seconded. Minutes were approval.

1) President's Report. Mollie

- a. Western Slope update
 - i. The Western Slope group will not have an official meeting; instead they will possibly have a gathering with their members for the first meeting. Mollie is planning to attend the meeting in Grand Junction on November 21, 2008. Don't know when the first official meeting will be scheduled. A second meeting will be held on May 15, 2008. Everyone is welcome to attend.
- b. ARMA Intl Conf in Las Vegas
 - i. All the members who attended the Conference took advantage of all the educational training and enjoyed the Conference. It was announced that there were four hundred walk-ins and four thousand six hundred people who attended the Conference.
 - ii. Chris and Mollie took some great pictures and are currently posted in the newsletter and Website.
- c. AIEF Research Contribution
 - i. Postponed until December's meeting.
- d. Leadership 2009 – The Northern Colorado Chapter will host the Leadership Conference in 2009.
 - i. The conference will be held at the Stanley Hotel in Estes Park on a Monday, Tuesday and Wednesday instead of the end of the week.
- e. Networking/Socializing Committee
 - i. Mollie has recruited five new people for the committee. Mollie will provide more information at the December meeting.
- f. Charity Selection
 - i. Fisher House Charitable Organization;



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Fisher House is the choice of the Board members for 2008. The date for implementing the contribution has been moved to February 2009. In addition to monetary contribution, a volunteer contribution (perhaps cook a dinner at the house) will be done this year. Announcements will be going out to all members of the Chapter, and will also be announced at the monthly ARMA meetings. More details will be available at a later date.

- ii. A discussion regarding Junior Achievement is also a possibility and will be discussed in the June 2009 Board planning meeting. Some discussions about actual volunteer time of the ARMA members is a sure possibility and sounds like something everyone might like to do for 2009. More discussion later.

2) President-Elect's Report. Laura

a. Leadership at ARMA International

- i. Laura came back jazzed and ready to work on strategic planning with the Board. A strategic plan for the Chapter will be discussed and implemented in January and February 2009.

3) Chairperson of the Board's Report. Brian

a. Sponsors for the ARMA monthly meetings

- i. Iron Mountain will sponsor the November meeting.
Privacy Networks will sponsor the December meeting.
April May and June sponsors will be determined once the Spring Seminar has been confirmed.
- ii. Brian has been chosen to be the Regional Chapter Treasurer for ARMA. Congratulation Brian!

4) Vice President's Report. Linda

a. Problems;

- i. Food was a problem at the October monthly meeting. Surveys were given to the hotel chef and will be corrected.
- ii. Audio was also a problem. These problems were recorded in the surveys that were taken at the monthly meeting. All should be corrected for the November. The meeting will be held in another room of the Sheraton Hotel.

5) Secretary's Report. Bonnie

a. Debit Card Assignment;

- i. A card has not been assigned yet. Emily and Bonnie will discuss later.



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- 6) **Treasurer's Report.** Emily – Absent
 - a. Report posted to SharePoint.

- 7) **Directors' Reports.**
 - 1) **Administration.** Genny
 - a) Registration:
 - a. Fifty five members have registered for the November monthly meeting. Genny will be out for the November meeting, Ebbie will help Emily at the registration table.
 - b) **Programs.** Shawna
 - a. Confirmation of Meeting Speakers;**
Confirmed Doug Allen for Sept 2009.
November's meeting speaker is David Fong of Qwest.
December's Jeff Carney (Franklin Covey, Leadership and the 7 Habits)
Shawna will follow-up on dinner plans.
 - b. January work shop's speaker is Scott Ward, RIM 101 Establishing a Records & Information Program. Scott wants ARMA to book the hotel and travel plans. Linda will make the arrangements.
 - c. February's speaker is Donald Skupsky (IRCH) Legal issues related to electronic records retention. No dinner will be planned. March is booked and May is tentative.
 - c) **Communication.** Chris
 - a. Mollie is temporarily managing the webpage for Kyle.
 - b. Su Graham's and Jessie Wilkins ads have not appeared on the webpage. Mollie will put them up this month.
 - d) **Budget.** Ebbie
 - a. Budget is posted on the ARMA SharePoint site.
 - c) **Education.** Rebekah
 - i) Sheraton Hotel will not be available to host the Spring Seminar.
 - ii) Linda is looking into finding a location for the Spring Seminar; possibilities are Holiday Inn for April 7th, or maybe the event center downtown. Other options will be looked into. **It has been decided that Spring Seminar will be held on April 7th and has been confirmed.**



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d) **Membership.** Bill – Absent
No Report

8) Old business
None

9) New business

- a. Mollie's Goal for the Work Shop in January is to initiate a Leadership Assessment that the ARMA Headquarters is offering. It is a self assessment on-line for groups. It will be offered to all Board members. This training will give the Board an idea of the kind of education we can offer for the monthly meetings.

Discussion concludes; meeting adjourned at 5:49 pm.

NEXT MEETING: December 9, 2008