



Board Meeting Minutes November 10, 2009

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

Meeting called to order at 4:07 p.m.

Present: President Laura McGee; Chairman of the Board Mollie Taggart; President Elect John Chapman; Vice President Tyler Selle; Treasurer Emily Bone; Secretaries Bonnie Perez and Holly Geist; Directors Chris Ames, Bill Bradford, Mimi Dionne, Linda Hughes, and Ebbie Moody; and guest Genevieve Cavallo of Ball Corporation

Absent: Director Genny Garrett

1) Approval of Prior Meeting Minutes

The Board took a moment to review the September and October 2009 draft minutes.

Mollie motioned to accept the September 8, 2009 and October 6, 2009 minutes as revised; Chris seconded; approved unanimously.

2) President's Report: Laura McGee

a. Raffle License Application (Strategic Plan F5)

Laura requested that Emily assist her with the license application, and Emily agreed to help.

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

The committee met twice via conference call. Chris reported on feedback, such as application requirements, etc. Committee members will provide their own suggestions, and the committee will meet to compile the results.

c. Chapter Records Review

The Board discussed having a meeting at Cornerstone to review our records stored there. The Board will have the December 8 meeting at Cornerstone, allowing 30 minutes to an hour extra time for the meeting.

d. Bags to Ship

Laura did not bring the bags from Northern Colorado Chapter, so this issue was tabled.

e. Audit Report

Laura asked Tyler to discuss the audit findings. The Board found a few errors on the original report and fixed them accordingly. Tyler passed around the audit report for approval signatures from Ebbie, Emily and John.



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3) Board Member Change

With gratitude and appreciation for her service, the Board accepted Bonnie Perez's resignation as Secretary. Mollie motioned to accept Bonnie's resignation and install Holly Geist as the new Secretary; Bill seconded; approved unanimously.

The meeting attendees then introduced themselves, briefly describing their Board position and employment affiliation.

4) Chairman's Report: Mollie Taggart

a. Vendors and Sponsorship

Mollie found sponsors for all the monthly meetings (with one extra sponsor) and annual spring seminar. She also has eleven vendors for the website, and there is the possibility of four more in January.

Additionally, Mollie suggested finding a Vendor Liaison to the Board. This person would not be a Board Member, but could help the Chairman and Board with vendor contacts and perspective.

b. Member of the Year Award

Mollie provided a plan to split member of the year into two categories: Chapter Member and Board Member. She provided requirements documents for each of these awards that would be based on excellent service, and allow for recognition of different types of contributions to the chapter. The primary change was to split the \$2500 award evenly, making each award \$1250. The Board considered a version that Chris provided with suggestions for changes and refinements, and then discussed additional alterations. Laura will incorporate the suggested changes and will provide new documents to review for the December Board meeting.

c. Leadership Sessions

i. Board Position Presentations

Mollie suggested that it would be helpful for the membership if the Board Members whose positions would be vacant/voted on at the next election would present to the membership regarding their tasks and duties. Genevieve agreed that, as a member, she would find this helpful to better understand Board duties and job requirements. The Board agreed to start said presentations.

ii. Committee Formation and Involvement

The Bylaws allow for each Board member to have a committee. Mollie suggested developing committees for anyone who can do so, such as a networking committee, to get more of the membership actively involved.



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d. Website

Mollie asked the Program Director to have presenters sign a waiver to allow for posting their presentations on the website. Mimi agreed to develop and implement the appropriate paperwork.

Mollie is looking into NetObjects to allow for easier changes to the website.

e. Future Board Members

The membership will vote at the next annual business meeting for President Elect, Secretary, Administration Director, Budget Director, and Programs Director. Genevieve Cavallo agreed to run for Budget and Holly Geist for Secretary. Mollie has an unconfirmed candidate for the Administration position. Shawna Sheaman may come back as Program Director. The position of President Elect is still open.

5) President Elect's Report: John Chapman

Scholarship/Internship/Mentorship Task Force meeting – John attended this productive regional roundtable meeting. The group discussed ways to better serve the information community: mentoring seemed a primary concern; improving membership; student involvement, possibly through better student rates, meeting with local university/college classes, work study programs, and providing networking opportunities with potential employers; and broaden records management to information management.

6) Vice President's Report: Tyler Selle

a. Loews Denver Hotel

Generally, the feedback has been good regarding Loews, although there have been a few negative comments on the food. Tyler reports that he has had positive dealings with Loews.

b. Monthly Meeting Attendance

Currently we're experiencing fewer registrations for members/guests who work in downtown Denver. Tyler isn't sure if it is the location of Loews in central Denver or the economic downturn. The Board will conduct a survey in January 2010 to try to address the cause (topic, location, etc.) of lower attendance at monthly meetings.

7) Secretary's Report: Holly Geist

No Report

8) Treasurer's Report: Emily Bone

Report on SharePoint

a. Walk-in Rates

Emily wanted to clarify the walk-in rates decided at the September meeting. After some discussion on different rates for members and non-members (as approved in



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September) and having the Membership Director available at the registration desk to convince people of the financial benefits of chapter membership, the Board decided that a standard rate would work best. Linda motioned to institute a \$10 surcharge for any walk-ins at monthly meetings, making the member rate at the door \$40 (\$30 plus surcharge), non-member \$50 (\$40 plus surcharge) and student \$30 (\$20 plus surcharge); Emily seconded; approved unanimously.

b. Newsletter Request

Emily suggested that the contact information for the regional ARMA representative be added to the newsletter, and Chris agreed to add that to future newsletters.

9) Directors' Reports

a) Budget: Ebbie Moody

Report on SharePoint

i. Loews

Ebbie requested that Tyler speak with Loews about getting bills from the hotel in a timely fashion; Tyler agreed to contact the hotel about the bills.

ii. Budget Shortfall

The budget shows approximately \$3000 in the red (\$11,000 spent, \$8000 coming in); the work Mollie has done with vendors should improve the monetary situation.

b) Education: Linda Hughes

Spring Seminar Committee:

- i. The committee held a conference call with ten in attendance. After talking with the presenters, the session on Generally Accepted Recordkeeping Principles (GARP) will not take a whole day, so the committee is exploring the possibility of doing a part day presentation on GARP supplemented with information on the related ISO standard. Since the ideas the committee had looked into were not panning out, they are looking for any suggestions or new ideas.
- ii. Kerry Bush is heading up the committee. She will make some decisions with the group and move forward on implementing a timeline.
- iii. The group is looking into facilities for the seminar. The location is still dependent on the speaker committing to a date, and ensuring a facility is available at that time. There is a good chance that the space will be free.
- iv. Angela at Shred-It committed to sponsor, and the committee already has some give-aways lined up.

c) Programs: Mimi Dionne

November is Project Management Month, which led to the November program theme.



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There was talk of mapping GARP to the monthly meeting programs, but that is not currently a viable option. Mollie tried to get the gap analysis from ARMA HQ, but that hasn't arrived, so the analysis can't yet be compared to programming. Hopefully, the gap analysis will guide the programs for next year to help with members' deficits.

d) **Membership:** Bill Bradford

Three new MHD chapter members signed up, including Don Skupsky, which is the first time in memory he actually joined the chapter. Some new members are coming to meetings soon after signing up, but not the majority.

e) **Administration:** Genny Garrett

No Report - absent

f) **Communications:** Chris Ames

Not much new information for the newsletter, but Chris is expecting an article from Jesse Wilkins, who recently became a CRM. The November announcement went out on the 9th. There will be a joint networking event with AIIM in December.

10) **Old business**

None

11) **New business**

None

Meeting adjourned at 5:50 p.m.

NEXT MEETING: December 8, 2009 at Cornerstone