



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: November 15, 2007

LOCATION: Ashland Chemical, Inc. Dublin OH

ATTENDEES: Jim Fielden, Dan Noonan, Kathy Clark, Melissa Roach, Rebecca Coldiron, Mike Purington, Cathy Stanley, Yvonne Harris and Mike Johnson

Board members not in attendance: Sheila Campbell, Bob Eudy and Dean Ingram.
Yvonne Harris filled in as Chapter Secretary and took the meeting minutes.

The meeting was called to order by Jim Fielden @ 1:20 pm. Jim lead the meeting, fulfilling the Vice President duties, until Cathy Stanley arrived.

OPEN REMARKS BY CATHY STANLEY: It is very important that each Board member performs their Board responsibilities and the assigned duties that fall under that Board position to the best of their abilities. Each Board member must stay in the parameters of their duties. If a Board members needs assistance in their duties, it is the person's responsibility to call on help from the other Board members. Board members must communicate with one another.

Dean Ingram- the current Vice President/President-Elect has personal life circumstances, which will not allow him to fulfill his duties as our Vice President. Jim Fielden, Web Director has been appointed by the President and Board vote to assume the Vice President/President-Elect responsibilities immediately.

BOARD MEMBER REPORTS:

A. SECRETARY:

1. **2006 Meeting Minutes** - After several attempts to contact the 2006-2007 Recording Secretary, Shelley Barney the meeting minutes from the 2006 ARMA term were neither retrievable nor recoverable to place in the Greater Columbus Chapter archives. The 2007 Board of Directors has made a Board decision to document it in the meeting for this meeting that the 2006-2007 Board meeting minutes are not included as record in the chapter archives. Therefore, there is nothing to approve or decline.
2. Sheila Campbell will send out the September Board meeting minutes to the Board for review and approval through email voting.

B. TREASURER REPORT:

1. In Bob Eudy's absence, Cathy passed out copies of the treasurer's report. The ending balance is \$25,908.17. Five hundred dollars (\$500) was used to purchase

a variety of gift cards for speaker gifts, raffles and life event expenditures. The cards were purchased through the BSA Troop #826, as a collaborative charity/ community service effort. A second account was open at Huntington Bank with a deposit of \$100.00.

2. *Rebecca made a motion to accept the report with corrections and Jim seconded, Motion passed.*

C. CHAIRMAN OF THE BOARD:

1. Mike Purington discussed the Education Fund, in which the second bank account was established. Mike P. will be heading up this effort. Mike mentioned he would like to see \$5000 transferred from our primary account into the Education Fund account for different scholarships for our membership. Our chapter has the potential of defining specific criteria for the following scholarships:
 - a) CRM scholarship, a scholarship to pay for a chapter member to take the all or parts of the ICRM Certified Records Manager exam
 - b) ARMA International conference scholarship, a scholarship that sponsors a chapter members registration and accommodations at the annual ARMA conference
 - c) Other educational efforts, scholarships that sponsor ERM certified training or the CDIA exam, etc.
2. The Board held a group discussion:
 - a) Dan suggested endowing the Education Fund.
 - b) Possibly obtaining a financial planner to assist in this process, since we are a Not-for-Profit association, we will need to discuss our tax obligations along with CAP funds opportunities.
 - c) Yvonne and Mike Johnson suggested Mike Purington drafts a proposal regarding this effort for the Board to review and approve.

D. SECRETARY:

1. In Sheila Campbell's absence, Yvonne made mentioned that she and Sheila had a chance to meet and discuss the roles and duties of the newly combined position of Recording and Corresponding Secretary. Sheila was informed that the newsletter information will be passed on to her, to communicate to the members when the newsletter is ready for on-line viewing.

E. MARKETING:

1. Cathy has been in contact with a chapter member who is interested in taking on this position. Cathy will keep the Board posted on this matter. No other report at this time.

F. NEWSLETTER:

1. Melissa expressed the need for articles for the newsletter. Article suggestions were:
 - a) Post the meeting dates,
 - b) Proposed CRM training coming in 2008,
 - c) ARMA's ' *Core Competencies for the Records and Information Management (RIM) Profession* document and the new update of the CRM workbook.

- d) Rebecca provided a blurb about our Merry Beary community service event.
- 2. Melissa requested feedback from the Board regarding the new look of the "The Record":
 - a) Links on the page is confusing due to the PDF format. Dan suggested working with Melissa on different aspects in Adobe Acrobat. Y
 - b) Yvonne suggested to leave the "President's Message" as one full article, instead of breaking it up into two parts.
 - c) Cathy requested to have the Newsletter forwarded to the Board for review prior to sending it out to the membership.

G. COMMUNITY SERVICE:

- 1. Rebecca mentioned the Merry Beary Bears event is to take place the week of December 17th. Board members can meet Rebecca at Nationwide Children's Hospital to present the collection of stuffed animals and blankets to the staff. Rebecca suggested buying wagons to donate to the hospital. Rebecca will investigate the cost of the wagons and present it to the Board.
- 2. Mike Johnson suggested distributing the funds to other charities such as Unwed Mothers or Newborns in Need, etc. Cathy asked Rebecca to provide a list of suggested charities to the Board. The Board will also provide a charity of their choice and if their charity is chosen, that Board member will work with Rebecca in the promoting the charity event.
- 3. Shred Day was another suggestion for a community service event. A date, location and specific details would have to be structured. Mike Purington suggested working with Rebecca on this event for a potential spring event.

H. WEBSITE:

- 1. Dan Noonan provide his Board report as an attachment through email prior to the meeting. The Board reviewed the report. Dan began an inventory of what's going on with the website. Looking at items such as; how much are we paying for the web hosting, the added features we've paid in the past and the status of the development of the features. Dan will investigate other Chapter sites; registrations, memberships list and create a 'wish list' for the web host. Jim mentioned some of the functionality that was noted issues should be resolved as a starting point. The Twin Cities and St. Louis Chapters are good websites to visit. Yvonne suggested setting up a teleconference call with InfoServe- our web host, to include Dan, Jim, Mike P. and Cathy. The purpose of the call is to first introduce Dan as our new Web Administrator and to have a discussion regarding the issues we've experienced and a game plan on resolving the issues.

I. SEMINAR:

- 1. Yvonne passed out her Board report. Our Annual Seminar is scheduled for Wednesday, May 7th 2008 at Ashland Chemical Inc in Dublin. Our guest speaker is Julie Gable, CRM, CDIA, FAI, MIT, President and Found of Gable Consulting LLC, a well known RIM professional in ARMA. The seminar title is: Compliance, Litigation and Operations: The Three Pillars of Records Management. Yvonne is working on researching other meeting locations, such as the airport hotel

locations, key-note speakers, lunch entertainment, developing sponsorship packages and recruiting seminar committee members.

J. BYLAWS & ADMINISTRATIVE LETTERS:

1. Yvonne continues to work on the revision of the By-Laws. Yvonne is also working on revising the Administrative letters; Email Voting and Recognition for Board Members Milestones. The Board provided their feedback on the first drafts. A group discussion was held. There were suggestions to create another Administrative letter specifically for Recognition for Chapter Member milestones, such as a member accomplishes the CRM, AIIM and ERM, etc., Yvonne will work on drafting the letter.

K. CHAPTER LIBRARY:

1. Michael Brandt, 2006-2007 former Newsletter Editor, is heading up our Chapter Library. Michael is working on the Check out/Check In procedure for our membership. Michael has inventoried all our holdings stored at Fireproof Records Center. Items included:
 - a) Historical chapter materials
 - b) Records management books and articles
 - c) New books and materials have been purchased to be placed in the Chapter Library.
 - d) International Publications- all decades
2. Michael has been corresponding with Cecile Ogg at Fireproof regarding the specifics of the storage process. Delivery sites, route plans, retrieval and return processes, guidelines for loan allotment, late or lost material notices and procedures will need to be developed. Michael will draw up a proposal and present it at the next Board meeting.

L. PROGRAMMING:

1. Jim provided a few upcoming events:
 1. Holiday event in December- Board suggestions/ centrally located venue
 2. 'The Do's and Don'ts- E-Discovery & Litigation Support" presentation by Debbie Voronkov and Jim Fielden- TBD
 3. OSU Archives tour-TBD
 4. CRM Training in Columbus- March 2008- Other chapters could be invited to attend.

M. MEMBERSHIP:

1. We have 84 active members. Kathy Clark will work on verifying the membership list. There is a need to clean up the membership list in the website database. There are several members not receiving the meeting notices and others receiving the notices that are no longer members.

N. MEETING ADJOURNED: Jim made a motion to adjourn the meeting, Dan seconded the motion; meeting adjourned at 2:42pm. Thanks everyone!

Respectfully Submitted,
Yvonne Harris, Seminar Director