



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: June 5, 2008

LOCATION: Conference Call

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Mike Purington	X	President	Cathy Stanley	X
Vice President	Jim Fielden		Treasurer	Robert Eudy	
Secretary	Sheila Campbell	X	Director-Seminar	Yvonne Harris	X
Director-Membership	Kathy Clark	X	Director-Newsletter	Melissa Roach	
Director-Web Site	Dan Noonan	X	Director-Marketing	Linda McCormick	X
Director-Community Services	Open				
OTHERS:					
None					

Meeting called to order at 2:10 p.m. by Cathy Stanley.

PARKING LOT:

No new items added.

CHAIRMAN OF THE BOARD REPORT:

All participants in the Mock Trial will receive free conference fees per Richard from ARMA International. This will cover approximately 12-13 people. All information will be funneled through Mike in order to maintain a consistent message.

PRESIDENT REPORT:

1. Elections - everything is posted and ready to go. All positions will be filled next term that is great.
2. ARMA International Conference - International needs educational monitors. You will receive free conference but you will be responsible for all other expenses. First come-first serve. Must sign up no later than June 20th. This is only good for the board of officers.
3. Leadership conference is going to be held in Kentucky this year. Reservations need to be completed by June 18th. It will cost approximately \$35 per person for registration and \$120 for each hotel room.

Kathy makes a motion to send 5 board members to the Leadership conference, Yvonne seconded. All in favor, motion passed.

On June 12, 2008 Kathy makes a motion to amend the vote from June 5th meeting to allow for 7 board members to go to the conference. The chapter will pay for gas, with gas being reimbursed, and car-pooling strongly encouraged. Yvonne seconded the motion. All in favor, motion passed.

4. ARMA International has been contact regarding items for the silent auction at the conference. Last year, the chapter just donated money however; International would like items for the auction as well. It needs to be items representing Central Ohio. Kathy will take ownership of this request.

Yvonne made a motion to spend \$250 on items for the silent auction at the ARMA International Conference, Dan seconded. All in favor, motion passed.

VICE PRESIDENT REPORT: (Report given by Cathy)

1. International has sent out a speaker database to all chapters. These are individuals that applied to present at the conference but was not selected.
2. Mike P. has a contact in North Carolina that would like to do a presentation on e-Records.
3. Dan mentioned that doing a joint meeting with Contingency Planners of Ohio would be a great idea. He will send out information that he has received.
4. Still finalizing the June meeting on the 19th. This will be the Officers transition meeting along with the re-designation policy.

TREASURER REPORT:

The treasurer report was reviewed.

Yvonne made a motion to accept the treasurer report, Mike P. seconded. All in favor, motion passed.

SEMINAR REPORT:

1. Seminar in May was discussed. The accommodations were nice along with the speaker.
2. Yvonne discussed the feedback that was received from the attendees. All comments were favorable.
3. Topics that the membership would like to hear about are:
 - a. Marketing concepts to sell your RIM
 - b. RIM oversight committee
 - c. RIM to legal issues
4. Profit from the seminar was \$3,858 with \$6,441.23 being paid out in expenses.
5. Discussed next year's seminar since it will be the 40th birthday for the chapter. The idea of a formal dinner part was mentioned as well as a road trip to NARA.

SECRETARY REPORT:

1. Sheila will send out reports for February and April of 2008 for e-mail voting.

MEMBERSHIP REPORT:

Membership can be transferred from member to member after 6 months. Kathy will follow up with an e-mail of specifics.

NEWSLETTER REPORT:

No report.

WEB SITE REPORT:

No report.

MARKETING REPORT:

No report.

EDUCATION REPORT:

1. The board discussed putting the funds into an account with International. Concerns were: Who would control the money? Could international use the money if they wanted? Could the Columbus Chapter still use and designate the funds as/when needed?
2. The \$5,000 that has been earmarked for the education fund needs to be transferred into that account.
3. Mike will remain as the educational advisor during next term.

LIBRARY REPORT: (Report given by Cathy)

1. Procedures still have not been completed

COMMUNITY SERVICE REPORT:

1. 50/50 is no longer allowed so other ways to raise money for community service will need to be discussed by the board.

CLOSING REMARKS BY CATHY STANLEY:

1. This has been a great year and the board has done a great job. I appreciate all of your effort and hard work.

MEETING ADJOURNED: Yvonne motioned to close the meeting, Kathy seconded. Meeting adjourned at 3:22 pm.

Respectfully submitted
Sheila Campbell, Secretary