

ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: August 21, 2008

LOCATION: SERS

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Cathy Stanley	X	President	Jim Fielden	X
Vice President	Kathy Clark		Treasurer	Robert Eudy	X
Secretary	Sheila Campbell	X	Director-Seminar	Marty Susec	X
Director-Membership	Yvonne Harris	X	Director-Newsletter	Melissa Roach	X
Director-Web Site	Dan Noonan	X	Director-Marketing	Linda McCormick	X
Director-Community Services	Debbie Gantt	X			
OTHERS:					

Meeting called to order at 2:10 p.m. by Jim Fielden.

OPENING REMARKS BY JIM:

- Reviewed the safety procedures for the meeting room at SERS.
- Jim would like the chapter to apply for all of the grants that the chapter is eligible for because of the work that the board has put forth. He would like to apply for the grants such as the Chapter of the Year, Newsletter of the Year, Web of the Year. In order to do so, extra effort will be needed in order to complete the applications. As well as grants for leadership and speaker privileges.
- The 40th year of the chapter is next year. Several items have been discussed to celebrate such as a trip to the National Archives in Washington, D.C. The chapter will look at forming a committee to help with the planning of the celebration. Ideas for old pictures, articles and web displays were discussed to help celebrate.
- Jim will make it a priority this year to review the by-laws. Items need to be updated and included such as teleconference regulations and e-mail voting. A subcommittee may be formed in order to help get the by-laws completed.

PROGRAMMING REPORT:

- The chapter will maintain the third Thursday from 2:30-5:00 of each month as the meeting date. Would like to have a designated location/room for all meetings. Discussed the Historical Society that would charge \$160 per room/month as well as \$50 parking fee. The chapter decided that other options would be explored prior to making this commitment. Bob will review the use of SERS conference room for a designated meeting site.

- A handout was passed out of upcoming events/speakers. There are three open months in 2009. One of these months may be a tour of the State Archives that will focus around what happens to state documents once the documents are received by the archives. Another idea that was discussed was to have a webinar if not speaker is available and even as a back up plan. SERS has web access.
- The chapter discussed keeping a meeting in October such as a wrap up meeting after International. Discussed the December meeting as a dinner meeting with an educational speaker/topic in order to keep the program moving.
- A CRM ½ day tutoring session was discussed. Cathy will move forward on trying to arrange a study group.
- It is the goal to have all of the programs for each month completed by the end of September.

TREASURER REPORT:

- Bob supplied the board members with the Financial Report for 2007-2008 chapter year. Year-end balance was \$24,991.54.
- This month's money will be late from International due to a computer issue.
- Bob can print and supply invoices at the monthly meetings as needed.
- The donation to the Central Illinois chapter must be sent to the region that will then forward to Illinois. Yvonne will get that information for Bob.
- Bob needs to review how the chapter is coded under the IRS rules. Is the chapter a 501(c)?

MEMBERSHIP REPORT:

- Yvonne is not able to open the membership reports that she received from International. The President, President Elect and the Membership Director only receive these reports.
- The chapter currently stands at 81 members.
- Issues/concerns were discussed in regards on the language and marketing that is used by International to get individuals to join the local chapters. Yvonne stated that International has changed the literature and it is clearer than before.
- A suggestion was discussed to market for new membership at the Mock Trial in September. Some of the benefits to join the local chapter are networking and the monthly meetings.
- A new survey was completed in order to get information from the members on what they would like to see from the chapter as well as what topics are needed at the monthly meetings.
- Yvonne will monitor the membership database and make updates/corrections as needed. Dan will walk her through these changes several times as training.

NEWSLETTER REPORT:

- Newsletter distribution date will remain the same, two weeks prior to each meeting date.
- All materials will be due by the previous months meeting date in order to have sufficient time to get the newsletter completed. All material should be electronic.
- Each board member will be highlighted each month. Jim volunteered to go first for the October publication.
- The board would like a lot of publicity on the 40th anniversary. The web banner and the newsletter banner need to be similar to promote the 40th anniversary. Dan and Melissa will work on the banner.

COMMUNITY SERVICE REPORT:

- There are three items that Debbie has been investigating such as Very Merry Bears, The Choices Foundation, and a shred day for RIM month.
- Other ideas that we discussed were: charity walks or sponsorship of individuals that are doing the charity walks to at least get our chapter name on a T-shirt.
- Discussed teaming up with a TV station on a shred day that way the advertising is already completed by the TV station.

WEB SITE REPORT:

- Dan is currently testing the banner on the web. He is working diligently at getting the banner completed so that the commitment to the vendor sponsors can be supplied.
- Banners need to be specific in size. The banner can be programmed for items such as how long it is displayed and it can roll between vendors.
- Dan needs the commitment list of vendors from the previous seminars. Once this is completed what will happen to the vendor advertisement page that is currently on the website?
- Once the programs have been completed for the year, Dan will post this to the site. He may make it a calendar with links in order to give information about the topic/speaker.
- All of the board members need to review the “about us” page for updates.

EDUCATION REPORT:

No Report.

SEMINAR REPORT:

- Main focus has been with the Mock Trial coming up in September. Marty has sent out flyers and notice to ACC and ERC. This information also needs to be sent to AIM as well as the other ARMA chapters.
- Marty would like to focus the seminar around the topic of Records Litigation Hold with a follow up speaker in the field of IT that can provide insight on how to do a litigation hold through your IT systems.

MARKETING REPORT:

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SECRETARY REPORT:

- During the leadership training in July, it was discovered the Central Illinois Chapter lost a significant portion of their chapter funds during the Spring Seminar. The chapter is struggling because of this decrease in funds. The board members that attended the training discussed this and thought a donation would be in order. This was brought back to the board members and a vote was completed via e-mail.

Sheila made a motion via e-mail on 7/23/08 to donate \$1,000 to the Central Illinois ARMA Chapter to help replenish funds lost for Spring Seminar, Debbie seconded. All in favor, motion passed.

LIBRARY REPORT:

- Jim would like the chapter to get the library up and running this year. Keeping the information at Fireproof is a good idea because there are no charged for storage or delivery/retrieval fees. The only issue holding up the library is where/how these items will be delivered to the individual. One suggestion was a pick up/return policy to the monthly meetings.

PARKING LOT:

No Report.

NEW BUSINESS:

- Would like to ensure that all foldout ARMA signs are set up at the Mock Trial to promote membership.
- Bob has investigated some places that are possible to attend for lunch after the Mock Trial. This will be for the board members as well as the participants. The board talked about the pros and cons for two locations. It was decided that the Olde Summit Towne Restaurant would be the better choice since it could offer a private room and the expense was cheaper.

Marty made a motion to have the chapter provide lunch after the Mock Trial for the board members and the participants at the Olde Summit Towne Restaurant not to exceed \$250 in expenses, Debbie seconded. All in favor, motion passed.

Meeting Adjourned - Dan motioned to close the meeting, Bob seconded. Meeting adjourned at 4:28 pm.

Respectfully submitted
Sheila Campbell, Secretary