



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 16 JULY 2009

LOCATION: CONFERENCE CALL

ATTENDEES:

| BOARD MEMBERS: | | | | | |
|-----------------------------|-----------------|---|---------------------|----------------|---|
| Chairman of the Board | Jim Fielden | X | President | Kathy Clark | X |
| Vice President | Roger Hansen | X | Treasurer | Robert Eudy | X |
| Secretary | Sheila Campbell | X | Director-Seminar | Martin Susec | X |
| Director-Membership | OPEN | | Director-Newsletter | Dylan Williams | X |
| Director-Web Site | Dan Noonan | X | Director-Marketing | Adam Dombeck | X |
| Director-Community Services | Debbie Gantt | X | | | |
| OTHERS: | | | | | |
| Mike Johnson | Cathy Stanley | | | | |

Previous Action Items

None

Agenda Items

1. Review and approval of April 2009 meeting minutes (Sheila Campbell)

Meeting minutes for April were e-mailed to the board on June 16, 2009.

Jim made a motion to accept the April board meeting minutes as written. Dylan seconded the motion. All in favor, motion passed.

2. Team in Training Corporate Sponsorship (Adam Dombeck)

Adam has asked that we consider becoming a sponsor for the Team in Training for 2009. It would be a great way to get our organization recognized. We would use our local chapter logo for display on the shirts. The board will commit to sponsor but will also send out to the membership in case someone wants to sponsor Adam individually. It is tax deductible.

Adam made a motion for the Board to contribute \$1,000 to become a Bronze Medal Sponsor for the Team in Training for 2009. Dan seconded the motion. All in favor, motion passed.

3. Treasurer's report (Bob Eudy)

Bob will submit the 990 report to ARMA International this weekend since the due date is the end of July. The Board discussed the treasurer report: Beginning balance is \$21,249.83 for the 2009-2010 term.

Debbie made a motion to accept the Year End Treasurer's report. Jim seconded the motion. All in favor, motion passed.

4. 40th Anniversary Celebration (Mike Johnson)

A sub-committee of Mike Johnson, Cathy Stanley, Sheila Campbell, and Roger Hansen will develop a proposal for the 40th Anniversary Celebration event and submit it to the Board via email prior to the August Board meeting.

5. Membership Director (Kathy Clark)

- Recruitment
- Membership database updates
- Membership renewals

Kathy Clark will contact Kathy Beatty to see if she will accept the Membership Director Board position if other members will assist her with the responsibilities.

6. General Business

The Board discussed the amount of money along with different charities that the chapter may sponsor this year. The board decided that we will use 10% each year of the beginning savings balance to distribute in to the community. For the 2009-2010 year, that will be \$2,100 based on the treasury report. Currently we have committed to \$500 each year to Merry Berry Bears (see meeting minutes from 1-22-09).

Dan made a motion to contribute 10% of beginning savings per year to charity. Debbie seconded the motion. All in favor, motion passed.

Roger Hansen proposed having the membership present short topics at the membership meetings that will promote and advance their professional development, as well as share experiences and information related to records and information management.

All arrangements have been made for the Great Lakes Region Leadership Conference. Jim Fielden, Debbie Gantt, Sheila Campbell, Adam Dombeck, Cathy Stanley, and Dylan Williams will be attending the conference. Jim Fielden will prepare the Chapter "Highs and Lows" report prior to the conference.

The meeting was adjourned at 2:20 PM.

Action Items

| Assigned to | Item | Due by |
|-------------|---|--------|
| | Check with International to ensure that we are not violating policy for using our logo for the charity sponsorship. | |
| | Create an Administrative Letter outlining the decision to contribute 10% of beginning savings toward charity each year. | |

Next Meeting

August 21, 2009