



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 27 AUGUST 2009

LOCATION: CONFERENCE CALL

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Jim Fielden		President	Kathy Clark	X
Vice President	Roger Hansen	X	Treasurer	Robert Eudy	X
Secretary	Sheila Campbell	X	Director-Seminar	Martin Susec	
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

Assigned to	Item	Due by	Status
Adam Dombeck	Check with ARMA International to ensure that we are not violating policy for using our chapter logo for the charity sponsorship.	8/21/09	Completed
Kathy Clark	Create an Administrative Letter outlining the decisions to contribute 10% of beginning savings toward charity each year.	8/21/09	Completed
Dan Noonan	Add Team in Training information to the ARMA Columbus website with an additional link to Adam Dombeck's sponsorship site to enable the membership to donate to The Leukemia & Lymphoma Society.	8/21/09	Completed
Mike Johnson Cathy Stanley Sheila Campbell Roger Hansen	Develop a proposal for the 40 th anniversary Celebration event and submit it to the Board via email prior to the August Board meeting.	8/20/09	Completed
Kathy Clark	Contact Kathy Beatty to see if she will accept the Membership Director Board position if other members will assist her with the responsibilities.	8/21/09	

Agenda Items

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

Debbie made a motion to accept the July board meeting minutes as written. Dan seconded the motion. All in favor, motion passed.

2. Treasurer's report (Bob Eudy)

Reviewed the July to August expenditures. Due to some incorrect data surrounding the leadership conference, Bob needs to make a couple of updates.

Sheila made a motion to accept the treasury report with noted changes. Dylan seconded the motion. All in favor, motion passed.

A committee will be formed to help Bob create an accurate budget for the 2009-2010 term. This committee will review previous budget/spending history and make recommendations.

3. Marketing – Team in Training Sponsorship update (Adam Dombeck)

- Chapter logo – Logo has been received and has been forwarded to Adam.
- Website link – Dan has the link up and running
- Membership sponsorship – would like to have this mentioned at the September meeting.

Adam will review how many extra shirts that he may receive and could be given out as prizes at upcoming ARMA events.

4. Community Service report (Debbie Gantt/Adam Dombeck)

- Community Shred Day – May 1, 2010 10:00 am – 2:00 pm – Vendor will be Ohio Mobile Shredding. They would like us to use their facility at the airport exit. The Board discussed the pros and con's of using that location based on our membership needs. Another location that was discussed was Anderson's at Sawmill. The charity that we will use in conjunction with the shred day is Grandma's Gifts. Main collection is books. The Board wants to make sure that we will have limited labor involvement with both of these vendors.

Debbie will speak with Anderson's to see if they are willing to work with us.

Adam made a motion that we should work with Ohio Mobile and also Grandma's Gifts. The cost to the membership to shred will be 1 book donated for each box shredded. Debbie seconded the motion. All in favor, motion passed.

- CHOICES Annual Peacemaker Awards Luncheon – Will consider a monetary donation.

5. 40th Anniversary Celebration (Mike Johnson)

Celebration will be held at Dave & Buster's. Price is based on required 40 attendees. The attendees will be responsible for own alcoholic drinks. How much should the chapter subsidize verses how much should a member/non member contribute? All 40th celebration pins will only be distributed to members. This committee would like ideas/suggestions on special awards that can be presented.

Sheila made a motion that all members attending the 40th celebration will contribute \$10 each toward the cost and a nonmember will contribute \$15 toward the cost. Debbie seconded. All in favor, motion passed.

6. Programming report (Roger Hansen)

- Marty and Mike will do their ARMA International Conference presentation in September.
- Would like to have an eDiscovery Tools & Protocols presentation this spring.
- Would like to do several personal development and open it to several chapters allowing people to do a 15-20 minute presentation.
- A workshop – set up a problem and results would be deliverable on how to solve the issue.

7. 2010 Spring Seminar Topic: G.A.R.P. (Marty Susec)

No update.

8. Website report (Dan Noonan)

He still needs pictures to post on the website. Still need to get with Marty about the banner web for vendors from the seminar.

9. Newsletter report (Dylan Williams)

Getting content for the newsletter is a struggle. The letter from the President is a monthly article.

The board suggested putting a schedule of upcoming events in the newsletter. Discussed adding a report in the newsletter regarding a webinar from ARMA International's website.

10. ARMA Great Lakes Regional Leadership Conference Takeaways (Dylan Williams)

Review sheet with all of the takeaways. Will go over during the October meeting.

Board would like to see the survey results that are still in Yvonne's possession.

11. Membership Director report (Kathy Clark)

- Recruitment
- Membership database updates – Kathy will continue to update spreadsheet.
- Membership renewals

Kathy Beatty cannot accept the board position at this time.

12. General Business

AIEF Silent Auction in Orlando – Since this is not a requirement, the Board has elected not to contribute at this time.

Cathy Stanley will organize a Board Strategic Planning meeting in October.

The meeting was adjourned at 12:20 PM.

Action Items

Assigned to	Item	Due by
	A committee will be formed to help Bob create an accurate budget for the 2009-2010 term.	
Adam Dombeck	Review how many extra shirts that are going to be received from the Team in Training.	
Debbie Gantt	Contact Anderson's at Sawmill to see if they are willing to work with the chapter on a shred it day. Will they offer any sponsorship or incentives?	
Dan Noonan	Contact Marty regarding the banner web for vendors from the seminar.	
	Receive the results from the last survey that is still in Yvonne's possession.	
Cathy Stanley	Organize a Board Strategic Planning meeting in October.	

Next Meeting

September 17, 2009.