



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 25 FEBRUARY 2010

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	Leslie Kuhn	X	Director-Newsletter	Dylan Williams	
Director-Web Site	Dan Noonan	X	Director-Marketing	Adam Dombeck	X
Director-Community Services	Debbie Gantt	X			
OTHERS:					
None					

Previous Action Items

None

Agenda Items

1. Bob Eudy's retirement from SERS

- Treasurer's position - Bob will finish his term.
- Meeting location - A new location will need to be found. We like to have a permanent site but the Board may need to rotate hosting meetings if possible. Next meeting date where a location is needed will be in April.
- Bob has items that need to distribute to other team members. Most will go to the Marketing Director. Other items such as baskets and such Bob will donate to his church.

2. Review and approval of previous meeting minutes (Sheila Campbell)

Dan made a motion to accept the January meeting minutes as written. Bob seconded the motion. All in favor, motion passed.

3. Treasurer's report (Bob Eudy)

Sheila made a motion to accept the January treasurer's report as written. Debbie seconded the motion. All in favor, motion passed.

4. Marketing and Community Service reports (Debbie Gantt / Adam Dombeck)

- Shred Day 2010 Update - Discussed the avenues for publicity for the Shred Day event. See attachment B. Since the biggest costs of this event is advertising the Board discussed amounts that are associated with each item.

To Be Completed Items: Website post - Dan

E-mail blast to membership - Sheila

Post to craigslist - Debbie

Post to Records listserv - Dan

Flyers distributed and posted - Board

Signs completed - Adam

Cable, radio and paper - Adam

Roger made a motion to allow the Marketing and Community Service Directors to use up to \$500 for items needed for the Shred Day event. Bob seconded the motion. All in favor, motion passed.

5. Programming report (Roger Hansen)

- Since the February meeting has been cancelled, the April meeting will no longer be about presentations.
- Roger was curious how many people were able to get into the presentation by OhioERC. If there is not a high population of ARMA members, can we use the presentation overview as the April meeting subject?
- A TV station will be present at the first Columbus OhioERC presentation and will film it for their website.

6. 2010 Spring Seminar Topic: G.A.R.P. (Marty Susec)

- Marty is working on getting agreements between speakers and sponsors.
- Has completed sponsorship levels. Will approach approximately 15 companies requesting sponsorship.
- Gathering material from the speakers to review so that we can begin advertising.
- Date is May 6th at Ashland. There is a capacity restriction of 72 people for the room that we have reserved. Food cost will be approximately \$7.00 per person.

7. Website report (Dan Noonan)

- Discussed banner advertising with Marty in regards to the seminar.
- Do we want a face book presence? Dan will investigate how to open one for a business instead of personal.

8. Newsletter report (Dylan Williams) - None

9. Membership Director report (Leslie Kuhn)

- There are three or four new members this month. Leslie will compile and distribute an e-mail with the new names.
- Received new membership competition from International.

10. General Business

- By-laws (Dan Noonan) - Suspended until the April membership meeting.

Action Items

Assigned to	Item	Due by
Jim	Comment about the January meeting sent for distribution. Distribute to membership.	
Membership	Post the By-Law for membership review.	April 20
Leslie	Send out e-mail to the Board to confirm schedule for January.	
All	T-shirts ordered for Shred Day 2010	

Next Meeting

TBD