



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 16 MARCH 2011

LOCATION: CONFERENCE CALL

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Kathy Clark	X	President	Roger Hansen	X
Vice President	Debbie Gantt	X	Treasurer	Kevin Gartrell	X
Secretary	Sheila Campbell		Director-Seminar	Janice Redman	X
Director-Membership	Leslie Kuhn		Director-Newsletter	Dylan Williams	
Director-Web Site	Dan Noonan	X	Director-Marketing	Adam Dombeck	X
Director-Community Services	Cynthia Hansen	X			
OTHERS:					

AGENDA ITEMS

Meeting was called to order by Roger at 12:02pm.

REVIEW/APPROVE MEETING MINUTES:

Postponed until next meeting

REVIEW/APPROVE TREASURER'S REPORT:

February report was reviewed this month. Only activity was \$240 added from membership dues. Total balance at month end closing was \$16,740.30.

Jan made a motion to pass the February treasurer's report as written. Debbie seconded the motion. All in favor, motion passed.

EDUCATION PLAN 2010-2011:

Seminar – Discussed prices for two individual sessions vs. full day. Also discussed how we would need to do mass marketing in order to really draw a crowd. Cynthia is continuing to work on a brochure.

Monthly Meetings – For March we have 2 webinars then for April, Marty Susec will be speaking on Applying GARP to the Cloud.

WEBSITE ISSUES:

Dan is continuing to work with ARMA International on hosting solutions.

MEMBERSHIP: No Report.

COMMUNITY SERVICE: No Report.

NEWSLETTER: No Report

MARKETING:

The board discussed that we really need to market the seminar.

OPEN TOPIC DISCUSSION:

Kevin asked about how to handle a request for meeting refunds if paying by PayPal and unable to attend. It was decided for this incident, we would offer that person another registration to a future meeting. We will also bring up this topic at April's board meeting.

Roger reminded us that Elections are coming soon. Kathy is in charge of that process but Roger will determine who is up for nomination.

Cynthia made a motion to adjourn the meeting at 12:48 p.m. Kevin seconded the motion. All in favor, motion passed and meeting adjourned.

NEXT MEETING: 4/21/2011

NEW ACTION ITEMS

Assigned to	Item	Due by	Status
Dan	Continue discussion with International the specifics of moving our website.	Ongoing	
Board	Discuss how to handle cancellations and refund requests for meetings/seminars.	April Mtg.	

**ARMA Columbus Chapter Financial Report
March 16, 2011**

Account	Date	Type	Check #	Name	Memo/Description	Opening/Closing	Amount
1011 Huntington Checking						Opening Amount	16,500.30
	2/15/2011				February Meeting Electronic Payments Assoc of Records	4090 Membership Dues	240.00
						Closing Amount	16,740.30

Kevin Gartrell