



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 21 APRIL 2011

LOCATION: INTELLINETICS

ATTENDEES:

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

ACTION ITEMS

Assigned to	Item	Due by	
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.	

AGENDA ITEMS

Meeting was called to order by Roger at 1:55pm.

REVIEW/APPROVE MEETING MINUTES:

Postponed until next meeting

REVIEW/APPROVE TREASURER'S REPORT:

Reviewed financials from March. There were no questions. Total balance at month end closing was \$16,629.30.

Sheila made a motion to pass the March treasurer's report as written. Cindy seconded the motion. All in favor, motion passed

EDUCATION PLAN 2010-2011:

Seminar – Gave update on the status of the seminar. Currently have 3 sponsors, IKON for printing needs only, Cintas and Fireproof as Gold sponsors. I have sent out many e-mails to 25 different vendors with no response, not even from Iron Mountain. The board will see if Marty can contact anyone from Iron Mountain. Also some discussion that maybe we have received responses but my e-mail at work has blocked them. I will send Debbie the information and have her send it to the masses.

WEBSITE ISSUES:

Dan is continuing to work with ARMA International on hosting solutions. The board would like to see a sketch of the look/feel in case we want to ask International to “change” anything. There will be a lot of time and some financial cost to the migration.

Jan made a motion to put \$500 toward the migration of the website. Kevin seconded the motion. All in favor, motion passed.

MEMBERSHIP:

The board discussed the issue of not having a centralized database for membership. When a new report is received from International, all expired members are no longer listed. We would still like to send them the information of each monthly meeting. Leslie is going to send Dan the most recent version and he are going to try and get something established that will allow us to keep those members.

COMMUNITY SERVICE:

The board received an invitation to attend the Memorial Tournament due to our contributions to Children’s Hospital. Attendee has not yet been determined.

NEWSLETTER: No Report

MARKETING: No Report

OPEN TOPIC DISCUSSION.

Open board positions for the 2011-2012 season are as follows:

- Vice President
- Director, Website
- Director, Membership
- Treasurer
- Secretary

Dan made a motion to adjourn the meeting at 2:10 p.m. Kevin seconded the motion. All in favor, motion passed and meeting adjourned

NEXT MEETING: No meeting for May, enjoy the Spring Seminar

**ARMA Columbus Chapter Financial Report
April 21, 2011**

Account	Date	Type	Check #	Name	Memo/Description	Opening/Closing	Amount
1011 Huntington Checking						Opening Amount	16,740.30
	3/14/2011	Deposit			March Meeting Electronic Payments Assoc of Records	4090 Membership Dues	20.00
	3/18/2011	Deposit			March Meeting Payments Assoc of Records	4090 Membership Dues	115.00
	3/7/2011	Payment	1366	Great Lakes Region	Chapter Assessments		-246.00
						Closing Amount	16,629.30

Kevin Gartrell