



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 11 AUGUST 2011

LOCATION: PANERA BREAD, CLINTONVILLE

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Roger Hansen	X	President	Debbie Gantt	X
Vice President	Deb Voronkov	X	Treasurer	Kevin Gartrell	X
Secretary	Sheila Campbell	X	Director-Seminar	Janice Redman	X
Director-Membership	Mandy Porcher		Director-Newsletter	Vacant	
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 Debbie at 2:54 p.m.

Review/Approve Meeting Minutes:

June 29th meeting minutes were sent via e-mail prior to meeting. Everyone stated that they had time to review the minutes.

Deb V. made a motion to approve the meeting minutes as written. Kevin seconded the motion. All in favor, motion passed.

Review/Approve Treasurer's Report:

It was discovered that the PayPal account had items that were not yet moved into the bank account. Kevin was able to complete this task then gave a detailed report on the seminar earnings.

Roger would like Kevin to review items from September through December 2010 in PayPal. There are no payments recorded for those months.

The board discussed creating a template for the treasurer report. Kevin will review QuickBooks and see if there is template there that he can use.

Roger made a motion to approve June and July financial report as submitted. Dan seconded the motion. All in favor, motion passed.

Education:

Discussed meetings and locations along with ways that the board can get more people to the monthly meetings. These are the items that were agreed upon:

- Look for different areas to hold the meetings to try and get different people in attendance.
- Will stay on 3rd Thursday of the month but may alter times between mornings, afternoon, evening to attract different individuals. Deb will survey membership to get input. Debbie will send Deb the old survey result from several years ago as a starting point.
- Will review student rates to entice college students to attend.

The board discussed several ways to offer scholarships to help with education costs for items such as CRM exams or toward industry classes.

Upcoming meetings:

September – CRM panel. Dan will do a short demo of new site prior to meeting.

October – Six Sigma

November – e-Discovery

March or April – Tour of Federal Records Center

Website:

Dan is still waiting on International to discuss the e-commerce issues. If nothing is completed shortly, membership will need to pay at the door for meetings.

Dan passed out the users log on and passwords to the website and also our e-mail account. The board discussed having a “President’s blog.”

Still waiting to see if the site will have a member’s only section. The board is still discussing what we would put on that page.

Miscellaneous Discussion Topics:

The board discussed the current opening in the Newsletter Director. The board is still undecided on whether that position will stay as is, change to an Education Director, or be a Director At Large. More discussion will follow.

The board discussed sending Roger to International this year instead of Debbie. Currently, Debbie’s employer has already paid her expenses for the conference. Roger was not able to attend last year when he was president.

Dan made a motion to send Roger to International conference in 2011. Kevin seconded the motion. All in favor, motion passed.

Discussed the issue of International's requirement for Member of the Year and Leader of the Year. We have Chapter awards being Member of the Year which was given to a board member and Unsung Hero which was also given to a board member. International states that Member of the Year should NOT be a board member. Cynthia mentioned that other chapters did the same thing this year and there was a lively debate at our Regional Leadership Conference last month. The issue is having members get involved enough to warrant an award. In addition, International does not recognize more than one person in each slot so the fact that our chapter had a tie this year was an issue. The board discussed that for the next election, we needed to start on the process earlier and define a slate of candidates for the members to

vote on. If a tie happens, the board or Chairperson of the elections committee can break the tie. We will continue discussions at a future meeting as we get closer to the election process.

Open Topics:

Roger mentioned that International has provided 11 training modules for board members to take to learn Personal Leadership Skills. Some chapters are requiring their board members to complete this. The training is offered on International's Leadership webpage and is free to board members.

Kevin motioned to adjourn the meeting at 4:20. Adam seconded the motion. All in favor, motion passed and meeting adjourned.

NEXT MEETING: SEPTEMBER 15, 2011