



# ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 15 DECEMBER 2011

LOCATION: WESTERVILLE RECREATION CENTER, BUCKEYE B ROOM

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	
Director-Community Services	Cynthia Hansen	X			
OTHERS:					

## AGENDA ITEMS

Meeting was called to order by Debbie at 12:42 p.m.

### Review/Approve Meeting Minutes:

August and November meeting minutes were reviewed. There were no changes.

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

### Review/Approve Treasurer's Report:

Kevin report that everything is working fine with Quicken which costs \$10 a month to use in conjunction with Huntington Bank. The Treasurer's report was reviewed with no changes.

*Sheila made a motion to approve August - November financial reports 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.

Upcoming meetings:

January – Terri Douglas, Six Sigma

February - Unsure

March - Tour of Dayton Records Center  
April – SharePoint Seminar  
May – Spring Seminar

**Membership Director:**

Mandy received a new position and will continue her affiliation with ARMA. We need to recruit a new director.

Mike J. has all of our pins that we could be handing out to new attendees. Debbie will contact him in order to collect them.

**Community Service:**

There were several ways that was discussed to increase participation for the Merry Bears drive. One item that stood out was to start earlier within the year.

Currently putting together items and taking donations to put into a basket to raffle off for a chapter member. Would like to raffle this item off at the Spring Seminar.

There was a discussion surrounding how much to donate to Children’s Hospital.

*Roger made a motion to donate \$250 to Children’s Hospital. Jan seconded the motion. All in favor, motion passed.*

**Website:**

Dan is still waiting on International to discuss the e-commerce issues. International has at least given him permission to discuss with IT developers.

**Seminar:**

Will continue with the 2 speaker format. The board discussed getting the subcommittee together to begin solicitation for sponsors and for marketing. Would like to be able to sell the lunch to a sponsor who could give a quick demo during the lunch period. Sheila was nominated to serve on the subcommittee.

Proposed speakers: Brian Tribeck on Privacy  
Still reviewing possible speakers.

**Open Topics:**

The discussion surrounding doing CRM morning meetings was discussed again. Roger committed to 2 months trial. He would like to work with Adam on marketing.

*Dan motioned to adjourn the meeting at 1:40pm. Kevin seconded the motion. All in favor, motion passed and meeting adjourned.*

*Jan made a motion to approve April and May financial report once check number 1380 has been reassigned to Debbie Gantt. Dan seconded the motion. Motion passed.*

**NEXT MEETING**

January 19, 2012

**ACTION ITEMS**

ASSIGNED TO	ITEM	DUE BY
Sheila	Check on bus for March tour	
Sheila	Contact SERS about meeting space	
Roger	Work with Adam on Marketing CRM coffee	

**AUGUST FINANCIAL REPORT**

DATE	TYPE	PAYEE/DESCRIPTION	MEMO	DEBIT/CREDIT	STARTING AMOUNT
8/1/2011					\$18,199.19
8/1/2011		Holiday Inn Dayton		-234.00	17,965.19
	Check	6360 Conference Costs	Debit (-)		
8/1/2011		Holiday Inn Dayton		-234.00	17,731.19
	Check	6360 Conference Costs	Debit (-)		
8/1/2011		Holiday Inn Dayton		-234.00	17,497.19
	Check	6360 Conference Costs	Debit (-)		
8/1/2011		Holiday Inn Dayton		-234.00	17,263.19
	Check	6360 Conference Costs	Debit (-)		
8/15/2011		Huntington Bank		-10.00	17,253.19
	Check	1031 Bank Service Charge			
8/15/2011		ASSOC of Records MO escro		140.00	17,393.19
	Deposit	4090 Membership Dues	electronic payments		
8/19/2011	1387	Great Lakes Region of ARMA International		-40.00	\$17,353.19
	Check	6350 Meals and Entertainment	Dayton Dinner (-)		Ending Balance

**SEPTEMBER/OCTOBER FINANCIAL REPORT**

DATE	TYPE	PAYEE/DESCRIPTION	DEBIT/CREDIT	STARTING AMOUNT
				\$17,353.19
9/13/2011		Intuit (Quick Books)	<b>-215.73</b>	17,137.46
	Check	6510 Website Expense	Debit (-)	
9/15/2011		Huntington Bank	<b>-10.00</b>	17,127.46
	Check	1031 Bank Service Charge	Debit (-)	
9/16/2011		ASSOC of Records MO escro	<b>145.00</b>	17,272.46
	Deposit	4090 Membership Dues	Credit (+)	
9/19/2011		Monthly Meeting Income	<b>175.00</b>	17,447.46
	Deposit	4080 Monthly Meetings	Credit (+)	
9/19/2011		Office Max	<b>-16.60</b>	17,430.86
	Check	6552 Supplies	Debit (-)	
9/20/2011		ARMA International	<b>-999.00</b>	16,431.86
	Check	Registration Fee for Conference	Debit (-)	
9/26/2011	1388	Deborah Voronkov	<b>-81.25</b>	\$16,350.61
	Check	6330 Monthly Meeting Expense	Debit (-)	Ending Balance

**ARMA GREATER COLUMBUS MINUTES DECEMBER 15, 2011**

DATE	TYPE	PAYEE/DESCRIPTION	DEBIT/CREDIT		STARTING AMOUNT
					\$16,350.61
10/12/2011		ASSOC of Records MO escro		180.00	16,530.61
	Deposit	4090 Membership Dues	Credit (+)		
10/17/2011		Huntington Bank		-10.00	16,520.61
	Check	1031 Bank Service Charge	Debit (-)		Ending Balance

**NOVEMBER FINANCIAL REPORT**

DATE	TYPE	PAYEE/DESCRIPTION	DEBIT/CREDIT		STARTING BALANCE
					16,520.61
11/15/2011		Huntington Bank		-10.00	16,510.61
		1031 Bank Service Charge	Debit (-)		
11/17/2011		ASSOC of Records MO escro		40.00	16,550.61
	Deposit	4090 Membership Dues	Credit (+)		
11/17/2011	1389	Deborah Voronkov		-135.00	16,415.61
	Check	6330 Monthly Meeting Expense	Debit (-)		
11/17/2011	1391	Deborah Voronkov		-220.59	16,195.02
	Check	6330 Monthly Meeting Expense	Debit (-)		
11/21/2011		Monthly Meeting Income		-195.00	16,390.02
	Deposit	4080 Monthly Meetings	Credit (+)		
11/21/2011		Chapter Website Refund		83.33	16,473.35
	Deposit	7031 Other Income	Credit (+)		

ARMA GREATER COLUMBUS MINUTES DECEMBER 15, 2011

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DATE	TYPE	PAYEE/DESCRIPTION	DEBIT/CREDIT	STARTING BALANCE
11/21/2011		Office Max	-15.00	16,458.35
	Credit Card	6552 Supplies	Debit (-)	
11/21/2011	1390	Florist	-45.98	16,412.37
	Check	8010 Miscellaneous Flowers for Melissa Roach	Debit (-)	Ending Balance