



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 16 FEBRUARY 2012

LOCATION: OPERS

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Roger Hansen	X	President	Debbie Gantt	X
Vice President	Deb Voronkov		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 G. at 1:11 pm.

Review/Approve Meeting Minutes:

Meeting minutes from January will be reviewed at next week's meeting.

Review/Approve Treasurer's Report:

Kevin reviewed the January Treasurer's Report. The board had a couple of questions relating to the December rental fees.

Jane made a motion to approve January financial reports as submitted. Sheila seconded the motion. All in favor, motion passed.

Education:

Next month is the Dayton tour. The board discussed transportation options. The decision was made to get the smaller bus for transportation. We will meet off of Rome Hilliard Road on the west side of town. We will discuss in more detail at a special board meeting next week.

The chapter meeting planned for April will evolve around SharePoint.

Membership Director: - No Report.

Community Service:

We are not going to do a shred day event this year. The Board for the 2012-2013 chapter year will review for that year.

Website:

Dan is still discussing the issues we face with ARMA International. Trevor is supposed to have some resolutions to Dan tomorrow for review. The board is concerned about the length of time and the every growing need to be able to register and pay through the website. There needs to be something completed and ready prior to the Spring Seminar date.

Seminar:

Jan gave an update on the seminar. The board discussed the possibility of hosting the seminar at OPERS. Below is outline of decisions, discussions, and action items relating to the seminar.

Seminar date: May 24, 2012 Confirmed speakers: Jim Coulson and Brian Tretick

Sheila motioned to offer speakers at least \$1,500 and no more than \$2,500 for speaker fees in addition to travel cost. Seminar fees will be \$149 early bird registration, \$189 thereafter for both sessions. One session will be \$99 regardless of registration date. Cindy seconded the motion. All in favor, motion passed.

Sheila is to review room availability, hotel cost, parking cost and get catering cost by end of next week.

Debbie G. will begin soliciting bags and look for speaker gifts.

Marketing:

We need to market the CRM & Coffee series which will be held on 4-12-12 at the Pandora at Easton. The board also discussed the Library Career Night. Dan, Roger and Cindy will attend this event to represent our organization.

Adam motioned to adjourn the meeting at 2:09pm. Kevin seconded the motion. All in favor, motion passed and meeting adjourned.

NEXT MEETING: MARCH 15, 2012