



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 19 APRIL 2012

LOCATION: CONFERENCE CALL/ EMERSON NETWORK POWER - LIEBERT CORPORATION

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		Director-Seminar	Janice Redman	
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 Gantt at 12:56 pm.

Review/Approve Meeting Minutes:

Roger Hansen motioned to approve the board meeting minutes for January 19, 2012; February 16th and February 28th. Kevin Gartrell seconded the motion and it was passed.

Review/Approve Treasurer's Report:

Kevin reviewed the February and March 2012 Treasurer Reports. There were no changes. Adam made a motion to approve February and March financial reports as submitted. Roger seconded the motion. All in favor, motion passed.

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$16,517.74
2/15/2012		ASSOC of Records MO escrow		220.00	16,737.74
	Deposit	4090 Membership Dues	Credit (+)		
2/15/2012		Huntington Bank		10.00	16,727.74
	Check	1031 Bank Service Charge Prior Month	Debit (-)		
2/21/2012		Monthly Meeting Income		145.00	16,872.74
	Deposit	4080 Monthly Meetings	Credit (+)		
2/21/2012	1396	Shelia Campbell		47.86	16,824.88
	Check	6330 Monthly Meeting Expense Refreshments	Debit (-)		
2/23/2012	1395	Debbie Gantt		29.96	\$16,794.92
	Check	6330 Monthly Meeting Expense	Debit (-)		Ending Balance

Figure 1: February 2012

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$16,794.92
3/5/2012		Monthly Meeting Income		10.00	16,804.92
	Deposit	4080 Monthly Meetings	Credit (+)		
3/14/2012		ASSOC of Records MO escrow		100.00	16,904.92
	Deposit	4090 Membership Dues	Credit (+)		
3/15/2012	1401	Debbie Gantt		89.90	16,815.02
	Check	6330 Monthly Meeting Expense Refreshments	Debit (-)		
3/15/2012	1401 con't	Debbie Gantt		100.00	16,715.02
	Check	6330 Monthly Meeting Expense Bus Tip	Debit (-)		
3/15/2012		Huntington Bank		10.00	16,705.02
	Check	1031 Bank Service Charge Prior Month	Debit (-)		
3/16/2012	1397	Dan Noonan		562.38	16,142.64
	Check	6510 Website Expense	Debit (-)		
3/16/2012	1398	Deborah Voronkov		28.49	16,114.15
	Check	6330 Monthly Meeting Expense Refreshments	Debit (-)		
3/16/2012	1400	Deborah Voronkov		18.40	16,095.75
	Check	6330 Monthly Meeting Expense Gift Card	Debit (-)		
3/20/2012		Monthly Meeting Income		260.00	16,355.75
	Deposit	4080 Monthly Meetings	Credit (+)		
3/22/2012		Non-PIN Purchase		1.95	16,353.80
	Check	8010 Miscellaneous	Debit (-)		
3/23/2012		Non-PIN Purchase		1.95	\$16,351.85
	Check	8010 Miscellaneous	Debit (-)		Ending Balance

Figure 2: March 2012

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

Education: - No report.

Membership Director: - No report.

Website:

Dan Noonan gave a report on the state of the website. The goal is to have a chapter meeting registration prior to the Spring Seminar. Discussion also took place on utilizing the Zoomerang account for elections and awards.

Community Service:

Cindy Hansen discussed the success of the Kent State Library Career Event. They were able to pass out some ARMA chapter handouts.

Fireproof is having a Shred day on April 28, 2012 from 8-12.

Seminar:

Discussion took place on seminar sponsors, speakers and vendor bags.

Dinner will take place for the speakers and board members on May 23rd at Oscars.

Marketing: - No report.

Open Topics:

Discussion took place on CRM and Coffee workshop.

Roger Hansen discussed the current slate for elections. Open positions include community service, vice president, membership and treasurer.

The Institute of Certified Records Managers has come out with a new CRM tool and is giving a break to ARMA chapters. The board will research the details prior to making a purchasing decision. Discussion also took place on a scholarship for Part 5 of the CRM examination.

Cindy Hansen made a motion to adjourn at 1:52. Kevin Gartrell seconded. All in favor, motion passed and meeting adjourned.