



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 28 JUNE 2012

LOCATION: CONFERENCE CALL

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	
Director-Community Services	Cynthia Hansen				
OTHERS:					

AGENDA ITEMS

Meeting was called to order by Debbie G. at 12:00 pm.

Review/Approve Meeting Minutes:

Meeting minutes were sent out to the team for review. There were no changes.

Jane made a motion to approve April and May meeting minutes as written. Kevin seconded the motion. All in favor, motion passed.

Review/Approve Treasurer's Report:

Kevin reviewed May Treasurer's Report. There were no changes.

ARMA GREATER COLUMBUS MINUTES JUNE 28, 2012

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$19,192.41
5/8/2012		PayPal Transfer		672.68	19,865.09
	Deposit	6339 Spring Seminar Conference	Credit (+)		
5/11/2012		Seminar Sponsors		2,500.00	22,365.09
	Deposit	6339 Spring Seminar Conference	Credit (+)		
5/14/2012		PayPal Transfer		183.22	22,548.31
	Deposit	6339 Spring Seminar Conference	Credit (+)		
5/15/2012		Huntington Bank		10.00	22,538.31
		1031 Bank Service Charge Prior Month	Debit (-)		
5/22/2012		ASSOC of Records MO escrow		140.00	22,678.31
	Deposit	4090 Membership Dues	Credit (+)		
5/24/2012		Oscars		366.37	22,311.94
		6350 Meals and Entertainment	Debit (-)		
5/25/2012		PayPal Transfer		903.18	23,215.12
	Deposit	6339 Spring Seminar Conference	Credit (+)		
5/25/2012	1404	American Interstate		9.00	23,206.12
	Check	6351 Travel Bus Ride to Dayton	Debit (-)		
5/29/2012	1408	Brian Tretick		1,800.00	21,406.12
	Check	6340 Seminar Expense Speaker Fee	Debit (-)		
5/29/2012	1410	Janice Redman		113.20	21,292.92
	Check	6340 Seminar Expense Speaker's Gifts	Debit (-)		
5/29/2012	1411	Debbie Gantt		15.48	21,277.44
	Check	6340 Seminar Expense Name Tags	Debit (-)		
5/29/2012		Hyatt Place Columbus		135.55	21,141.89
		6340 Seminar Expense Hotel Room	Debit (-)		
5/29/2012		Hyatt Place Columbus		135.55	\$21,006.34
		6340 Seminar Expense Hotel Room	Debit (-)		Ending Balance

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

Education: - No report.

Membership Director: - No report.

Community Service: - No report.

Website: - No report.

Seminar:

The board discussed the final report and figures that have been gathered. Dan is looking at online registration to see if he can get a more information on number of attendees. We are aware that there were 3 refunds, 1 for \$10, 1 for \$99 and 1 for \$149.

Kevin is supposed to get Dan a list of individuals that were walk ins that did not register online to help with this report.

Debbie G. and Kevin will meet in July to finish the International reports for submission.

Marketing: - No report.

Open Topics:

Regional Leadership Conference – Clarification was made that the chapter will financially cover the social event for all members attending. Nonmembers will need to pay at their own expense.

There may be a short meeting in July at the conference since 6 board members will be in attendance. Deb V. will make that announcement.

International Conference – Two years ago, the chapter did not send the President to the International Conference. The board discussed this approximately 1 year ago and agreed then to send two individuals this year if needed. The board agreed to send the current President along with Debbie G. to conference in September.

Sheila motioned to send Debbie G. as an additional attendee to International Conference in 2012. Jane seconded the motion. All in favor, motion passed.

To Do List: - Create policy for issuing refunds
Revise By-Laws to reflect recent vote
Schedule CRM & Coffee for August

Kevin motioned to adjourn the meeting at 1:05pm. Dan seconded the motion. All in favor, motion passed and meeting adjourned.