



# ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 16 AUGUST 2012

LOCATION: RBAR, COLUMBUS, OH

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Debbie Gantt	X	President	Deb Voronkov	X
Vice President	Martin Susec	X	Treasurer	Kevin Gartrell	X
Secretary	Sheila Campbell		Director-Community Services	Dan Gonzalez	X
Director-Education	Kim Perdeu	X	Director-Marketing	Adam Dombeck	
Director-Membership	Sue Duffy		Director-Seminar	Mark Wilson	
Director-Web Site	Dan Noonan	X			
OTHERS:					

## AGENDA ITEMS

Meeting was called to order by Deb V. at 4:30 pm.

### Treasurer's Report:

Kevin reviewed the June 2012 Treasurer Reports.

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$21,006.34
6/7/2012	1405	ARMA Great Lakes Region		385.00	20,621.34
	Check	6161 Chapter Assessment	Debit (-)		
6/12/2012	1412	Brian Tretick		114.31	20,507.03
	Check	6340 Seminar Expense	Debit (-)		
6/13/2012	1416	Sanese Services Inc.		903.91	19,603.12
	Check	6340 Seminar Expense	Debit (-)		
6/13/2012	1413	Spring Seminar Refund		149.00	19,454.12
	Check	6580 Spring Seminar Refund Autumn Gollob	Debit (-)		
6/14/2012	1414	Spring Seminar Refund		99.00	19,355.12
	Check	6580 Spring Seminar Refund Kathy Bashaar	Debit (-)		
6/15/2012		ASSOC of Records MO escrow		140.00	19,495.12
	Deposit	4090 Membership Dues	Credit (+)		
6/15/2012		Huntington Bank		10.00	\$19,485.12
		1031 Bank Service Charge Prior Month	Debit (-)		Ending Balance

**Monthly Meetings Theme:**

The board discussed having a theme for the year of back to the basics in Records Management. The thought was to identify speakers and a panel discussion around a given topic each month. Education will then be directed at the chapter in advance of the meeting with articles and MER on Demand topics targeted to the monthly theme. This will give the membership a way to be more interactive.

Proposed topics include:

1. Records Management Policy - Guidelines and Policy – eCommunications
2. Retention Schedule
3. Communication
4. Litigation Hold
5. Compliance – Auditing
6. Disposition, Records Storage, Migration and Conversion
7. Preservation

**Meeting Times and Locations:**

Kim Perdew will look into the option of utilizing Nationwide Offices downtown to host the monthly meetings. We will keep the third Thursday of the month in the afternoon as the meeting time. The board felt that keeping a consistent meeting location and time would be the most beneficial. Kim will also look into the logistics of parking validation with the thought that the chapter can pay for the validation as part of the meeting fees.

**Membership:**

Marty proposed the idea of identifying all 099 members – members that do not have a chapter designation and for the first year; offer to waive the chapter fee. Kevin will look into how much the chapter fees are, what percentage of that we get back from international and also how much the region assessments are and get a report back to the board for the September meeting.

We will ask Sue Doud to go through the 099 report and identify potential members within Franklin County. This will give us a pool to identify the financial impact. The potential benefit will be that once we pay for the complimentary first year for the chapter, they will get our communications, hopefully engage and become active members and then ARMA international will include the chapter in their invoice for the next year's dues.

**To Do Items:**

- **Marty Susec** – Refine meeting topics and start to arrange speakers and panels. Reach out to vendors for potential sponsorship of meetings. Align vendors with meeting topics.
- **Kim Perdew** – Identify meeting locations and parking at Nationwide as well as catering options. Get back with finances so we can set a meeting budget. Kim will also start to research articles to go along with meeting topics.
- **Kevin Gartrell** – Identify the cost of and reimbursement from International of Columbus Chapter Membership, as well as time lines and region assessment information.
- **Sue Duffey** – Sue will need to go through the 099 report and identify any potential chapter members within Franklin County for communication around potentially first year free chapter membership.
- **Adam Dombeck** – Build marketing plan to correspond with meeting topics. Begin to identify local publications where we can publish content in line with meetings. Also, create a business card for ARMA Columbus that lists the Twitter, Facebook and LinkedIn and Website addresses.
- **Dan Noonan** – Bylaws. Dan will draft a new version of the chapter Bylaws.
- **Deb Voronkov** – Coffee and CRM, I will get some dates and time on the calendar for this and set this up with the chapter CRMs. Look into availability of MER on Demand option to coordinate with meeting themes. Get material and resources together for other board members.

*Meeting adjourned @ 7:00pm*