



ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: 15 NOVEMBER 2012

LOCATION: JONES DAY, COLUMBUS, OH

ATTENDEES:

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

AGENDA ITEMS

Meeting was called to order by Martin Susec at 1:00 pm.

Review/Approve Meeting Minutes:

No minutes were approved from the last meeting as the Chapter did not have a meeting in October.

External Newsletters/Articles: The Chapter moved and approved that for all requests to distribute external newsletters and/or professional articles to be reviewed by Kim Perdew (Director – Education) and then submitted to Dan Noonan (Director Web Administration) for posting on the Chapter website.

ARMAGC’s Use of Social Media: The Chapter moved and approved that Adam Dombeck, as Director - Marketing, shall refresh our profile for Facebook, LinkedIn and Twitter.

Review/Approve Treasurer’s Report:

Kevin reviewed the September and October 2012 Treasurer Reports which we subsequently approved by the Board.

ARMA GREATER COLUMBUS MINUTES NOVEMBER 15, 2012

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$16,425.82
9/14/2012		ASSOC of Records MO escrow		220.00	\$16,645.82
	Deposit	4090 Membership Dues	Credit (+)		
9/17/2012		Huntington Bank		10.00	16,635.82
		1031 Bank Service Charge Prior Month	Debit (-)		
9/24/2012		Monthly Meeting Income September		80.00	16,715.82
	Deposit	4080 Monthly Meeting	Credit (+)		
9/24/2012	1423	Martin Susec Refreshments		61.72	16,654.10
	Check	6330 Monthly Meeting Expense	Debit (-)		
9/25/2012	1420	Panera Bread Refreshments		87.17	\$16,566.93
	Check	6330 Monthly Meeting Expense	Debit (-)		Ending Balance

Figure 1: September 2012 Financial Report

Date	Type	Payee/Description	Debit/Credit	Amount	Starting Balance
					\$16,566.93
10/11/2012		Intuit (Quick Books)		233.02	16,333.91
	Deposit	6510 Website Expense	Debit (-)		
10/15/2012		Huntington Bank		10.00	16,323.91
		1031 Bank Service Charge Prior Month	Debit (-)		
10/17/2012		ASSOC of Records MO escrow		140.00	16,463.91
	Deposit	4090 Membership Dues	Credit (+)		
10/22/2012		Monthly Meeting Income October		115.00	\$16,578.91
	Deposit	4080 Monthly Meeting	Credit (+)		Ending Balance

Figure 2: October 2012 Financial Report

New Business:

- We discussed the location/inventory/access to the Chapter Library.
- We discussed the roles and responsibilities of our board members

Meeting adjourned @ 2:00pm