

ARMA Greater Columbus Ohio Chapter Board Meeting – 8-15-2013, 5:30pm, Buca di Beppo

Attendance

1.	Deb Voronkov, Chairperson of the Board	X	6.	Mark Wilson, Director - Seminar		11.	Director – Community Service	
2.	Marty Susec, President	X	7.	Sue Duffy, Director - Membership				
3.	Brian Hannan, President Elect	X	8.	Kim Perdew, Director - Education	X			
4.	Kevin Gartrell, Treasurer	X	9.	Jeremy Graham, Director - Web Site	X			
5.	Sheila Campbell, Secretary	X	10.	Debbie Gantt, Director - Marketing	X			

Agenda Items

This meeting was a 2013-2014 Board Planning meeting.

Membership:

- It was suggested that Sue calls and welcomes new members to the chapter. Her and Debbie G. need to work together to market to potential members that joined ARMA International but not the chapter.

Monthly Meetings:

- Would like to send the meeting invites out at least 3 months ahead of time even if we do not know the speaker/topic for that month. Jeremy will figure out a way to send it out as a meeting invite while keeping all names/e-mail address in the bcc category.
- A survey would be a great way to find out topics that the membership would like more information about and if they would be willing to give a presentation. A few sample topics given at the meeting was Paper vs. Digital, File Disposition, and Predictive Coding.
- Location will remain Jones Day. The Board discussed doing a donation to a charity in the name of Jones Day to show our appreciation.
- We discussed reaching out to other close chapters to see if we could a speaker swap. Fly a speaker in for the night to give two presentations and share the cost of expenses.
- We want to keep expenses to a minimum going forward in relationship to lunches, snacks etc.
- In order to attract more members, we will continue to add all e-mails to monthly invites, even if they are not members of the chapter. In addition, your first meeting will be free.

Treasurer:

- A concern was addressed about internal controls for auditing the treasury account. Currently the account is audited during the end of the chapter year for informational submission to International.
- A decision was made to audit the account in January as well, which is mid-way through the year.

- Kevin is creating taxonomy for the account.

Secretary:

- The Board would like to continue to use nametags at the monthly meetings.

Marketing:

- We discussed putting an article in the Business First for some publicity.

General:

- It is important for the Board members to be present at the Officers Meetings. After someone misses three or more meetings, you could be replaced.
- Multiple people have reached out to the Director of Community Service with no response. The Board may need to find a replacement for this position.

Takeaways from the Leadership Meeting:

- Mix up the meeting times, do some lunch meetings.
- Need to do more contact with the members, so that they feel welcomed and informed.
- Need to do more marketing.
- Branch out to other areas such as IT, archivist, legal, etc.

Meeting adjourned at 7:15 pm.

Next Meeting

September 19, 2013.