

ARMA Greater Columbus Ohio Chapter Board Meeting – Jones Day, 9-19-2013

Attendance

1.	Deb Voronkov, Chairperson of the Board		6.	Mark Wilson, Director - Seminar	X	11.	Director – Community Service
2.	Marty Susec, President	X	7.	Sue Duffy, Director - Membership	X		
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

Meeting was called to order at 1:11 pm by Marty.

Treasurer:

Reports were reviewed for June, July and August

Marty made a motion to approve the treasurer reports as written. Brian seconded the motion. All in favor, motion passed.

The Board discussed the informal audit process and who will be involved. There will be two audits, one mid-year and one at year-end to close the chapter year.

Marty made a motion that the Chairperson of the Board and the Treasurer will be involved in the mid-year audit and President will be included at the year-end audit. Jeremy seconded the motion. All in favor, motion passed.

Secretary:

The meeting minutes from August were reviewed.

Marty made a motion to approve meeting minutes as written. Debbie G. seconded the motion. All in favor, motion passed.

Monthly Meeting:

The Board discussed the upcoming meetings. It was decided that the December meeting would be a “fun mixer.” A few ideas were a meet & greet mixer with dinner and a speaker.

There will still be a meeting in October, details of the meeting are still be finalized. A question was raised on whether or not we would cover cost on speaker fees and travel for monthly meetings.

Seminar:

Mark has a list of speakers he will pass along to the board prior to International for review. This will also give the board members attending conference the ability to see any potential speakers for the seminar.

Membership:

Sue gave an update on the e-mail that she sends out to each new member. Within this e-mail it list: welcoming statement, benefits of attending the meetings, schedule, link to the website, and asks them to like us on Facebook. She will send this e-mail to the board members for reference.

Going forward, she will start sending an e-mail to people who join ARMA but not the chapter.

Education:

Will work with Brian to get the meeting information completed and sent to Jeremy for release.

Web site:

Jeremy is up to date on the website. He has asked that he received the meeting information in time to get it sent out the membership.

Marketing:

Deb will get an article written and submitted in a couple of papers around Columbus to increase visibility of the chapter.

Community Service:

This position is still open. An announcement will be made to the membership during each meeting until we are able to fill the position.

Misc.

ARMA International Conference: There are five board members going to conference along with several members. Everyone would like to meet for dinner one evening. An e-mail will be sent out of the date/time and location.

Debbie G. has been getting items to donate to the silent auction. Its theme is Big Names of hometown goods. Area companies were named to give Debbie some additional ideas. She will contact them to see if they would like to donate.

Marty received some raffle tickets from International. They will be auctioned off at next month's membership meeting and the money raised will be donated to the silent auction.

Marty made a motion to adjourn the meeting at 2:13pm. Kim seconded the motion. All in favor, motion passed.

Action Items

Assigned to	Item	Due by
Mark	Possible speaker list sent to Board	10-26-2013
Debbie G.	Article posted in a local paper	
Brian	Next meeting information sent to Jeremy	10-7-2013
Sue	Copy of new member e-mail sent to the Board	10-16-2013
Board	Recruit for Community Service position	ASAP

Next Meeting

October 17, 2013