

ARMA Greater Columbus Ohio Chapter Board Meeting – 11-21-2013 Jones Day

Attendance

1.	Deb Voronkov, Chairperson of the Board	X	6.	Mark Wilson, Director - Seminar		11.	Allison Stransky Director – Community Service	X
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		9.	Jeremy Graham, Director - Web Site	X			
5.	Sheila Campbell, Secretary	X	10.	Debbie Gantt, Director - Marketing				

Previous Action Items

Assigned to	Item	Due by
Brian	Contact Dayton Chapter about speaker share	
Board	Secure monthly parking sponsors	
Kim/Jeremy	International dinner invite to the membership	10-25-2013
Debbie G	Picture/article completed	
Marty	Card to John Cahill	

Agenda Items

Meeting called to order at 1:30 pm by Marty.

Treasurer:

The report from October was reviewed.

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

Secretary:

The meeting minutes from October was reviewed.

Jeremy made a motion to approve meeting minutes as written. Kim seconded the motion. All in favor, motion passed.

Monthly Meeting:

The Board discussed the upcoming meeting in December that will be a mixer. Cintas will be a sponsor to help offset the cost of a speaker. The board decided that we would try and secure Callahan's party room. The room will hold approximately 70 attendees. Brian is still trying to secure the motivational speaker. Speaker cost will be approximately \$700 plus travel expenses. Cintas contribution will be \$500. There will be a cash bar with a private bartender. Callahan's is extremely helpful with arrangements and food requirements which will be a buffet style.

Marty made a motion to allow Brian to spend up to \$1,000 for the room rental and food accommodations for the December mixer. Sheila seconded the motion. All in favor, motion passed.

January speaker will be from Fireproof. Allison will inquire on whether or not Fireproof will also sponsor parking.

Seminar:

No update.

Membership:

The board discussed ways to get more of the membership to attend the meetings. Especially for those individuals that used to be involved heavily with the chapter and board. Sue volunteered to send out cards that states "we miss you" and inviting them to a meeting. Sue also will send out 10 letters each month to people in records management to try to increase membership.

The board developed a pricing structure to allow these members to register for the December mixer free of charge.

Marty made a motion to allow non-contributing members to attend the December mixer free of charge. Deb V. seconded the motion. All in favor, motion passed.

Education:

No update.

Web site:

Jeremy expressed a need to contact Dan to see when the current website contract will expire.

Marketing:

No update.

Community Service:

Allison informed the board that she has received over \$200 in cash contributions as well as many bears, other stuffed animals and blankets for the Merry Berry Bears. The December mixer is the last day that she is able to take contributions.

Misc.

The board needs to remember to register and pay for the monthly meetings that they attend.

Sheila made a motion to adjourn the meeting at 2:04pm. Kim seconded the motion. All in favor, motion passed.

Action Items

Assigned to	Item	Due by
Kevin	Review other banks that would not charge monthly fees	
Sue	Send out cards to membership	
Board	Send list to Sue of previous members to reach out to invite to December mixer.	2 nd week of December
Sue	Send out 10 letters a month	Monthly
Jeremy	Contact Dan about expiration of website	

Next Meeting December 19, 2013 Holiday Mixer