

ARMA Greater Columbus Ohio Chapter Board Meeting – 1-16-2014 Jones Day

Attendance

1.	Deb Voronkov, Chairperson of the Board		6.	Director - Seminar		11.	Allison Stransky Director – Community Service	X
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				

Previous Action Items

Assigned to	Item	Due by
Board	Secure monthly parking sponsors	
Debbie G	Picture/article completed	
Marty	Card to John Cahill	
Kevin	Review other banks that would not charge monthly fees	
Sue	Send out cards to membership	
Sue	Send out 10 letters a month	Monthly
Jeremy	Contact Dan about expiration of website	

Agenda Items

Meeting called to order at 1:12 pm by Marty.

Treasurer:

There will be a semi-annual audit completed toward the end of January. We discussed the Winter Mixer and the Board had the overall census that it was successful. Keith (speaker) would like a blurb from the board on his performance and the topic. We have received the sponsorship from Cintas for that event. We discussed the need to promote the mixer for next year's event.

The report from December was reviewed and discussed.

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

Secretary:

The meeting minutes for November and December was reviewed.

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

Monthly Meeting:

The meetings through March have been scheduled. Has the speaker in mind for April but still needs to confer with her.

February will be Mark Tucker from Fireproof. His presentation will be about DPL. Fireproof will also be the parking sponsor.

March speaker will be Darrin Schulman. He is the attorney for Delaware City. It will cover either Emails as Public Records or Ohio Social Media Plans.

Discussed Kim's "save the date" flyer. The board felt as though we needed to tie in a paragraph of how each topic ties to records and information management. This may help people decide on what sessions to attend.

Seminar:

Marty is working with several Judges in order to have an action packed seminar regarding Civil Rules of Procedures.

He has reached out to Judge Hedges, which is currently in his commentary review of the amendments to the rules. Followed by Judge Ronald Hedges who chairs the Sedona Conference. Judge French from the Ohio Supreme Court to discuss Public Records Access and then Alan Asbury, an administrator from the Ohio Supreme Court, will follow up the proper procedures on how to file electronic records.

Marty will send out an officer letter requesting that each Judge speak at the conference. Once confirmed, he will also review the contract to ensure that it meets current demands based on speakers.

The board will need to reach out other organizations to market this event. It would be nice if we could collaborate with other organizations to help offset cost.

Date of seminar will be 5-15-2014. Sheila will investigate the use of OPERS auditorium with AVI as the caterer. She will gather parking information, room accommodations, and hotel cost for any Judge what will incur travel cost, and options/prices for the caterer. Allyson will begin to work on a flyer for the seminar once the speakers are committed. Kim will begin to look for lunch and break sponsors. The board discussed last year's Kindle giveaway. We want to review the potential attendees because many may not be able to accept gifts.

John Isaza is still available, however will not decrease his cost of 2,400. He is willing to do a webinar that would be free of charge.

Marty will get the CLE credit approval once the topics/speakers are committed.

Membership: No update.

Education: No update.

Web site:

Jeremy still needs to reach out to Dan. Kevin stated that he thought it was 1-year contract with the current website vendor.

Marketing: No update.

Community Service:

Allyson would like to do a community shred day with Fireproof and possibly Ohio Hunger in June. She will begin to work on advertisement for this event.

Misc.

Sedona Conference is in February.

Marty made a motion to adjourn the meeting at 2:00 pm. Sheila seconded the motion. All in favor, motion passed.

Action Items

Assigned to	Item	Due by
Debbie	Construct blurb for Keith; use event in the newspaper promotion. Also include the lineup for the Spring Seminar	March
Sheila	Investigate seminar site/caterer	February
Marty	Lock in speakers	
Allyson	Start on advertisement for seminar	
Kim	Get vendors/sponsors committed to the seminar	

Next Meeting

2-20-2014