

ARMA Greater Columbus Ohio Chapter Board Meeting – 2-20-2014 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	X			
3.	Brian Hannan, President Elect	X	8.	Kim Perdew, Director - Education	X			
4.	Kevin Gartrell, Treasurer	X	9.	Jeremy Graham, Director - Web Site				
5.	Sheila Campbell, Secretary		10.	Debbie Gantt, Director - Marketing	X			

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 1:11.

Treasurer:

The report from January was reviewed and discussed.

Deb G. made a motion to approve the treasurer reports as written. Kim seconded the motion. All in favor, motion passed.

Secretary:

The meeting minutes for January were not reviewed.

Seminar:

Date of seminar will be 5-15-2014 and it is being held at the Ohio State Bar Association (OSBA). Marty secured the room at no cost and there is plenty of free parking. This venue will accommodate 160 people.

The OSBA will market to Corporate Attorney members and they will register through them directly. The Chapter will need to be in close contact with them to ensure we do not oversell.

This will be an action packed seminar regarding Records Management, Preservation & Production Obligations. There are a total of five speakers: Judge Hedges, for commentary review of the amendments to the rules. Next will be Judge Ronald Hedges who chairs the Sedona Conference. Judge Judy 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. Finally, Pari Swift with the Ohio Attorney General's Office to discuss the Records Manager's Role in E-Discovery and Under Ohio's Public Records Laws.

Fees will be the same as last year: \$149 through 4/30; \$199 after that and \$99 for ½ day. The full day price includes lunch.

The "Save the Date" email goes out to ARMA members 2/24/14. The invitation is expected to go out 3/24/14. The handouts/bag stuffing will occur on 5/13/14. The Speaker dinner is 5/14/14.

It was decided not have speaker gifts or raffles as many cannot accept them. Kim is working with OSBA on catering/box lunches. Debbie is reaching out to the same company who did our logo portfolios last year for new handouts this year. Due to the large volume of attorneys expected to attend this seminar, logo gift suggestions include: gym bag, umbrella, lunch bag, flash drive. Debbie will get pricing and report back to the committee. Additionally, Debbie suggested that the ARMA Chapter sell left over portfolios from last year at a vendor table. There are 28 left in stock.

Membership: No update.

Education: No update.

Web site: No update.

Marketing:

Debbie asked the board if the Chapter can purchase a smaller, more user friendly display board in time for May's Seminar. The current board is extremely large and heavy to carry. Some tabletop options were seen at the Kent State College event attended last fall. Marty moved to allow Debbie to spend no more than \$350 for a new display board. Brian seconded. *All in favor, motion passed.* It was also suggested that we attempt to sell the current board which Debbie will pursue.

Community Service: No update.

Misc.

Deb G. made a motion to adjourn the meeting at 2:00 pm. Kim seconded the motion. All in favor, motion passed.

Action Items

Assigned to	Item	Due by

Next Meeting

3-20-2014