

Northern Colorado Chapter of ARMA Board Meeting Minutes

January 11, 2006
3:30 p.m. Loveland City Building
500 E 3rd St., Chambers Conference Room

Present: Jeannie Weaver, Vicki Lucero, Brad R. Leach, Debi Krogh-Micha (By phone),
Michelle Becker, Michelle Lamm, Paula Sutton (Guest).

Absent: Nancy Freeman, Debra Beasley, Kristi Bashor.

- I) Meeting called to order at 3:39 pm by Vice President Weaver.
- II) Minutes Report: Brad
 - a) Minutes were read. Vicki motioned to approve. Michelle L. 2nd. Motion approved.
- III) Treasurer Report: Vicki
 - a) Vicki went over income and expenses.
 - i) Brad motioned to accept the report. Michelle L. 2nd. Motion approved.
 - b) Vicki gave the board an update on the ARMA/SARMA conference.
 - i) The conference netted a total of \$96.39 in profit. This will be split between the organizations. It was noted that SARMA doesn't utilize conferences to generate their monies.
- IV) December meeting debrief: Jeannie
 - a) The board expressed thanks to Jeannie for setting up the meeting. The food was good and the entertainment was outstanding. Several members reported laughing so hard their sides ached later.
 - b) It was reported that \$80 and several useful items were donated for the LCCAC, and organization that assists old people in need.
- V) January Program Update: Paula
 - a) Eighteen people have registered so far.
 - b) Cheryl will stay at the Comfort Inn for the evening, costing a little over \$70 for the night. The board has already agreed to pay up to \$125 towards her lodging.
 - c) Kim P. has agreed to have a projector available at the Police Conference center.
 - d) Paula asked about both snack expenses and a meal for Cheryl. Brad made a motion for up to \$200 to cover Cheryl's meal, snacks after the presentation and any other related expenses. Vicki 2nd and motion approved.
 - e) Vicki agreed to print nametags for those attending.
- VI) February Program Update: Vicki
 - a) The program will feature a 20 min. Australian film on E-mail etiquette.
 - i) Debbi warned the material is not as business oriented as first thought. Vicki will look

- into a second video to augment this one.
- b) Vicki suggested Feb. 22 for a date and the county court house in Ft. Collins as a location.
 - i) Once she determines any costs associated with refreshments, she will seek approval by E-mail (using proper etiquette of course.)
 - c) The possibility of a baby shower for President Nancy Freeman and child was discussed. Vicki will talk to Nancy to see what dates might work. Jeannie will look into a cake.
 - i) Vicki then suggested we send flowers and a card to Nancy, making it a motion. Jeannie 2nd. Motion approved.

VII) Spring Seminar Update: Vicki

- a) The committee has met three times. Molly Davis will conduct a lecture and tabletop experience May 12th, around recovery of vital records. She proposed a title of "It'll Never Happen To Me." Suzanne Dirks may assist.
 - i) Molly agreed to wave her hourly fee, but has asked for an honorarium. Vicki moved that we pay Molly \$375 for the half day, which would be her 3 hr fee for her time. Jeannie 2nd. Motion approved.
- b) Holly Geist agreed to do the brochure.
- c) The afternoon will include two case studies.
 - i) Debra Hess will talk about the loss of Granby records due to a bulldozer attack.
 - (1) There was discussion of paying hotel and mileage for Debra, but no decision.
 - ii) Diane Lunde will talk about the 1997 flooding of the CSU Morgan library.
- d) The event will be held at the Ranch on the Larimer County Fairgrounds.
 - i) Ovations, the fairgrounds caterer will provide lunch and snacks.
- e) Vicki went through the estimated budget for the Spring seminar. In concluding, she moved for approval of \$3500 for the committee to spend in setting the event up. Jeannie 2nd. Motion approved.

VIII) Miscellaneous matters: Paula

- a) Vicki mentioned the committee for civic responsibility will be raffling off some sort of blanket. Tickets will be offered at all future events.
- b) Paula introduced Molly Davis' upcoming trip to Grand Junction to offer a program and perhaps advise on setting up a new chapter. To that end, Paula asked our chapter to cover Molly's expenses for that day.
 - i) Brad reminded the board that growing ARMA chapters was part of our original purpose. Vicki proposed to allow up to \$300 for Molly's expenses. Brad 2nd. Motion passed.
- c) Paula reminded us Molly D. is also working on a chapter brochure.
- d) The Leadership conference is coming up July 13 – 15. Jeannie W. will look into going on behalf of our chapter.
- e) ARMA International is conducting conference calls regarding the changes that have been happening at HQ in regards to Membership Services and Membership Reports, that are available on the ARMA website. The next conference calls will be Jan. 17th and 24th at 2 p.m. Information was posted in the December 27th Chapter Connection. All chapter leadership is encouraged to participate, especially Presidents, VP and Membership directors. Emails are being sent to Chapter Presidents with call-in information also. Contact Paula if you have any questions and/or interest in finding out more information.

Contact Paula if you're interested.

IX) Jeannie W. adjourned the meeting at 5:14 pm.