

**Northern Colorado Chapter of ARMA
Board Meeting Minutes, January 8, 2003
3:30-5:00 p.m. Police & Courts Building, Loveland**

Present: Kim Pals, Michelle Becker, Bev Crownhart, Nancy Hofmeister, Jeannie Weaver and Vicki Lucero.

Absent: Brenda McCoy-Manfredo, Paula Sutton and Debbie Gilsdorf.

Meeting was called to order at 3:40 p.m. Minutes of the December meeting were read, as submitted by Jeannie Weaver. The minutes were approved.

Treasurer's report was given by Nancy Hofmeister. She reported a balance of \$6,484.79. She also went to the bank and checked on opening a money market account. The fees charged would eat up any interest accrued and there would be a penalty if the balance falls below \$2,000. Personal information of board members would also be required to open the account. It was decided to revisit the idea and possibly check with other banks when the rates go up.

Topics discussed:

January Program: The luncheon program is set for January 22 from 11:30 to 1:30 p.m. at the City of Fort Collins, Utilities Building, Training Room at 700 Wood Street in Fort Collins. A box lunch from Quiznos is included in the charge of \$8/members and \$10/non-members. RSVP's need to be in by January 17. Inspector Bob Rifenburg from USPS will be the speaker. Vicki said marketing emails were sent out to ARMA group members, the list-serve, Denver area chapters, past ARMA presidents and some miscellaneous contacts. Several other chapters are also doing Identity Theft seminars. Vicki will purchase an honorarium of a \$30 gift certificate from Chili's, for the speaker.

February Program: Tour of the Celestial Seasonings factory is from 11:30-12:30 on February 13. It was decided to offer carpooling for those interested in attending. A cafeteria and store is available there for lunch. As well, the Leaning Tree Art Gallery is close by and admission is free to the public.

March Program: One speaker, Carrie Daggett, has confirmed; Vicki is still trying to contact the other possible panel members with Eagle County and private companies. The program will be held at the Police and Courts Building in Loveland.

April 2004 Seminar Update: Dr. Saffady has confirmed for April 16, 2004. Vicki said we will be doing a big marketing effort for this seminar due to the

costs we will incur. Our break even point is to have 60 people attend and we hope that can be easily done.

April 2003 Seminar Update: The seminar will be held on April 25, 2003 from 9 a.m. to 4 p.m. at the Holiday Inn at I-25 and Highway 14 in Fort Collins. We will have a cold cut buffet lunch. The speakers will be Cheri Adams, Records Manager and Ed Churchill, Director of Information Technology, from Isco, Inc., Omaha, Nebraska. The topics they will cover are "An Electronic Records Management Case Study" and "The Future: Electronic Records and Records Management." Speaker Richard Urban will speak about the Colorado Digitization Project and Lee Michael of the National Renewable Energy Laboratory in Golden, will present "Managing Government Records: From File Cabinets to File Directories and Beyond." Molly is firming the brochure and seminar schedule up and Bev will take it to the printer. A brochure mailing party is planned for March 4th. A unanimous vote was taken to offer one big door prize of a membership to ARMA International and waiver of chapter dues for a new or renewing member valued at \$150. Jeannie has gathered a few door prizes and items for the goodie bags. The January newsletter will ask for donations for the bags and door prizes. We hope to offer eight door prize drawings throughout the day and then have the membership drawing at the end of the seminar. Vicki will contact chapter vendor members for donations. A goodie bag party is scheduled for April 14.

Discussion about the March Board Meeting scheduled for March 12 during Spring Break week lead to the meeting date being changed to March 5th from 3:30-5 at the Police and Courts Building in Loveland.

There was a short discussion of a membership directory and gathering the information from ARMA members. Vicki will pursue the idea.

The next Board meeting will be February 12, 2003.

The meeting was adjourned at 4:55 p.m.