

**Northern Colorado Chapter of ARMA  
Board Meeting Minutes, February 12, 2003  
3:30-5:00 p.m. Police & Courts Building, Loveland**

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

Absent: Brenda McCoy-Manfredo and Debbie Gilsdorf.

Meeting was called to order at 3:38 p.m. The agenda was approved. Minutes of the January meeting were read, as submitted by Jeannie Weaver. The minutes were approved.

The Treasurer's report was given by Nancy Hofmeister. She reported a balance of \$6,443.70 for January. Vicki gave Nancy several invoices and revenue she collected since the last meeting. (Corrected Account Balance)

Old Business:

January Program: Vicki handed out a spreadsheet of attendance and expenses at the program. She reported that the speakers were very good and the topic was very popular because there were so many attendees that it was almost standing room only. A loss of \$5 for the overall program was due to the expenses only.

February Program: Tour of the Celestial Seasonings factory is from 11:30-12:30 on February 13. Vicki reported that 10 people had signed up and she would be picking up one person to carpool with her.

March Program: Karen Stevens from the City Attorney's Office, has confirmed; Vicki has contacted another possible panel member, Dan Muffley, recommended by Eagle County and hopes that she will get leads from him regarding private companies. The program will be held at the Police and Courts Building in Loveland. Kim Pals will pursue lunch arrangements.

April 2003 Seminar Update: The brochure is almost ready to go to the printer on Monday, February 17. The brochure mailing party is planned for March 4<sup>th</sup>. Vicki went over the door prize/goodie bag item list stating who made the donation for each of the items. The bag stuffing party will be held on April 16 at 4 p.m. with pizza being ordered for dinner. Vicki said that some member vendors wanted to donate more items but she just asked them for certain items. The donating vendors will be mentioned during the seminar and a list of them will be put in the goodie bags. No vendor tables will be set up at the seminar. Vicki stated that a new vendor member had asked her about sponsoring an

ARMA event. There was some discussion of the possibility of a vendor sponsoring a luncheon or dinner meeting in the future.

New Business: Vicki said she had been asked by Arapahoe County to complete and send a vendor ID form to them in case they have any people from their organization attending the seminar.

Vicki shared a newsletter from the Wyoming Chapter containing an article about Jess Sheely of the Wyoming State Archives and their chapter who is retiring. They are hosting a retirement party for him on March 15. Paula will purchase a card and gift for him from our chapter.

May Program: Vicki pointed out that the information contained on the tentative schedule for the year listed sponsoring a day at the Disaster Workshop given by the Federal Records Center. She felt that due to the Workshop being a two day event that the board might want to consider changing or planning another program for that month. The board decided that a mini Disaster Workshop idea was worth pursuing and Paula will contact Mark Ferguson of NARA to see what can be arranged. The program will be held on May 21, 2003 from 5:30 – 8p.m. Kim Pals will schedule the Police Institute and contact a caterer.

Vicki shared that the Leadership Conference is in Denver this year from July 10-12. She plans to attend if there isn't a conflict with the County's move into their new building during that week. In the past the chapter has sponsored two members attendance at the conference but due to the location being in Denver, the chapter would be able to sponsor attendance for four members. Paula said that she knows that the planned evening event is attending the Rockies game and the ticket is included as part of the registration fee. Paula said she should receive hotel and schedule information in the mail soon. Please let Vicki know if you are interested in attending.

Election: Vicki stated that she felt we needed to start the election process for next year's board in April. Michelle Becker will request nominations in April and make the ballot forms to send out to the membership by May 9<sup>th</sup>. Ballots will be counted on June 6<sup>th</sup> and the Awards Lunch and Installation of Officers will be on Friday, June 13.

Nancy Hofmeister stated that she would not be at the next board meeting as she would be away on vacation.

Paula asked if there was a Chapter Brochure. She showed the board an example and Bev Crownhart volunteered to prepare the brochure for approval at the next meeting.

The next Board meeting will be on March 5, 2003.

The meeting was adjourned at 4:38 p.m.