

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

Present: Kim Pals, Jeannie Weaver, Vicki Lucero, and Brenda McCoy-Manfredo.
Absent: Debbie Gilsdorf, Nancy Hofmeister, Michelle Becker and Paula Sutton.
We were deeply saddened to learn that longtime board member and our friend, Bev Crownhart, passed away on February 25, 2003.

Meeting was called to order at 3:50 p.m. The agenda was approved. Minutes of the February meeting were read, as submitted by Jeannie Weaver. The minutes were approved.

There was no Treasurer's Report given due to Nancy Hofmeister's absence.

Old Business:

February Program: Vicki reported that the Celestial Seasonings Factory tour and Leaning Tree Gallery went very well. Ten people had signed up and eight attended the free event. Gwen Kemerly came down off the mountain from Steamboat Springs to enjoy the tour. John Sundberg won a book as a door prize, which he gave to Debra Beasley. The group really enjoyed the tour/gift shop, the art gallery and lunch at the cafeteria.

March Program: Vicki announced that two panel members have agreed to speak at the March 19th luncheon program. They are Karen Stevens of the Fort Collins City Attorney's Office and David Ayraud from the County Attorney's Office. Vicki will send out a flyer by email for the chapter. Catering to You will serve wraps, chips and choice of salad for a price of \$10 per ARMA member and \$12 for non-members. Water and coffee will be provided. The lunch starts at 11:30 and the program at noon to 1:30 p.m. Vicki discussed developing a guideline for the speakers with five areas she would like the speakers to address for developing an email procedure/policy. Brenda and Vicki discussed and compared the City of Fort Collins and Larimer County's different approaches to this issue. Vicki said she would give the two speakers each other's email addresses so they can communicate with each other about their presentations.

April 2003 Seminar Update: The seminar brochures were mailed on March 5th. Vicki reported that it took the group just 45 minutes to get them ready. She will prepare a spreadsheet of attendees as the mail and payments come in to her. The speakers will be picked up at the Airport by Nancy Hofmeister on April 24 and she will pay for the rooms and expenses at the hotel. That evening several board members will be taking the speakers to dinner in Old

Town. All the board members are invited. At the end of the seminar, Vicki will take Ed back to the Airport and Cheri's daughter will pick her up. Jeannie will send Molly a list of donors for door prizes/goodie bag stuffers that she gathered so a flyer can be prepared to put in the bags. A bag stuffing party is set for April 16, 2003 at 4 p.m. in Fort Collins at the Midpoint Drive location.

May Program: Mark Ferguson of NARA has agreed to be the speaker for the May 21st evening program at the Loveland Police & Courts Building to begin at 5:30 with a catered dinner served at 5:45 and the program starting at 6:15 until 8 p.m. Paula Sutton is in communication with Mark on the program content.

New Business: Vicki reminded the board that the Leadership Conference is in Denver this year from July 10-12. Paula and Vicki plan to attend and hope two other members will join them.

Election: Vicki mentioned that June 13th is the date set for the Annual Awards Lunch and Installation of Officers. Michelle Becker will check on reserving a restaurant. Vicki reminded all board members to be considering being on the board next year and participating in the chapter.

Chapter Brochure: Molly Davis agreed to develop the brochure and dedicate it to Bev Crownhart. Vicki stated that in addition to the Chapter's donation to the Lion's Club to honor Bev, she would like to see an annual "Bev Crownhart" Award established. She will investigate the criteria for beginning the award from ARMA International.

Vicki shared that ARMA Membership fees go up in May to \$150 plus Chapter dues. This fee now includes Industry Specific Groups that members want to belong to and that used to charge \$10 extra per group. Vicki also reminded the board about Jess Sheely's retirement party on March 15 and said that she would be going with Paula and Molly.

Brenda shared that she would be getting the newsletter out next week but thought that it might be short because she hadn't received very much content from members. She encouraged the board to send her anything they feel that might be newsworthy to include in the newsletters.

The next Board meeting will be on April 9, 2003.

The meeting was adjourned at 5:20 p.m.

