

**Northern Colorado Chapter of ARMA
Board Meeting Minutes, April 9, 2003
3:30-5:00 p.m. Police & Courts Building, Loveland**

Present: Kim Pals, Jeannie Weaver, Vicki Lucero, Michelle Becker, Paula Sutton and Brenda McCoy-Manfredo.

Absent: Debbie Gilsdorf and Nancy Hofmeister.

The meeting was called to order at 3:45 p.m. The agenda was approved. Minutes of the March meeting were approved.

Vicki gave a Treasurer's report from the bank statements. The February statement showed an escrow deposit of \$125 and a total of \$250 in deposits for the month. Payment for Region Assessment was the only cleared draft for February. There was no activity shown on the March statement but the account balance was \$6,542.30 for the end of March.

Old Business:

March Program: The March Program was cancelled due to the huge snowfall on the 19th that closed the city and county offices. Vicki said she sent emails to the two speakers requesting to reschedule it in the fall and they agreed to do it then.

April 2003 Seminar Update: Out of 1200 brochures sent out, Vicki has only received about 20 registrations so far although she has also received about 20 e-mails or phone calls projecting another 20 or so. She will send out a reminder e-mail to the entire chapter membership. A bag stuffing party is set for April 16, 2003 at 4 p.m. in Fort Collins at the Midpoint Drive location. Vicki stated that chapter vendor members are expressing interest in vendor displays for the April 2004 seminar. Paula sent out the program schedule for approval by e-mail and will be taking it to the printer Monday in order to have it back for the bag stuffing party. Vicki said seminar advertisements were sent in for the Loveland and Greeley newspapers to appear Saturday, April 12. The Fort Collins paper published it and Vicki brought a copy for the board to read. The ARMA Chapter Connection and the Records Management Listserve will also carry the seminar ad. Our breakeven attendee number was 28 and Vicki stated that she felt certain that it would be met. She was pleased at receiving news of interest in Chapter membership that by just sending out the seminar pamphlets generated. There was some discussion of places to take the speakers for dinner and who would be going. It was decided that any chapter member could join the group. Vicki said she would be sending Nancy Hofmeister a packet containing all the information she needed to pick the speakers up from the airport.

Vicki stated that she had received various inquiries from some people that received our seminar brochure wondering if the seminar will be offered anywhere else or at other times. She shared with them that Denver's seminar in May will be on a similar topic.

May Program: Paula confirmed that 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. The program will give a simple overview of the Disaster Workshop being put on by NARA as well as what NARA offers to records management professionals. The board decided to keep the same menu and caterer that was set up for the cancelled March program with the exception of fruit salad for all attendees instead of a choice of three salads. Vicki will be doing the flyer and get the info in for the newsletter.

New Business: Vicki reminded the board that her County office will be moving to the new building from May 31 to June 10. Vicki told the board that Jerry Hubbard would be applying for the Region Coordinator position with ARMA and mentioned that he would be attending the Leadership Conference in July as well as Paula, Kim and herself. There is still time for other members to decide to go and the Chapter will help pay for one more person to attend. Vicki said that as soon as she receives more information on the conference she will send it out to chapter members. Brenda said she is considering attending but wants to see the conference information first.

Vicki suggested that board members visit the website set up for Jess Sheeley to see a PowerPoint presentation for his retirement at www.armawyoming.org/jessretires.pps. Chapter member Molly Davis has filled his position as the new Records Manager for the State of Wyoming. Congratulations, Molly!

June Awards Meeting: The board voted to move the date from June 13th to June 6th. Kim Pals volunteered to find and reserve a restaurant. Vicki will invite Carole Sarver, ARMA Region Coordinator, to do a short presentation and install new officers. The program will run from 11:30a.m. to 1 p.m. The Board unanimously decided that Bev Crownhart will be awarded the Chapter Member of the Year and her husband, Wayne, will be invited to accept the award. Vicki will pick up awards for Board Members and the CMOY Award.

Election: Michelle Becker stated that she would be sending out nomination forms this week so they could be returned by May 9. The ballots will then be sent out to the membership so they can be returned by May 23rd. Michelle will be using the same nomination and ballot form formats as last year.

Chapter Brochure: Molly Davis had agreed to develop the brochure after we heard about Bev Crownhart. Molly then pursued her new position in Wyoming and could not commit the time. At the last board meeting Paula had said she would do the brochure but as we were discussing it at this meeting, Brenda volunteered to develop it and send it out to the membership for the new year. Paula will fax the information she has to Brenda.

PIP Day Information: ARMA & Office Max are sponsoring this event on April 26 from 9a.m. to noon at participating locations. There are four locations in Denver that can be found by visiting the ARMA website. This event is being held to increase awareness about identity theft. Vicki said she would mention it in her opening remarks at our seminar on April 25.

The next Board meeting will be on May 14, 2003.

The meeting was adjourned at 5 p.m.