

**Northern Colorado Chapter of ARMA
Board Meeting Minutes, May 14, 2003
3:30 p.m. Police & courts Building, Loveland**

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

Absent: Debbie Gilsdorf and Nancy Hofmeister.

The meeting was called to order at 3:46 p.m. The agenda was approved. Paula requested a correction to the Minutes of the April meeting. She said she would take care of getting the Chapter Member of the Year award. The Minutes of the April 9, 2003 meeting were approved.

Vicki said that Nancy was ill and not able to attend so she gave the treasurer's report. The ending bank balance for April was \$9, 779.62 and the April account activity showed deposits of \$3,540 and expenses of \$302.68. Paula asked to have a formal report prepared by Nancy for the end of the year. Vicki said she had emailed Nancy about the reports and said they would get together to get them done for the deadlines that are coming up. She said the IRS report is very detailed. The annual report is presented to the board at the Awards meeting.

April 2004 Seminar: The date of the seminar is April 16, 2004. Dr. William Saffady will be the speaker at the University Park Holiday Inn. A discussion about spending for the 2004 seminar and the speaker's expertise and fee was held and summed up by a consensus of the board that we have to spend money to make money. Various sub-committees were formed at the seminar committee meeting to work on the different aspects of the 2004 seminar. Vicki made a motion for the board's approval for the seminar committee to spend up to \$5,000 for the 2004 seminar and requiring any further expenditure over that amount to be brought before the Board. The motion passed unanimously.

Old Business:

May Program: Vicki said that she had received only a few RSVP's to the May 21st evening program. Paula suggested that we keep taking reservations but ask members whether they could attend during the lunch hour instead. Kim checked on availability of the Police Institute for the lunch hour and it was available. She also checked for May 28 and the room wasn't available. It was decided to keep the same date and time and hope for more people to RSVP.

June Awards Meeting: The Awards Luncheon will be at Mulligan's in Fort Collins on June 6. Carole Sarver is confirmed to attend. The menu was chosen and options will be the Chicken Caesar Salad, Eggplant Penne Pasta Salad and French Dip Sandwich. RSVP's need to be sent to Kim by June 2. Vicki will invite Wayne

Crownhart. Paula will present the CMOY Award and speech. Vicki will do certificates and gifts for the Board members. Vicki will call Carole for her menu choice and Paula will get a \$25 gift for Carole. Vicki said she has the pins for yearly membership awards. Molly will be eligible for her 25-year pin next year.

Leadership Conference: Vicki said Lee Michael had sent her more information on the conference and invitations were going to be sent on Thursday. Brenda committed to attend the conference and the chapter will pay the expenses for the three board members. Vicki said she had check the website for the agenda but that it needed to be updated since it was posted on March 17.

Election: Michelle Becker stated that she had received 8 ballots since sending out the email earlier in the day. The deadline is June 2 for voting. Vicki suggested that other possible write in candidates for the at-large positions might be Debbie Krogh-Michna and Pam Gardner. She mentioned that she and Jeannie had written in Dawn Wirth for a possible at-large candidate.

Vicki gave a summary of some information from the Chapter Connection and the calendar of events regarding deadlines for reports, chapter dues increase and Member Fest information. Member Fest recruiting was at 203 and the hope is to reach 300 by June 1. ARMA International Conference dates are set for October 19-22 in Boston, MA.

Vicki and Brenda reported that we have an advertisement for 10 issues from Kirsten Stein of File, Trail, a records management software company.

Summer Meeting: Vicki talked about topics for the next year's meeting that she has come up with and will be setting the schedule for at a meeting in August. She will contact Paula about having a barbeque either at her house or Vicki's house the 1st or 2nd week of August.

The next Board meeting will be on June 11, 2003.

The meeting was adjourned at 5:15 p.m.

