

**Northern Colorado Chapter of ARMA  
Board and Planning Meeting  
June 6, 2003**

The meeting was started at 11:30 a.m. at Mulligan's Restaurant in Fort Collins. President Vicki Lucero welcomed the 16 members of ARMA including special guest speaker, Carole Sarver, and the other four guests we were honored to have at the luncheon. The four guests were as follows: Paula Sutton's supervisor, Gary Clark, from Western Area Power Administration; Be Crownhart's husband Wayne, son Chris, his wife Amy and their son Grant Crownhart.

Past President Paula Sutton presented the Chapter Member of the Year Award to Bev Crownhart for her dedication to ARMA and support of the chapter for many years including serving on the board and designing many of the brochures for seminars over the years. Paula read the many messages she had received from people in memoriam and support of Bev as Chapter Member of the Year. Wayne Crownhart accepted the award on behalf of his wife since she unexpectedly passed away in early February this year. He said that he knew Bev truly enjoyed the time she spent with everyone in ARMA and the many projects she worked on that kept her busy and involved in the community. He thanked the chapter for inviting him, their son and his family to the luncheon.

After everyone had finished eating their lunch, Vicki gave a brief wrap-up of the year's events starting last September with the tour of the New Belgium Brewery and her attendance at the ARMA International Conference in New Orleans. October's lunch program in Greeley was on Guidelines for EDM Software Selection. In November's panel discussion, Paula Sutton, Brad Leach, and Molly Davis spoke on Challenges in the Records Management Profession: Surviving the Ax. A holiday luncheon in December was held and enjoyed by all at the Moot House in Fort Collins. The lunch program in January was on Identity Theft and proved to be a very hot topic since it had the largest turnout of any of the programs. Several members enjoyed a tour of the Celestial Seasonings factory and Leaning Tree Gallery in Longmont in February. The March meeting was cancelled due to a huge snowstorm that closed the county and city offices in both Loveland and Fort Collins. The April spring seminar, Electronic Records – Meeting the Challenge, was a huge success earning the chapter quite a profit. May's evening program presented by Mark Ferguson of the Federal Records Center was a mini-disaster workshop. The next meeting will be held in August to plan for next year's programs with regular chapter board meetings starting again in September.

Vicki passed out ARMA Chapter pins to members that had not received them and a 5-year pin was given to Paula Sutton. Vicki received her 15-year pin and

Michelle Lamm will receive her 25-year pin. Molly Davis will be awarded her 25-year pin next year.

Vicki handed out the ARMA Annual Financial Status Report and Nancy Hofmeister explained each of the item listed on the report for the years 2002 and 2003 noting Total Income, Expenses and Net Worth. Vicki said the chapter was a bit behind last year but the ending balance was comparable. Vicki thanked Nancy for doing a wonderful job on the report.

Next, annual member awards for serving on board were presented to: Vice President Michelle Becker, Treasurer Nancy Hofmeister, Secretary Jeannie Weaver, Members at Large Kim Pals, Brenda McCoy-Manfredo and Past President Paula Sutton.

Vicki introduced Carole Sarver, the retiring ARMA International Region Coordinator, to install new officers for the coming year. Carole announced the following: Vicki Lucero, President; Michelle Becker, Vice President; Nancy Hofmeister, Treasurer; Paula Sutton, Chairperson; Jeannie Weaver, Secretary; Kim Pals and Brenda McCoy-Manfredo returning members-at-large and two new member's-at-large, Dawn Wirth and Kirk Kuwitsky. Carole recited the ARMA Board Member oath and swore the members into office.

Paula Sutton presented Carole Sarver a gift for sharing her expertise and friendship over their years together in ARMA since Carole is retiring as the Region Coordinator. Paula and Carole encouraged members to consider applying for the position because ARMA needs a representative in this area and because it is fun and rewarding.

The meeting was adjourned at 1:30 p.m.