

**Northern Colorado Chapter of ARMA  
Board and Planning Meeting  
August 1, 2003**

The meeting was started at 4:30 p.m at President Vicki Lucero's house at 2819 N. Overland, LaPorte, Colorado. Board Members attending: Vicki Lucero, Kim Pals, Paula Sutton, Jeannie Weaver, Michelle Becker, and Kirk Kuwitzky. Absent: Nancy Hofmeister, Brenda McCoy-Manfredo, and Dawn Wirth.

The Agenda was read and approved. Minutes from last year's planning meeting were not available. The Treasurer's report was not available for review.

Vicki handed out packets for the board members containing membership lists, arma.org/intranet materials, etc. She led the discussion of events, speakers and ideas shared at the conference. Paula and Kim shared their impressions and concluded that it was a very worthwhile event to attend, excellently organized by the Mile High Chapter and that the speakers were excellent. Paula talked about vendor participation at conferences and seminars and said that if the vendor was sponsoring a part of the event such as the break, then they deserve to be given an opportunity to pitch their product at the event. Several vendors at the conference were able to do so and were accepted well by the attendees. Kim shared some ideas she thought would be useful for recognition of members, drawings for free meetings, and earning ARMA Bucks for prizes and charitable activities that board members could participate in. Kim Pals volunteered to be chair of a new Charity Committee and Jeannie agreed to help her. Paula said that she was fortunate to be appointed the new ARMA Region Coordinator. She has some new ideas on how to get our membership involved in the meetings or on committees. Vicki talked about Chapter Brochure development with a calendar of events contained in it. The brochure could be developed with the limited information available now and then emailed to members as it is updated.

New Business: Vicki discussed ARMA membership lists, usage parameters, program ideas and ARMA website visuals. A membership directory was discussed for the chapter and it was decided that since the information is available on the ARMA website we could just inform the members how to do a search to find the list.

Assignment of Committee Chairs:

Awards – Kim Pals (Jeannie Weaver & maybe Brad Leach will help)

Elections – Michelle Becker (Jeannie will help)

Publicity & Chapter Brochure – Molly Davis & Brenda McCoy-Manfredo (Kirk Kuwitzky will help) There was discussion of where the ads are published (newspapers, emails etc.) and distribution of paper copies of newsletters to libraries as well as the marketing that needs to be done.

Membership – Dawn Wirth (Kirk may help)

Newsletter and/or Website – Brenda McCoy-Manfredo and Dawn Wirth (Debra Beasley may help)

Monthly Board Meeting Schedule: The two locations we will be alternating the meetings between are located at the Police Institute in the Police and Courts Building in Loveland and the meeting room at 2555 Midpoint Drive, Suite A in Fort Collins. The schedule is as follows:

September 10 – Loveland

October 8 – Fort Collins

November 12 – Loveland

December 10 – Fort Collins (Restaurant to be determined later for luncheon)

January 14 – Loveland

February 11 – Fort Collins

March 10 – Loveland

April 14 – Fort Collins

May 12 - Loveland

June 9 – Fort Collins

Program Ideas: Paula shared that Nancy Freeman would like to give a tour of the National Wildlife Research Center where she works. She also said that the President of ARMA International would be in Denver in September and that it might be possible to get him to come to Fort Collins during his stay to speak to our Chapter. After the first of the year, Paula also volunteered to do a computer demo of the ARMA website for members to learn how to use it, the places to find information and what information can be found there.

Kirk Kuwitzky shared his ideas for programs to include: a tour of the County Records Center; the new Budweiser Events Center; a presentation on H.I.P.P.A.; CSU's program for monitoring compliance of athletes; and video services they offer at the university.

Program Schedule & Coordinator:

September	Fort Collins	Paula Sutton	ARMA President
October	Fort Collins	Vicki Lucero	E-Mail Procedures
November	Loveland	Kim Pals	Managing Stress
December	Fort Collins	Michelle Becker	Xmas Luncheon
January	Fort Collins	Kirk Kuwitzky	HIPPA
February	Loveland Library	Vicki Lucero	Colo. Info. Act
March	Fort Collins	Paula Sutton	Wildlife Ctr. Tour
April	Fort Collins	Nancy Freeman	Saffady Seminar
May	Loveland	Paula Sutton	Website Demo

There was a short discussion of holding a mini business meeting to share news items, need for volunteers, etc. during the introduction portion of the monthly program as another way to keep chapter members informed.

A barbeque and potluck dinner was enjoyed by the Board members and the meeting was adjourned at 8:00 p.m.