

Northern Colorado Chapter of ARMA
Board Meeting Minutes, September 10, 2003
3:30 p.m. Police & Courts Building, Loveland

Present: Kim Pals, Jeannie Weaver, Vicki Lucero, Michelle Becker, Kirk Kuwitzky, Dawn Wirth and Brenda McCoy-Manfredo.
Absent: Paula Sutton and Nancy Hofmeister.

The meeting was called to order at 3:40 p.m. The agenda was approved. The Minutes of the August 1, 2003 meeting were approved.

President Vicki Lucero gave an informal treasurer's report. The ending bank balance for August was \$7,429.02 and the account activity showed deposits of \$75 escrow and expenses of \$333.55.

New Business:

Chapter Incorporation: Jerry Hubbard informed Vicki that the Articles of Incorporation for a Non-Profit Corporation for NCARMA has lapsed with the Secretary of State's Office. Vicki said she researched the State's website and located the forms for reinstatement and change of registered agent but was unable to find procedural instructions regarding filing deadlines or if our incorporation had in fact been dissolved. Jeannie Weaver offered to follow up to get more information and report back to the board.

Program Feedback Sheet: Kim Pals asked for feedback on the form she distributed at the last meeting for review. It was decided to try the form and see if it works for the upcoming program on the 15th.

Old Business:

Assignment of Committee Chairs: Most of the committee chairs have been decided, however, Vicki asked Dawn Wirth if she would head up the membership committee if she provided her with the materials and offered her assistance and ideas if needed. Dawn agreed to be the chairperson. Vicki said that Molly Davis does not have the time to be the Publicity committee chair so it will be a combined effort by Vicki and board members as needed. Kirk Kuwitzky may help with press releases.

Website Committee Ideas: Some ideas for committee members were discussed as well as ad rates and sizes. Brenda McCoy-Manfredo asked whether the board felt the ad prices and sizes were appropriate to entice people to advertise. Vicki made a motion to keep the business card ad size at \$70; change the quarter-page ad from \$200 to \$100; change the half-page ad from \$300 to \$200; and

change the full-page ad from \$600 to \$400. The motion passed unanimously. Dawn Wirth shared her ideas for the website with information on handicap accessibility by the public, rates for hosting, servers, space allowed and search engines. She wants to contact other Chapter's website chairman to get ideas from them and research different options and economics to make the website a viable asset for the chapter and not a liability. Brenda asked about job announcements in the newsletter or for the website and whether they should be allowed free of charge for other agencies. It was discussed that a policy should be developed so that job announcements can be edited to accommodate space limitations in the newsletter or on the website, with link information to full job announcement.

September Program: Kim Pals confirmed that there were 11 RSVP's for the program on the 15th. Michelle Becker RSVP'd at the meeting and Vicki agreed to do another email to the entire Chapter encouraging members to attend to meet the ARMA President, to network with each other and benefit by their participation in our professional organization even if we have to fund the participation ourselves due to company budget cuts. Jeannie volunteered to telephone members if necessary to help increase attendance at the program.

October Program: Vicki stated that she had confirmed with State Archivist Terry Ketelsen to be the speaker on the Colorado Public Records Act topic for an October 29th luncheon program from 11:30 a.m. to 1 p.m. Vicki will draft a flyer. Michelle Becker will schedule a room in Fort Collins and a box luncheon will be organized.

Holiday Event: Michelle will be checking on the availability of the clubhouse at the Fort Collins Golf Course for the holiday luncheon. Kim and Jeannie will head up the charity drive for the event.

Other Business:

Vicki shared the news that Gwen Kemerly has retired as the Records Coordinator for The Industrial Company in Steamboat Springs. Gwen's membership will be fulfilled by her replacement, Bobbi Jo Ciani. Also, Sharon Renke's membership lapsed in May and Vicki has sent a retired membership packet to her.

Brenda stated that she could not use photos emailed to her from the Leadership Conference in the newsletter because the size of the pictures would not allow enlargement. She suggested that pictures be transferred to a disk and then given to her. Jeannie volunteered to bring her digital camera and get Brenda the pictures. Brenda also mentioned the qualifications and timeline for submitting for the Newsletter of the Year awa

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The next Board meeting will be on October 8, 2003 at 2555 Midpoint Drive, Suite A, in Fort Collins.

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