

**Northern Colorado Chapter of ARMA
Board Meeting Minutes, November 12, 2003
3:30 p.m. Police & Courts Building, Loveland**

Present: Kim Pals, Jeannie Weaver, Vicki Lucero, Michelle Becker and Dawn Wirth.

Absent: Paula Sutton, Kirk Kuwitzky, Brenda McCoy-Manfredo and Nancy Hofmeister.

The meeting was called to order at 3:42 p.m. The agenda was approved. The Minutes of the October 8, 2003 meeting were approved.

Treasurer's Report: Vicki Lucero said that Nancy Hofmeister was having car trouble and was not able to attend so she gave the treasurer's report. The ending bank balance for October was \$7,009.23 and the account activity showed an escrow deposit of \$100 and an expense of \$99.39 for the October program. Vicki explained that she had dropped off a check order some time ago and hadn't received new checks. She went to the bank today and found out that they hadn't received the order so the new checks will be mailed in a week to 10 days or so. She said Nancy was running really low on checks.

New Business:

New Members: Lisa Cain from the Town of New Castle is a returning member from the 099 list and Kathi Haughn is from Westech/WAPA where she filled the vacancy left by Paula Sutton. Vicki will have Brenda McCoy-Manfredo put a welcome notice to our new members in the newsletter. Dawn Wirth agreed to contact ARMA International to remove Patty Athenour from our chapter membership list. Vicki said she was recently contacted by a potential member and will pass on the information to Dawn so she can send out a membership information packet.

Survey: Vickie found a Chapter supply survey on the Chapter Connection that we went over to submit back to ARMA International. Out of the items listed for sale we agreed on keeping the pens and tenure pins. We decided we'd like to see magnets and nametag lanyards added to the list.

20th Anniversary: Some discussion has taken place at Seminar committee meetings about having the celebration at the 2004 Seminar. The Board decided that the Seminar would be the best place to have the celebration because the largest majority of members attend the seminar. It was decided to develop new artwork for a new chapter pin. Kim Pals will contact Julie Maas with the City of Loveland to see if she can help with this project.

Old Business:

Chapter Incorporation: Vicki said she completed the application to reinstate the Articles of Incorporation to the Secretary of State's office today. The incorporation status protects the Board from liability if an accident were to occur during an ARMA program.

Chapter Website: Dawn Wirth reported that the City is unwilling to host our website even though they have the server space. Dawn started putting together some basic web pages and said she felt we would need at least 20 pages. She feels that it is unnecessary to pay for having someone else host our site when there are servers available with the City or the County. Vicki said she would check with Steve Moore at the County for possible server space and hosting of our website. Dawn said she might have another solution but needed to visit with her contacts about it first.

October Program: Vicki passed out a debriefing spreadsheet for the Board's review. She said that Pam Gardner was the only no-show and that she would be billed for the registration fee for not canceling before the lunches were ordered.

November Program: Vicki will send out an email reminder to the Chapter tomorrow for the program on November 19. There are 8 signed up to attend at this time. Kim will pick up a dinner gift certificate for our speaker, Jack Digliani. Vicki said she would send the label format to Kim by email.

Holiday Event: Michelle developed the flyer for the holiday luncheon on December 5 at Braun's Bar & Grill at Collindale. It will be emailed out to invite all Chapter members for the free luncheon. A canned food drive will also be held during the event to gather donations for the Larimer County Food Bank. Kim Pals and Jeannie Weaver will develop a flyer to send out to members so they will bring the items to the luncheon. They will pack up the donations and Vicki will take them to the food bank that day. It was decided not to attempt another fundraising event this year.

The next Board meeting will be on December 10, 2003 at 3:30 p.m. in Fort Collins.

The meeting was adjourned at 5:05 p.m.