

**Northern Colorado Chapter of ARMA
Board Meeting Minutes, January 14, 2004
3:30 p.m. Police & Courts Building, Loveland**

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

Absent: Nancy Hofmeister and Dawn Wirth.

The meeting was called to order at 3:44 p.m. The agenda was approved. The Minutes of the November 12, 2003 meeting were approved.

Treasurer's Report: Vicki Lucero said that Nancy Hofmeister had faxed the treasurer's report to her but was not able to attend the meeting so she gave the treasurer's report. Several questions were discussed and answered by Vicki who will contact Nancy for more clarification. The board discussed breaking out the deposits separately that were made for individual programs as well as upcoming vendor deposits that will need to be kept separately. Vicki mentioned a \$100 deposit to Braun's for the December luncheon that did not show up on the report and said she would find out if it was credited in October. Brenda McCoy-Manfredo asked that the report be sent to her electronically for inclusion in the newsletter.

New Business:

New Members: Susan Barker from the City of Lafayette is a new member replacing Patty Athenour who dropped off the membership list recently. Vicki said that Pam Gardner is no longer at HP as of December 10, 2003. Vicki has ordered 10 membership packets and resource books from ARMA International and has followed up for Dawn Wirth with Barb Carls from Matrix Aluminum Corp. as well as sent a membership packet to Timnath.

Old Business:

20th Anniversary: Vicki found out from Molly Davis that the chapter was chartered 20 years ago in April so celebrating at the seminar will be very appropriate. Kim Pals contacted "The Pin Company" by calling the number on the back of our chapter pin to discuss a 25 year pin and artwork. She found out that there is no charge for the artwork and they would easily be able to make pins for us. A copy of a 25-year pin was passed out to all the members Paula said she had found out that ARMA International does not recognize 20-year chapters and waits until 25 years to make announcements and give recognition. It was decided by the board to forgo getting the pins now and order a cake and balloons for the seminar celebration. Nancy Freeman volunteered to do a display at the seminar and needs pictures from the chapter over the years for a collage.

Jeannie Weaver will find the photo albums from the secretary's box and Molly Davis should also have photos for Nancy. Vicki will check with Nancy, and ask others about photos.

Chapter Incorporation: Vicki said that the chapter incorporation is done with the Secretary of State's Office and that she had changed the registered agent. Brenda suggested that a process for keeping the incorporation status current be initiated. It was decided that the President should assume the responsibility upon election to see that every two years the registered agent is updated and make sure that the incorporation status stays current.

Chapter Website: Vicki said that Dawn Wirth has been ill and is unable to attend. Brenda said she felt sure that we could set up an independent website and not have to rely on the City or the County to support it. Jeannie mentioned that she learned that FortNet in Fort Collins offers service to non-profit agencies, possibly free of charge and would let Dawn know upon her return to investigate this possibility.

November Program: A program debriefing sheet and summary of the rating responses was handed out by Kim Pals. She stated that after paying the caterer and the reimbursement for the gift certificate indicated a slight loss overall but that the program responses were very positive and it appeared that everyone benefited from attending.

Holiday Event: The luncheon at Braun's was a huge success with everyone enjoying a nice lunch and delicious dessert. The Larimer County Food Bank donations totaled \$40 in cash and 60 pounds of food. Everyone agreed that it was a great location but would have been nicer in a private room. Michelle Becker said that when she called initially they had offered a private room.

January Program update: Vicki said that she arranged for a substitute speaker, Jeanette Gulder from Poudre Valley Health Systems. She is the Corporate Compliance Supervisor. The HIPAA program will be held at the Larimer County Road & Bridge office on Midpoint Drive in Fort Collins and will be set up for 16 attendees or more if necessary. Twelve people have signed up so far. Jason's Deli will provide lunch with the same menu as for the October program.

February Program update: Vicki said she had emailed the speakers but that Karen Stevens auto reply message indicated that she was no longer at the City of Fort Collins. Jeannie said that Karen was recently hired in the City Attorney's Office for Loveland and that she would forward Vicki's email to Karen. Vicki said she had given the speakers some dates and was waiting for confirmation. Jeannie volunteered to check on room availability. Vicki said she had a

substitute program about video streaming in mind just in case the speakers weren't available.

Seminar update: Vicki asked to board's permission to send a \$25 check to Jeff Dahlstrom for designing and printing the seminar brochure for us. Everyone agreed that the brochure looked really professional and Jeff should be compensated. Vicki said the seminar committee had discussed the food choices and would be verifying them with the hotel. The mailing lists and labels have been given to Molly and the meeting on February 17 will be for mailing out the brochures. The seminar committee invites all ARMA members to attend to help and enjoy pizza with us. The committee also needs ideas for the vendor game.

Paula Sutton shared that she has seen many chapter websites and the benefits that they provide to ARMA members and wants to encourage the chapter to push to have ours established by Leadership Conference. The Leadership Conference is July 15-17 in Minneapolis, Minnesota at the Crown Plaza downtown. She encouraged the board to consider attending.

The next Board meeting will be on February 11, 2004 at 3:30 p.m. in Fort Collins.

The meeting was adjourned at 5:14 p.m.