

**Northern Colorado Chapter of ARMA
Board Meeting Minutes, March 10, 2004
3:30 p.m. Police & Courts Building, Loveland**

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

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

The meeting was called to order at 3:40 p.m. The agenda for the February meeting was approved. Vicki had emailed her updates on the items to board members since the board was unable to meet on February 11. The Minutes of the January 14, 2004 meeting were approved.

Treasurer's Report: Vicki Lucero said that Nancy Hofmeister was ill and was going to fax the treasurer's report to her but she hadn't received it by the time she left her office. The January Treasurer's report was handed out and Paula noted that the gift for Jeff Dahlstrom was not for the Web Page but for the Seminar Brochure. The report did show the deposits broken out between program registrants and vendor income. Vicki noted that an electronic version of the report would still be helpful so that it can be emailed and also put in the newsletter. Vicki gave a report on the February bank statement that showed deposits of \$981 and expenses of \$139.34 with an ending balance of \$8,193.93. Paula asked about whether the hotel had been given a deposit for Dr. Saffady's room and whether he needed expense money. Vicki said she would follow up on this matter.

New Business:

Vicki quickly covered the items on the February agenda that she had emailed to members. These items included the new members since January, follow up with prospective members, Leadership Conference and RIMM activities in April.

Old Business:

Chapter 20th Anniversary: The Holiday Inn gave permission to bring in a sheet cake and Paula will have the Chapter logo put on it with "Happy Anniversary" and 20 years. Vicki will bring Bev Crownhart's Chapter Member of the Year plaque and her picture, membership applications, fliers, resource booklets, and our library resource lists. A photo collage is being prepared by Nancy Freeman.

Mailing Party: Debra Beasley had purchased 1700 stamps for the brochures and all but 15 stamps were used. Pizza & wings were enjoyed by the members attending. Vicki gave Nancy Hofmeister the invoice to pay the printer for the brochures. Seminar registration is at 17 received as of today.

February Program: There were 13 members and 5 non-members that attended and one no-show that was not billed. There was a profit of \$86.82 which was much better than the January program's \$7.30 profit. The evaluation showed positive remarks and #4 & 5 ratings. It was discussed that the program wasn't really a "how-to" but more of a "where to look for help" presentation.

Announcements, etc.: Vicki shared some news from other Chapters newsletters about the births of the "Minnesota twins." Also, she saw an item on the listserve about a NARA sponsored conference for 2-½ days on records management that's being held in Delaware. She was interested in seeing if they would be doing something similar close by in the future. Vicki told us about an article in the paper about a charitable book drive and wondered if the board could keep that in mind to offer ARMA's support to potential contacts that we might make in the future.

New Members: Vicki said she would send email addresses to Dawn of the possible new members she's received information about recently.

Chapter Website: Dawn Wirth thrilled the board with the update she gave on her work in preparing "skeleton" pages for a website, reserving a domain name and gathering information on the costs associated with the process. She investigated the possibilities of having a "free" website but those are so limited that it's not feasible. She said that Front Range Internet hosts websites for \$36 per month and there are additional costs for reserving the domain name and possibly an "initial" fee for signing up. The Domain name would require the Board to make up several "names" to use just in case one has already been registered before. Dawn did not know how long it takes to reserve the name although it may be possibly as long as six weeks. She said "dot orgs" are more affordable than "dot coms" and are generally used by non-profit organizations. Dawn is using Microsoft Front Page to prepare the pages and feels like it is the most widely used software and easiest program for someone else to transition into using if the "webmaster" would change. The April program will be held in Loveland at a place to be determined by Dawn so that she can demonstrate the website to the board. Vicki will send various logos or photos she has that might be useful and Dawn needs to hear from members on what they want to see on the site.

Leadership Conference, etc.: Paula Sutton gave an update on the speakers and topics for Leadership Conference, which is July 15-17. She said the committee had been discussing having break-out sessions but that there was support shown for regular sessions for all attendees also. One of the classes is "Dealing with Difficult People." The registration fee is \$175. Paula offered that because she is the Region Coordinator she is willing to listen to any and all concerns, questions or ideas that any member has to share. Also, she shared that she had been

asked to apply for the Region Manager position with ARMA which is a step up from Coordinator. Good luck, Paula!

Board Elections: Paula said we should be working on nominations for next year's Board soon. She offered three possible choices: Jerry Hubbard, Debra Beasley and Nancy Freeman. She suggested that the newsletter might be a good place to publish information about the duties of each position on the board.

The next Board meeting will be on April 14, 2004 at 3:30 p.m. in Loveland.

The meeting was adjourned at 5:00 p.m.