

**Northern Colorado Chapter of ARMA  
Board Meeting Minutes April 14, 2004  
3:30 p.m. City Council Chambers, Loveland**

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

Absent: Brenda McCoy-Manfredo and Kirk Kuwitzky.

The meeting was called to order at 3:35 p.m. The agenda for the April meeting was approved. The Minutes of the March 10, 2004 meeting were approved.

**Treasurer's Report:** Nancy Hofmeister passed out a Treasurer's Report for March 1 through March 31, 2004. The balance as of March 1 was \$6,027.54. After income of \$3,805 and expenses of \$20.25 and cash on hand of \$25 the account balance as of March 31, 2004 is \$9,812.33. Vicki said that for the seminar, registrations total \$14,000 and expenses would run around \$4,500 so our profit will be around \$8,000-\$9,000 when all the accounting is done. A final report will be prepared for the May Board meeting. Several reimbursement requests were presented to Nancy for checks she will give out at the seminar.

New Business:

Vicki was happy to announce that we have two new members, Vicky Fisher of Image World, and Monte Kniffen of Denver Redemptorists. Monte is a member of the Denver Chapter also and has been a long-time member of ARMA. Our membership is now at 46 members as we had lost a couple recently.

Vicki asked Paula about a CRM proctor for Abel Ramone of WAPA who is new to the area and wanting to take the exam in May. Vicki referred him to Molly Davis and he may be able to test with Betsy Holder or Paula at that time.

Old Business:

**Seminar & Chapter 20<sup>th</sup> Anniversary – 2004:** Vicki shared that there has been lots of email and other activity this week preparing for the seminar on Friday. We will have an ARMA Resource/Anniversary table as well as a table for the ARMA Display being prepared by Nancy Freeman and her intern at the Wildlife Research Center. A square on the vendor bingo sheet has been designated for the ARMA Display and a stamp will be available at the table to mark the sheets of attendees. A gift certificate has been prepared by Paula for \$50 from the ARMA bookstore as a prize drawing for participants that turn in completed vendor bingo sheets. Vicki had the 59-page handout copied for Dr. Saffady's presentation to put in the goodie bags as well as the other items collected that the committee prepared on Monday. Vicki, Molly, Debra Beasley and Nancy Freeman went to the Holiday Inn today to confirm the set up and rooms for the seminar and lunch/vendor area and said they all felt better after seeing the

location and think it will work well for the seminar. Paula ordered the two cakes, one white and one chocolate for our afternoon break anniversary celebration.

**Leadership Conference:** Vicki reiterated the dates and cost for registration and said that the chapter has always supported one or two members in attending the conference and felt that we would be able to do that again this year.

**March Program Debrief:** The program at the National Wildlife Research Center went very well with 18 attendees taking the tour and hearing the presentation by Archivist Nancy Freeman. She told about the research the center does and gave us a look at their archive storage area and library, as well as pointing out the numerous posters displayed throughout the facility, including their break room area. It was very informative and worth the trip to North Fort Collins.

#### Other Business:

**Elections:** Nancy Hofmeister said she will be retiring from her position in Lyons soon and would like to get retired ARMA membership information so that she can still keep up to date with the chapter. Her position as the treasurer, as well as the president, vice president and two at-large board vacancies will be open. Vicki will still remain as Past President on the Board. Paula will be the ARMA Region Coordinator and is not required to attend the board meetings. Vicki passed out an email she had sent to Brenda McCoy-Manfredo for the newsletter regarding election for the 2004-2005 Board and points of interest about serving on the Board.

**Chapter Website Demonstration:** Dawn Wirth gave a wonderful (WooHoo!) demonstration of the new Northern Colorado Chapter of ARMA website pages she developed. She said there were a number of addresses to choose from and we voted unanimously for NorthernColoradoARMA.org for our website. She said there is a \$60 charge the first month (\$30 a month set up fee) and \$30 per month after that with Front Range Internet. There is a one time charge of \$45 to register the domain name. 100 mg storage and transfer data space is available so there is plenty of room to add more information and links. We discussed advertising on our website and reevaluating the rates that we charge. Dawn said she would burn CD's of the web pages for anyone that wanted one to test it out. She will email the board when the website goes live. There was some discussion about credit card acceptance on the website and how that could be made possible for our members and program attendees' convenience. Great job, Dawn!

**May Program:** Paula Sutton will present the Virtual Records Management Tour at 2 p.m. on May 19<sup>th</sup> at the new Northern Colorado Water Conservancy District building in Berthoud. This is the presentation she has prepared as the ARMA Region Coordinator for a program in Bismarck, North Dakota, coming up soon. There may be a charge for the program and snacks will be served.

**June Program:** The board discussed having a dinner instead of luncheon, possibly at the Moot House on June 11. Vicki discussed doing a recap of the seminar, oral history of the chapter and bringing the display that Nancy prepared for the seminar. The Chapter of the Year award will be presented there and nominations will be taken in the same timeframe as board member nominations. Kim Pals agreed to make the reservations for a private room for the dinner.

The next Board meeting will be at 3:30 p.m. on May 12<sup>th</sup> at the Police and Courts Building in Loveland.

The meeting was adjourned at 5:10 p.m.