

**Northern Colorado Chapter of ARMA  
Board Meeting Minutes May 12, 2004  
3:30 p.m. City Council Chambers, Loveland**

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

The meeting was called to order at 3:40 p.m. The agenda for the May meeting was approved. The Minutes of the April 14, 2004 meeting were approved.

Treasurer's Report: Nancy Hofmeister passed out a Treasurer's Report for April 1 through April 30, 2004. The balance as of April 1 was \$13,172.09. After income of \$7,745 and expenses of \$7,210.02 and cash on hand of \$25 the account balance as of March 31, 2004 is \$13,707.07. Vicki also handed out the program debriefing sheet for the Spring Seminar which showed a profit of \$5,899.34 but may be adjusted up a bit when several final adjustments are made. The treasurer's report was approved.

New Business:

Vicki was happy to announce that we have three new members, Marcy Bower, Jane Smith (Document Safety) and Terri Andrews (Erie). Kathi Haughn (WAPA) moved but updated her membership information. Our membership now stands at 50 members.

Paula said she took the CRM Exam within the last week as well as Betsy Holder from Greeley. She said the study guide and the test had been updated since the copy she had from 1999 and so the test was different than the other times she had taken it and had been completely updated.

Old Business:

Seminar & Chapter 20<sup>th</sup> Anniversary – 2004: Vicki reported that the seminar committee debriefing meeting was held and we discussed the issues that need to be addressed for next year and other seminars. The evaluation debriefing sheet was passed around for review by those board members that were not on the Seminar Committee. We discussed setting up the ARMA Display again at the June 11<sup>th</sup> luncheon and preparing a narrative to read during the presentation. (Kim will check to see if there is space to set up the display in the patio room at Johnny Carino's) We will also acknowledge Molly Davis as a charter member and find out if there are other charter members still in our membership, or still in the area, and recognize them also. (Jeannie will look through the secretary's boxes to find this information.)

Board Elections – Nominations were made and ballots sent out by Michelle Becker. The members nominated and their positions are as follows: Debra Beasley, President; Kim Pals, Vice President; Brenda McCoy-Manfredo, Treasurer; Jeannie Weaver, Secretary; and Members at Large are Michelle Becker, Brad Leach, Nancy Freeman. Dawn Wirth agreed to fill the remaining Member at Large position as Website Administrator. Thanks, Dawn! Installation of the new board will be done at the luncheon on June 11<sup>th</sup>. The Chapter Member of the Year will also be announced and receive an interim certificate, with plaque to come later in year.

Leadership Conference: Vicki confirmed that she will be attending this year and her expenses will be paid by Larimer County. Paula will be attending as the new Region Manager for ARMA. Debra Beasley was selected by the board to attend for the Chapter by paying her expenses up to \$950. Vicki will let her know so she can make travel arrangements. Dawn Wirth said the City had budgeted for her expenses to attend the conference but that she was still undecided whether she would attend or not.

May Program: Paula Sutton will present, “the Virtual Records Management Tour” from 2-4:30 p.m. on May 19<sup>th</sup> at the new Northern Colorado Water Conservancy District building in Berthoud. This is the presentation she presented as the ARMA Region Coordinator for a program in Bismarck, North Dakota. Refreshments and the 20<sup>th</sup> Anniversary cake will be served. Paula asked that members check in at the front desk. Vicki will send out a reminder email.

Website update: Dawn said the monthly cost for Front Range Internet to host our website had gone down to \$29.95 and that the \$25 set up fee was waived. There is a limit of 20 email addresses attached to the domain name and that should be enough for all the board positions and extras. FRI provides a spam filter, 24/7 help desk, virus protection and up to 10 gigabytes per month can be downloaded. Dawn feels that by the end of the month she will be ready to have the website go live and that when she calls it will be up and running in 48 hours. We discussed continuing the newsletter and decided that the website and newsletter kind of go together and could be by the same person. If Brad Leach agrees to do the newsletter then Dawn would be the web administrator. We discussed a website advertisement rate without a link for \$75 and with a link for \$100 or free with a full-page newsletter ad. We also talked about charging an introductory rate of \$25/year to see the benefit of having ads on the website.

June Luncheon: The end of the ARMA year luncheon will be at Johnny Carino's in Loveland at the Outlet Mall from 11:30 a.m. to 1:30 p.m in the patio room. Kim will make up and distribute a flyer and Brenda will put it in the newsletter. We will have the 20<sup>th</sup> Anniversary and ARMA Display from our Seminar set up again for those members that may have missed seeing them in April. Paula will

install the new board members and the Chapter Member of the Year announcement will be made.

Other Business: Nancy Hofmeister suggested that the new board consider raising the program fee for the monthly programs so that it covers all the expenses for food, mileage and gratuities.

Vicki reminded the Board that Debra Beasley will be a speaker at the ARMA International Conference in Long Beach, California. The conference runs from October 1-6, 2004. As of the first of June, registration can be done online. Vicki said Debra will be doing a dry run of her presentation at the conference for us at our chapter's September program.

The next Board meeting will be at 11:30 a.m. at Johnny Carino's in Loveland.

The meeting was adjourned at 5:02 p.m.