

**NORTHERN COLORADO CHAPTER OF ARMA
BOARD AND PLANNING MEETING
AUGUST 13, 2004**

The meeting was started at 5 p.m. at President Debra Beasley's house at 3014 Stonehaven Drive, Fort Collins, Colorado. Board Members attending: Debra Beasley, Vicki Lucero, Michelle Becker, Nancy Freeman, Brad Leach, Brenda McCoy-Manfredo and Paula Sutton. Jeannie Weaver and Kim Pals arrived at 5:30 p.m. Absent: Dawn Wirth and Nancy Hofmeister.

The Board reviewed the agenda and approved it after adding a review of the member by-laws and library discussion. The treasurer's report submitted by Nancy Hofmeister was approved on a motion by Debra and Vicki seconded. Brenda offered to contact a person in the City of Fort Collins Finance department to find interest in doing an audit.

Paula discussed the new login and password to get on ARMA's intranet. There was some discussion of member escrow reports and potential member interest.

Paula passed around pictures of Leadership Conference and chapter reports given there were discussed. Vicki shared the report she had prepared for her boss at Larimer County giving the highlights relating to her job there.

The Annual Awards Meeting minutes were read and approved on a motion by Brad Leach and Brenda seconded.

New Business:

Vicki discussed the remaining need for a voided check to be given to Front Range Internet to activate the electronic funds transfer to pay the monthly fees associated with our website. Copies of Debra's and Brenda's driver's licenses will also be provided to the bank for signature purposes on our accounts there.

Committee Chairs: The Seminar Committee Chair will be Vicki Lucero with Paula and Michelle assisting her. Nancy Freeman shared an idea for an ARMA/SRMA joint seminar in 2006 and agreed to be the chair for that committee. Brad agreed to coordinate the printing of the brochure and Brenda volunteered to design the brochure. Other committee chairs are as follows: Awards – Brad; Elections – Michelle; Membership – Debra with Jeannie assisting; Publicity – Vicki; and Website Administrator – Dawn Wirth.

A discussion of the need for a newsletter followed due to having a Chapter Website and possible duplication of effort. The content needs to be supplied for both by the members and possible rewards for providing the content were discussed as a way to get articles for the website/newsletter. Brenda agreed to publish one last newsletter with the schedule for the coming year.

Monthly Board Meeting Schedule: The two locations we will be alternating the meetings between are located at the Police and Courts Building in Loveland in the Police Records meeting room and at the Larimer County Offices at 2555 Midpoint Drive, Suite A in Fort Collins. The board meetings will be held the 2nd Wednesday of the month from 3:30 – 5 p.m. The schedule is as follows:

September 8 – Loveland
October 13 – Fort Collins
November 10 – Loveland
December 8 – Fort Collins
January 12 – Loveland
February 9 – Fort Collins
March 9 – Loveland
April 13 – Fort Collins
May 11 – Loveland
June – TBA

Program Schedule:

September 20 – David McDermott, ARMA International President, will be our guest speaker on a case study done at his workplace. Paula Sutton will coordinate this program.

October 20 – “Mergers and Acquisitions: A Case Study of Hewlett Packard and Compaq” workshop by President Debra Beasley. (Debra was originally prepared to practice her ARMA International Conference guest speaker presentation at the September meeting but has agreed to present it in Denver at an AIM program that month.)

November 17 – Genealogy workshop. Nancy Freeman will coordinate.

December 10 – Holiday Luncheon. Brad Leach and Paula agreed to coordinate event with a possible comedian as our speaker.

January 13 – Video Topic. Kim Pals agreed to pursue this topic presented last year by member Kirk Kuwitzky. Debra was particularly interested in the aspect of using video clips for presentations over the internet for webinars, etc.

February 10 – RIM Basics. Vicki will ask Molly Davis to be the speaker for this program.

March 17 – St. Patrick’s Day Tour of Anheuser Busch Brewery. Debra agreed to pursue a contact she feels may be able to arrange this for the chapter.

April – TBA Seminar

May 18 – ARMA Website Demo

June – TBA Awards Luncheon

Other Business

Paula agreed to relocate the chapter's Library to her office at the Northern Colorado Water Conservance District. She will do an inventory, organize and promote the availability of the library to Chapter members as resources they can borrow for records management purposes.

Nancy Freeman brought a proposal to the Board's attention as a way for the chapter to do some community outreach. She is on the Board of the Poudre Landmarks Foundation and they have asked Molly Davis to prepare a bid to be their consultant on records management of the archives of the Avery House, Fort Collins WaterWorks and John Romero House. She is requesting a donation of \$500 - \$1000 and will make a special presentation to the board at our monthly October board meeting. The Board discussed getting vendor members in the chapter involved possibly in fundraising for this effort.

During the meeting the board enjoyed a wonderful meal of chicken, steak and homemade bread prepared by Debra with salads from Nancy and Kim. Michelle brought some delicious cookies also. Debra thanked everyone for coming and the meeting adjourned at 7:30 p.m.