

**Northern Colorado Chapter of ARMA
Board Meeting Minutes September 8, 2004
3:30 p.m. Police Records Board Room, Loveland**

Present: Debra Beasley, Kim Pals, Jeannie Weaver, Vicki Lucero, Brenda McCoy-Manfredo, and Michelle Becker.

Absent: Brad Leach, Nancy Freeman and Dawn Wirth.

The meeting was called to order at 3:38 p.m. The agenda for the meeting was approved. The Minutes of the August 13, 2004 Board and Planning meeting were approved.

Old Business: Brenda said she had received only the money bag from Nancy Hofmeister and was able to prepare only a Financial Summary of the year from January to July 31, 2004. She also prepared a Proposed Budget for the ARMA Year 2004-2005. Debra will call Nancy Hofmeister and ask if she can come to the September 20 program and bring the treasurer's box. Brenda contacted her friend, Edna, in the Fort Collins Accounting Department about doing an audit for us and she will do the audit after Brenda is able to organize the records for her. Vicki made a motion, which was seconded by Kim and approved by the Board to compensate her with a gift certificate upon completion of the audit.

Debra asked whether the Board minutes could be posted on our website and password protected so they are only available to members. Brenda felt that Dawn would be able to add that feature to the website. Debra also mentioned that there was a reference to contact Vicki Lucero for our ARMA Library and that needed to be changed to contact Paula Sutton since she now has the library at her office in Berthoud. She will contact Dawn to make this change.

The board discussed a chapter directory again and whether it could be password protected and the desire of members to not be contacted by vendors using their email addresses. The board agreed that since the member list is on the ARMA website, members already have password protected access to that information. Debra agreed to email our chapter members a copy of the Excel spreadsheet member list for their use.

Vicki said she still needs a copy of Kim's driver's license since the Vice President is also included on the signature card at the bank. Kim agreed to provide it for Vicki after the meeting.

New Business: Brenda went over the financial summary she prepared and the proposed budget asking for input on the figures and whether they were adequate for our needs so she can finalize the budget. Also, after Brenda receives the treasurer's box she will be able to prepare for the audit. The board gave approval for Brenda to buy a locking money bag for the \$25 petty cash that the treasurer has maintained for the chapter so that it would be more secure.

Debra proposed the idea of getting a chapter credit card for purchases like the tablecloth and other items to make it easier for the treasurer. She said she knew the bylaws might need to be changed to allow for it but feels it is necessary at this time. Vicki agreed to check on the credit card issue when she goes to the bank and report back to the board next month.

Vicki said she forgot to bring the 51 pins she has for distribution at the ARMA conference but she will bring them to the September 20th program and give them to Debra. The board discussed ordering more pins and the price but decided against it since there were enough pins for the conference.

Committee Reports: Debra said that an email had gone out from David O. Stevens regarding the topics he speaks about for seminars and his rates. The board discussed sharing a seminar with the Denver Mile-Hi Chapter and that it wouldn't be a 50/50 profit split but based on the number of attendees from each chapter. Brenda felt that we should find out what Denver or even the Wyoming chapter would expect from us in order to put the seminar together and what benefits both chapters would gain from having a shared seminar. An idea was brought up that maybe we could do the shared seminar but also have our own seminar as usual. Vicki said that she would look at the past rosters of attendees and determine where most of the attendees traveled from and share that with the seminar committee when they meet.

Debra clarified that she would chair the Membership Committee with help from Jeannie as needed.

A final newsletter will be prepared by Brenda and Dawn for the website after receipt of the outgoing and new President's messages.

Monthly Programs: The details for the September program with David, McDermott, President of ARMA International, are being finalized and a flyer was sent out to the members. Kim said seven members had RSVP'd so far and we still have over a week to go. Vicki said she would email the flyer again so that we can get a larger group.

The next Board meeting will be on October 13, 2004 in Fort Collins at 2555 Midpoint Drive, Suite A.

The meeting was adjourned at 5:03 p.m.