

**Northern Colorado Chapter of ARMA
Board Meeting Minutes October 13, 2004
3:30 p.m. 2555 Midpoint Dr., Suite A, Fort Collins**

Present: Debra Beasley, Jeannie Weaver, Vicki Lucero, Brenda McCoy-Manfredo (by teleconference), Dawn Wirth, Brad Leach, Nancy Freeman and Michelle Becker. Absent: Kim Pals.

The meeting was called to order at 3:35 p.m. The agenda for the meeting was approved. The Minutes of the September 8, 2004 Board meeting were approved unanimously after a motion by Debra and second by Vicki.

Old Business: Brenda said she prepared the treasurer's report and found a \$100 discrepancy between the bank statement and our records which showed \$100 less than the bank account. It was discussed that since the error is in our favor to accept the bank's figure as the correct account amount. A copy of the report was passed around for review by the board members present. A motion was made by Vicki to accept the treasurer's report, seconded by Dawn and passed unanimously. The budget was presented at the last meeting and stands as the chapter's final budget. Brenda contacted her friend, Edna, in the Fort Collins Accounting Department and she will do the audit probably in December. Petty cash reimbursement was discussed and the profit from the September program was determined to be \$1.54 after all the receipts were recorded.

The Board discussed protecting the Chapter directory and meeting minutes as a pdf file with password protection. Dawn agreed to take care of it. She will not post the treasurer's report on our website.

Paula Sutton was unable to be at the meeting; however, her email to the board said she had not had a chance to inventory the library but will be doing so soon. She would like to be kept up to date on all the activities of the board by email also.

Bylaw Amendment: Debra made a motion to amend Article 1, Section 5 of the bylaws to read: "All checks shall require the signature of one authorized officer." Brenda seconded the motion and discussion was held regarding the audits that will be done will prevent misuse of funds and the vote taken was unanimous to amend the bylaws. Jeannie agreed to make the amendment to the document.

Vicki said she had picked up an application from the bank for a credit card and explained the services offered. The Board decided that a check card would be more acceptable to the Chapter and the treasurer would get the accounting with the bank statement. Vicki will pick up the correct form and bring it to the next meeting.

Committee Reports: Debra discussed the idea of having a Program Chair in addition to having committee chairpersons for each committee. This person would be responsible for following up on all the details for a program with the committee chairperson and reporting to the President. Vicki said that typically the Vice President has been in charge of arranging meeting space and lunch arrangements for the programs and that there is no provision in the bylaws for a chair person of committees even though we typically have a volunteer for chairperson of the various committees. The Board felt that the position would be redundant and decided against the proposal. It was decided that at the November meeting we will plan the remaining programs for the month's that don't have programs set up yet.

Vicki has not formed a Seminar Committee at this time and is still gathering ideas for the seminar for 2004-2005 year. The membership report was in the last issue of the newsletter and we have 49 members at this time.

New Business:

Archiving Chapter Website: Dawn discussed various methods she knew about for archiving the website. Nancy volunteered to investigate the website further to make a recommendation for a retention method.

Education Foundation: Vicki said she was designated by ARMA International as a Chapter Champion and attended a meeting with 12-14 other people to discuss the foundation. They were given CD's and a resource tool kit to pass along to their chapter members and get the word out about the foundation and the funding ideas. Vicki asked the Board to allow her 2-3 minutes at each of our programs to share this information with the Chapter. Vicki will get more information and brochures for the foundation before proceeding. Brenda stated that at the last Board meeting, Kim, Nancy and she agreed to form a Charity Committee and a meeting is scheduled for October 26th at 5 p.m. at Jason's Deli in Fort Collins.

Debra said she received three copies of a new comprehensive ARMA brochure and membership application for this year's "Energize" recruitment program. She will order some more for programs throughout the year and for the seminar.

Poudre Landmarks Foundation Proposal: Nancy emailed all the board members a request for consideration of a donation to this very worthy cause. A motion was made by Vicki and seconded by Brad. After discussion about vendor's donating to our chapter for recognition, our healthy bank account and ARMA's mission to help the records management field and also the community, a vote was taken and the motion passed unanimously.

Nancy proposed having a joint ARMA and Society of Rocky Mt. Archivists meeting in the fall of 2005. After some discussion as to the benefit of the chapter, it was decided that it would be planned.

Monthly Programs:

The September program was very successful with President David McDermott of ARMA International. Vicki has 8 RSVP's for the October meeting in Greeley. Brad said he is having trouble finding meeting space unless they use the Northern Colorado Water District's new facility. It was suggested that he call Schmidt's Bakery and a new restaurant, Alexander's Supper Club, that has a banquet room. Kim is planning a media presentation for January.

The next Board meeting will be on November 10, 2004 in Loveland at the Police and Courts Building Records conference room.

The meeting was adjourned at 5:13 p.m.