

**Northern Colorado Chapter of ARMA
Board Meeting Minutes
November 10, 2004
3:30 p.m. Police Records Board Room, Loveland**

Present: Debra Beasley, Kim Pals, Jeannie Weaver, Brad Leach, Vicki Lucero, and Brenda McCoy-Manfredo by teleconference.

Absent: Michelle Becker, Nancy Freeman and Dawn Wirth.

The meeting was called to order at 3:43 p.m. The agenda for the meeting was approved. The Minutes of the October 13, 2004 Board meeting were approved after a minor change noted by Jeannie.

The treasurer's report was faxed to Kim for the meeting and passed around for review by the Board. Discussion of the escrow account and where the money comes from was determined to be from new members, which also accounts for the \$100 discrepancy from the last treasurer's report and that correction was made by Brenda.

Old Business: Brenda said she has not been able to get a date yet for the audit but will as soon as she's able to schedule it with Edna in the Finance Department.

Vicki Lucero passed around a copy of the October Program Debriefing Sheet for review by the board. As noted in the treasurer's report the lunch expenses were higher than noted leaving a profit of \$56.30. The September program expenses were submitted and a profit of \$1.54 was reported. Our vendor member from Docuvault, Ron Vince, agreed to sponsor the November program by providing dessert for the group. As well, Docuvault will sponsor the December luncheon with a \$350 donation.

A discussion of the board meeting minutes not being available on the website lead to a suggestion to have a backup person that would have access to do the updates. Debra said she would be willing to do the updates if she was given access. Brenda said she would call FRII and find out about our account there and follow up with Dawn.

Debra checked with Paula about the library inventory and she said that she had done the inventory and updated the file; however, the file had not yet been posted to the website.

Debra asked Brenda about the status of the check card. Brenda said she had the credit card application Vicki had given her but was unaware that she was to follow up. Debra clarified for her that the board had discussed getting a check card instead of a credit card and asked Brenda to follow up with the bank to get it accomplished. Brenda agreed to get the check card.

Vicki reported that she had formed a Seminar Committee consisting of: Michelle Lamm, Jeannie Weaver, Michelle Becker and herself. The meetings likely will be held following board meetings although it was not possible for all the members to meet after this board meeting. Vicki and Jeannie will stay briefly to discuss ideas and put together a draft for discussion. Brenda asked about previous board discussions leaning toward a half-day seminar and Vicki said that it hadn't been decided upon and still could be a full-day seminar. Brenda shared her ideas for seminar topics and possible speakers. She also thought of a location in Fort Collins called the Plummer's School that might be available and looked up rental information on the internet. Debra also shared some speaker and topic ideas as well. Vicki said that a presentation will be made at the next board meeting by the Seminar Committee for a decision.

The meetings and contact people for the remainder of the year are: Brad in December; Kim in January; Vicki in February; Debra in March; Vicki (Seminar) in April; Paula in May; and Brad (awards) for June. Brad said that the location for the December meeting will be at Miss Attie's Tea Room with three options for lunch and entertainment by a choir from Loveland High School. There may be a short skit, the charity fund raiser (see below) and gift exchange among the members. Recognition to DocuVault for sponsoring the luncheon will be on the flyer and a short presentation by them at the luncheon can be arranged as well. The flyer will be done by Brad and include information about the fundraiser from Kim's flyer.

Kim reported on the meeting of the Civic Responsibility Committee and their ideas for a fundraiser at the December luncheon. ARMA members will be notified to bring to the luncheon needed items for the Child Advocacy Center of Larimer County. As well, in the following three months a contest will be held to win a "free registration to this year's seminar" by purchasing chances to guess the number of paper clips in a jar. The proceeds will go to TRIAD – a senior citizen program. The Board agreed that the ideas were fantastic and gave Kim unanimous approval to proceed.

Vicki reported that she had received the new membership brochures and passed several out for distribution by board members. She has a supply to bring to monthly programs as well. Debra gave a quick membership report saying that we are back up to 50 members.

New Business:

Debra brought up the fact that now that we don't have a newsletter it is important that the website contain updated information about our activities and suggested that we designate someone to do the updates and provide access to them. Brenda said she would check with FRII and then follow up with Dawn on this matter.

Debra would like to have a review of the advertising rates done for the website and a comparison with what other chapters are charging. Vicki said that we had adjusted the rates last year and that there was one paid advertisement taken out in the newsletter. It was suggested that Michelle Becker might like to follow up on this matter for the board. Debra also suggested that a policy be written for vendors that want to sponsor meetings so they know what recognition they will receive or other benefits.

The next Board meeting will be on December 8, 2004 in Fort Collins at 2555 Midpoint Drive, Suite A.

The meeting was adjourned at 4:55 p.m.