

**NORTHERN COLORADO CHAPTER OF ARMA**  
**Board Meeting Minutes**  
**December 8, 2004**  
**3:30 p.m. 2555 Midpoint Drive, Suite B, Fort Collins**

Present: Debra Beasley, Paula Sutton, Brad Leach, Vicki Lucero, Nancy Freeman, Michelle Becker, Brenda McCoy-Manfredo by teleconference and Kim Pals by teleconference.

Absent: Dawn Wirth and Jeannie Weaver

The meeting was called to order at 3:35 p.m. The agenda for the meeting was approved. The Minutes of the November 10, 2004 Board meeting were approved.

The Treasurer's report was presented and approved.

Vicki Lucero gave an update on the Spring Seminar Committee. The Plummer School was being considered as a spot to hold the conference. Nancy Freeman shared with the Board that she had been there for an event and didn't think it would be an appropriate place for our seminar. The seminar committee will research other venues for the Spring Seminar.

Nancy Freeman asked for a vote from the Board to split the profits and expenses with SRMA for the Fall Seminar. The Motion carried.

There are 15 RSVP's for the December Luncheon on the 10<sup>th</sup>. Three of those individuals are from DocuVault.

Old Business: The contact information for the ARMA Library on the website will be changed to reflect the new location of the Library.

Brenda McCoy-Manfredo has acquired a debit card for use of any miscellaneous Chapter expenses. Brenda will have to make the purchases because she is the only one authorized to use the card.

New Business: The audit of the chapter books has been scheduled with Edna Hoernicke and should be done in January 2005. The escrow reports are now available online along with other chapter reports.

Debra would like to see the newsletter come back. An e-mail will be sent to our chapter members to solicit volunteers to help with the newsletter.

Vicki suggested including action items at the end of the meeting minutes to make it easier for people to remember what items they are taking care of.

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