

**Northern Colorado Chapter of ARMA
Board Meeting Minutes
January 20, 2005
3:30 p.m. Police Records Board Room, Loveland**

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

The meeting was called to order at 3:41 p.m. The agenda for the meeting was approved. The Minutes of the December 8, 2004 Board meeting were approved as submitted by Michelle Becker.

Brenda said she had not prepared a treasurer's report but said that she thought we made a profit on the January program. Debra asked about the audit and whether it would still be done in January and Brenda said that Edna had it and was working on it.

Old Business:

Vickie shared an update from the Seminar Committee. She said it looks like we will have a half day about Project Management and the other half of the day on Team Building and Communication. She said the committee discussed having Jesse Wilkins as the Project Management speaker and Larry White for the afternoon session. Paula and Brenda both felt that Jesse's fees were too high. Brenda said she is giving a presentation on Project Management at a conference out of state soon and would consider doing the presentation for our seminar and let us know her decision next week. The locations are still being considered with possibilities at the Fairfield Inn in Loveland and the Cottonwood Club off of Hwy 287. Michelle passed out a flyer on the rates for the Cottonwood Club and said they had availability on April 8 or 15th at \$25 per person with up to 100 people for Audience style seating or 50 with tables. Vicki shared the committee's discussion of having the Civic Responsibility Committee give an update on their activities at the seminar. A vendor show will not be attempted this year and handouts will include the seminar schedule and other related documents for the day. Debra suggested to the committee that a trivia question be answered by the attendees to win the ARMA Bookstore Certificate as the only door prize. Vicki shared the preliminary schedule for the day she had prepared. The Northern Colorado Water Conservancy District will do the brochure again for us this year. Michelle agreed to email the information on the locations to everyone to make a decision on the location as soon as possible.

New Business:

February Program: Vicki was going to contact Molly Davis to present RIM Basics but then decided to present a program instead on how to select RM Software

because she had done this in her job and knows that others in the group have had similar projects. Brad agreed to do the program with her on February 17, in Fort Collins at 200 West Oak.

March Program: Debra will be contacting Jesse Wilkins to ask him about doing a program on email policies or an interactive interview with Betsy Holder from Greeley on her email policies. Jeannie shared that she had attended a program in Windsor for Municipal Clerks the day before where Molly Davis was the speaker. Her presentation was “the Many Hats of Records Retention” and was very fun and informative. Jeannie thought she might like to present it for the ARMA group if Debra wanted to ask her.

Website Update: Dawn presented the research she’s done on the Vision of the Website using her notes from the board meeting from April 2003. She shared that the most important policy to be discussed should be that the website be updated on a consistent (set time) basis so that members who use the website will be confident that new information will be posted as of that set time deadline and that they will get the information they need.

Debra asked Brenda if she could email her the heading (logo) for the newsletter so she can put one together.

Paula spoke about her presentation for the May Program. She will be presenting a program in Nebraska that is loosely based on the same presentation she gave last year in May but geared more toward electronic document managing so she may revamp it in that direction. Her other idea was to contact Rich Wilson from the Wyoming State Archives and have him be the speaker. Debra said that she felt that taking Paula’s presentation from the paper document management system to the electronic management system was the next step in the technological aspect of records management and would be an interesting follow up presentation.

Topics from the team building session were volunteered for by the following people:

Duties & Roles – Nancy Freeman & Jeannie Weaver
Money & Chapter Goals – Brad Leach & Brenda McCoy-Manfredo
Vision Statement – Vicki Lucero
Communications & Email – Kim & Michelle
Website – Dawn Wirth & Nancy Freeman
Accountability & Expectations – Debra

Each person is expected to prepare a draft or outline about their topic and bring it to the next Board meeting as a topic for discussion.

The next Board meeting will be on February 9, 2005 in Fort Collins at 2555 Midpoint Drive, Suite A.

The meeting was adjourned at 4:47 p.m.