

**Northern Colorado Chapter of ARMA
Board Meeting Minutes
February 9, 2005
3:30 p.m.
2555 Midpoint Drive, Suite B, Fort Collins**

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

The meeting was called to order at 3:37 p.m. The agenda for the meeting was approved. The Minutes of the January 20, 2005 Board meeting were approved as submitted.

Brenda passed out the treasurer's report and said that the ACT Teleconference bill is being reimbursed by SRMA for half the cost of each session billed. Brenda asked for an address from Nancy to bill them quarterly. Nancy said she had sent an email to Brenda with the address recently.

Spring Seminar Report

Vickie shared an update from the Seminar Committee. She said she had several ideas for the title of the seminar and the group chose, "Tools for Managing Projects and Teams. Larry White will be paid \$250 plus \$5 per person for mailing the Myers Briggs assessment to each participant. Brenda McCoy-Manfredo will receive a \$75 gift certificate. Vicki figured that with 40 people attending the budget would be about \$525. Nancy moved to adopt the speakers budget, Debra seconded the motion and the vote was unanimous.

Expenses for the Cottonwood Club on April 8 will be \$1000 with set up of morning and afternoon snacks and drinks. Printing costs for the brochure will be \$.49 each with a guesstimate of 500 with 300 mailed out and the rest handed out. Total expenses are expected to be \$1,900 with a break even point of 20 participants. Debra suggested that for each half day session door prize to ask each of the speakers to come up with a question about their presentation and the first person who answers correctly wins.

Vicki will provide a copy of her seminar budget for Brenda. The send out date for the brochure has been moved up to February 25. Larry wants to have the mailing labels of the participants sent to him so that he can mail out the Myers Briggs assessment packet and receive them back by March 18.

Debra had emailed the group with the rates for including a way to pay for the seminar or programs by credit card or a bank account using PayPal. She said the information could be printed on our brochure and a link provided to PayPal.com on our website. The Board approved the use of PayPal by

participants and asked Vicki to contact Dawn to add the link to the website. Vicki will follow up with Brenda and Larry to get their biographies to complete the brochure. She will email it out to the board for approval prior to sending it for publication.

Fall Seminar Report

Nancy said the joint ARMA/SRMA seminar dates will be October 26-27, 2005. Greg Hunter will be the first day speaker on Web Resources and Electronic Records. The second day presentation will be on Preservation Planning. A vendor show will be included and Nancy hopes to have a budget for the Board soon.

February Program update: Vicki said that she and Brad will be presenting the program on February 17 in the Carter Lake Room at 200 West Oak in Fort Collins and 6 people were signed up.

Group Discussion

Jeannie and Nancy opened a discussion of their recommendations to the Board on Board Member roles and duties. This led to deciding whether we want to have a newsletter or a website. Brad proposed that we consider whether we want to have a static or dynamic website due to the fact that the skills required to be the Webmaster are not something everyone has and this duty is not the easiest to pass on to someone else. Nancy mapped out the differences between having a static website and a dynamic website on the white board. The board's consensus was that we do need a webmaster, web content editor and historian and we also liked the idea of the static website with emails from the president to take the place of a newsletter giving program dates and updates, membership info, etc. The duties of the three positions would be spelled out in the bylaws. The discussion of whether the positions should be done by board members or chapter members and whether they should be voting or non-voting positions was tabled for further consideration and refinement of the policy by email to get consensus.

The emailed recommendations by other board members on the topics from the team building discussion were acknowledged by the Board and tabled for further discussion at a later date.

New Business

Brenda brought with her the jar and paperclips for the contest for the rest of the year (thru June) to guess the number of paperclips and win a prize. To make it more fun she decided to include colored paper clips and metal clips to allow for three prizes. It was decided to get donations from vendors for the prizes and bring the jar to the February meeting. The cost of the guesses would be \$.50

each or 3 for \$1.00 and the prizes awarded at the June meeting. The money collected will be donated to charity.

The meeting was adjourned at 5:30 p.m.

The next meeting of the ARMA Board will be March 9, 2005 at the Loveland Police and Courts Building, 810 East 10th Street.