

**Northern Colorado Chapter of ARMA
Board Meeting Minutes
March 9, 2005
3:30 p.m. Finance Department, Suite B, Fort Collins**

Attendees: Debra Beasley, Brenda McCoy-Manfredo, Vicki Lucero, Michelle Becker, Brad Leach and Nancy Freeman

The February Board Minutes were approved by consensus.

The Treasurer's Report was approved by consensus.

Spring Seminar Report – Vicki Lucero told us that three people from Wyoming have said they will register and the committee members will all register. The Myers-Brigg instrument is ready to mail. Debra still needs to create an email distribution for the 099 members and send brochures to these people. If they do not have email addresses, Debra will print brochures and mail hard copies. Debra will also do one more email reminder about seminar (before Mar 17). People can still sign up for the seminar after Mar 17 but will not be able to complete the Myers-Brigg pre-work.

Since we don't have a webmaster at this point, Debra will ask Sheri Nystadt (Denver webmaster) if they can post our paypal logos. In the meantime, people can still use this feature by sending a Paypal payment to Brenda's email address.

If we get the paypal logos set up on the website, we can communicate that option with future mailings. In the meantime, we can do manual payments by email, if requested by attendees.

We talked about the waiving of seminar fees for committee members. Although it was a good idea last year, it was not presented to the Board and never approved. Since we are not certain that this seminar will be a financial success, we decided not to present this motion at this time. If someone feels strongly about this at a later time, they can always present a motion at that time.

Nancy had nothing to report on the fall seminar.

Vicki presented the draft on the Chapter Vision and strategy. We discussed and recommended changes. She will make these changes and present them again at next month's meeting.

We discussed the website content policy and bylaws and agreed on changes to make them acceptable. Brad made a motion to approve them, with said changes, to be documented by Nancy. Nancy will try to send the completed

documents, with revisions, before the week is over. Vicki seconded the motion and it was approved.

Now that the web content policy and bylaws have been approved, we can go over them with Kristi Bashor. If she is still willing to be the webmaster, and comply with these requirements, then we would like her to take that position.

Debra communicated that Dawn had not 'officially' resigned but had turned over all of her duties to Kristi Bashor and sent a note to Front Range Internet telling them that she was no longer on the Board. Debra asked Dawn to clarify that she was resigning but received no response. Nancy said that the bylaws allow us to replace Dawn but do not require it. The Board will not appoint a new Member-at-Large and Dawn's position will be vacant until some is elected for next year's Board.

Nancy and Jeannie are working on the bylaws revisions and Nancy recommended that we either hold a separate meeting or a longer Board meeting to go over them and approve them. We decided to have a longer Board meeting in April (from 3:30-6:30) to do this. Brenda will buy pizza for this meeting on April 13. This meeting will be held in Fort Collins.

As Nominations Chair, Michelle will need to have recommendations for next year's board at the next Board meeting.

Brad suggested that we have the June Awards meeting on June 8 or 9, so that it occurs before people start leaving for summer vacation. If a Board meeting is needed in June, it will held immediately ahead of the June meeting.

We adjourned at 5:20pm