

**Northern Colorado Chapter of ARMA  
Board Meeting Minutes  
April 13, 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, Kristi Bashor and Brenda McCoy-Manfredo.

The meeting was called to order at 3:55 p.m. The agenda for the meeting was approved. The Minutes of the March 9, 2005 Board meeting were approved as submitted. Kristi Bashor was welcomed as a new board member replacing Dawn Wirth and serving as Webmaster/Web Content Editor.

Brenda passed around the Treasurer's report. Vicki received a postcard from the State of Colorado concerning renewal of the annual report and registered agent for our association. She asked Brenda to renew it for us and update the registered agent's name and address if necessary.

Spring Seminar Report

Vickie passed around a seminar debriefing form for the group and said the seminar was successful and profitable. She also passed around a Thank You letter for Larry White so all the seminar committee members could read and sign it. She made a suggestion that a \$25 gift card be sent to Jeff Dahlstrom at the Water Conservancy District for finalizing the brochure and the Board approved the expenditure, except for Brad who abstained because he works with Jeff. The seminar announcement in the Fort Collins Coloradoan apparently was never published and that was a disappointment Vicki and Debra felt because that was a prime marketing tool that may have increased our registration. Vicki said she felt that the location and convenience of having a "charge" per person vs. a cost for the facility, snacks, lunch and desserts worked very well and most all the feedback from the evaluations was positive. Our profit was \$276.98.

March Program Debriefing – Debra said that she had not received the \$100 sponsorship of the speaker's fee from Docuvault and would bill them for their lunches if she didn't receive it soon. She felt that the program was well-attended and the speaker's free session of coaching she signed up for and took advantage of helped her learn more about teams.

Nominating Committee – Michelle Becker stated that she was seeking nominations for next year's board and would appreciate hearing from current board members who were interested in serving again or other members who might want to serve. She said Michelle Lamm and Natalie Hoel had expressed interest in being on the Board. Jeannie said that she decided she would like to be Vice President and Nancy as President. Vicki said she was still interested in

remaining on the board also. Brad will be the Awards Chairman for the Chapter Member of the Year award.

Vision Statement/Strategic Plan – Vicki emailed this item to all the Board members and stated that if they wanted to incorporate it into the Constitution or the Bylaws it would require a vote by the membership at the June annual meeting. Brenda said that vision statements are a management tool printed on business cards and posted on websites. A strategic plan is more of a step by step way to achieve the vision statement. We discussed the need to have a vision statement and whether it should be incorporated into the Constitution or the bylaws. Brad made a motion that was seconded by Debra to post the vision statement on the website. The vote was unanimous.

We discussed taking off the words “Strategic Plan” and listing the numbered items 1, 2 & 3 in Article II. Goals & Purposes in the Constitution. Vicki motioned to add these items into the Constitution and put it to a vote of the membership at the June meeting. Kim seconded the motion and the vote was unanimous.

Vicki brought up the issue of ARMA changing their title and tag line about four years ago from the Association of Records Managers and Administrators to ARMA International-Association of Information Management Professionals. All the references to the Association of Records Managers and Administrators need to be changed in the Constitution and the bylaws and this will be done with the changes being made by the Bylaws Committee.

Bylaws Committee Work – Nancy led the work by stating that the committee had not recommended any changes to the Constitution. Vicki stated that there were two or more places in the Constitution affected by the change to the tag line. Michelle also pointed out a change in Article IV, Section 1 to strike the word “Board” after the word four because they aren’t Board members until they are elected. Nancy continued to lead us through the changes to the bylaws while we enjoyed pizza that Brenda had delivered for us. A vote by the Board and the membership at the June meeting will be done after all the changes are made to the bylaws document.

May Program: Paula Sutton is hosting the next program on May 19, 2005 from 3-4:30 p.m. at the Northern Colorado Water Conservancy District Office in Berthoud. Rich Wilson from the Wyoming State Archives will be the speaker. Debra will be marketing this meeting to members from the Denver area due to the location and because it is an afternoon meeting that might be easier for them to attend.

The meeting was adjourned at 5:38 p.m.

The next meeting of the ARMA Board will be May 11, 2005 at the Loveland Police and Courts Building, 810 East 10<sup>th</sup> Street.