

**Northern Colorado Chapter of ARMA
Board Meeting Minutes
May 11, 2005
3:30 p.m. Police Records Board Room, Loveland**

Present: Kim Pals, Jeannie Weaver, Paula Sutton, Vicki Lucero, Michelle Becker, Kristi Bashor and Brenda McCoy-Manfredo.

Absent: Nancy Freeman and Debra Beasley

The meeting was called to order at 3:40 p.m. The agenda for the meeting was approved. The Minutes of the April 13, 2005 Board meeting were approved as submitted.

Brenda passed out copies of the Treasurer's Report. The two items concerning SRMA Reimbursement were discussed. Paula said she knew that there were flyers about the joint conference made for dissemination in Las Vegas at the SRMA annual conference and that is what the expense item was for. The SRMA deposit is to reimburse us monthly for paying the bills related to the joint conference. Brenda said she was contacted to secure a hotel for the joint conference with a copy of her credit card and she told them she preferred to sign a contract agreeing to be invoiced after the conference. The Board then discussed the approval of the spending for the joint conference and decided that it wasn't specific enough in the December 8 minutes. A motion to approve the Treasurer's Report was made by Vicki, seconded by Kim and unanimously approved.

Program Report: Paula announced that the program will be held on May 19 at NCWCD from 3-4:30 p.m. and that Rich Wilson will be the speaker. She has 16 people registered at this time. Debra's suggestion for an FAC for the group following the meeting at a local restaurant was set up at the Cactus Grille on the south end of Loveland. Paula requested approval for spending \$20 on a gift certificate for the speaker and cheese and crackers for the attendees at the program. The Board unanimously approved the expenditures. Paula said Brad was planning the annual meeting for June 8th at the Moot House in Fort Collins from 11:30 to 1 p.m. Debra wanted the Board to determine the budget for the awards for the annual meeting. The Board agreed to a maximum of \$300 on a motion by Vicki, second by Kim and unanimous approval.

Fall Conference Scholarship: Debra asked Paula to request that the Board approve a scholarship to cover the joint conference registration fee and be offered to ARMA and SRMA members. Brenda said that Nancy had given her a conference budget but it did not contain a specific break-even point of attendees. Nancy told her that the committee felt confident that attendance would be great because of the well-known speakers and the cost could be absorbed easily. The registration fee is \$120 for two days. It was discussed that the seminar committee would need to develop the criteria for awarding the scholarship.

Jeannie made a motion that if the joint conference committee agrees, we recommend the following: The conference committee would decide on who to award the scholarship to based on the criteria they decide on for submittal of applications; there would be one scholarship awarded to an ARMA member and one scholarship to an SRMA member; and the scholarship maximum expense of \$240 would be split equally from the proceeds. Kim seconded the motion and it was approved unanimously.

Election Committee: Michelle said the ballot should be ready by May 16th and sent out for a return ballot deadline date of June 1st. Michelle was just waiting to hear from someone about one vacant position. Vicki said she was available to fill either the position of Secretary or Treasurer.

Leadership Conference: Paula brought a registration form and airline/mileage info for the Leadership Conference in July in Missouri that will need to be submitted by the person chosen by the Board to attend. It was discussed that the Board usually funds one person to attend. Kim made a motion to allow the incoming Board to select the attendee and spend a maximum of up to \$1,300 to attend. Jeannie seconded the motion and it was approved unanimously.

Listserve: Debra feels very strongly that an email listserve is needed before next year so we don't have an issue of sending email to people without their permission. She wanted permission to research the issue with our current ISP provider and others. The Board approved the research in order to help the incoming president/Board.

PayPal Access: Brenda said that PayPal is set up, however, we need to get another email account. She said that she thought we have a Chapter email account through FRII. Kristi will call and find out if or how we could use it to make PayPal easy for seminar usage. Kristi said she could put a form on the website for online program/seminar registration in the future.

The meeting was adjourned at 5:12 p.m.