

Northern Colorado Chapter of ARMA Board Meeting Minutes

August 16, 2005

5:00 p.m. The Depot Restaurant, Loveland

Present: Brad R. Leach (Acting Secretary/M-A-L), Jeannie Weaver (Vice President), Nancy Freeman (President), Vicki Lucero (Treasurer), Debra Beasley (Past President), Michelle Becker (M-A-L), Michelle Lamm (M-A-L).

Absent: Debi Krogh-Micha (M-A-L), Kristi Bashor (Web Master)

Guest: Paula Sutton (Member/Midwest Rocky Mtn. Region Manager)

I. Meeting called to order at 5:00 pm by President Freeman.

- A. In introductory remarks, the Pres. called for any socializing to occur after meetings; that business commence immediately.
- B. She proposed time limits per agenda item so as to eliminate unnecessary chatter.

II. Approval of prior minutes - no minutes were approved. Jeannie Weaver, former Secretary, turned over the spare mail key to Brad Leach, Acting Secretary.

III. Treasurer's Report. -

- A. Both June 05 (\$14,096 total funds available) and July 05 (\$14,322 total funds available) reports were reviewed by line item.. A deficit of \$82.00 was reported for the 05 Spring conference. Motion to accept = Jeannie Weaver. Second = Michelle Becker. Carried.

- B. The treasurer agreed she was running and would continue to run a spreadsheet on the Fall ARMA/SRMA conference.

- C. Audit Report - Several suggestions were tendered regarding our current system towards improvements and the treasurer will take those under advisement.

No currency losses

were shown for the last three years.

The books lack

consistency as they pass from year to year. The board discussed what kind of computer program to run. And what to store it on. CD's and Flash drives were both considered. It was agreed to let the Treasurer look into it further and cite her preferences.

- D. Motion to accept Audit Report = Jeannie Weaver. Second = Michelle Lamm. Carried.

- IV. Paula Sutton gave a Leadership conference update.
 - A. Michelle Lamm did well as co-presenter.
 - B. There was discussion of a resource notebook.
 - C. Mock trials are the hot item for chapter programs.

- V. President Freeman confirmed that Poudre Landmarks has not yet taken the \$1,000 offered for a historical project in 2004-2005. She asked the board to reconfirm the offer was still good. The board agreed.

- VI. Program Plans.
 - A. September program is Field trip to NARA in Denver. It was also noted we don't need a program every month.
 - B. October = SARMA, ARMA joint program in Denver.
 - C. November = Coors Tour (Debra)
 - D. December = Holiday lunch. (Jeannie and Kristi)
 - E. January (06) = (Paula).
 - F. February = (Vicki).
 - G. March meeting will be skipped.
 - H. April = Spring program. (Michelle Lamm will check on speaker).
 - I. May meeting will be skipped.
 - J. June = Annual program. (Jeannie and Kristi)

 - K. President Freeman will draft a schedule.

- VII. Committees and assignments.
 - A. Newsletter/Web Committee - Kristi will head. She wishes to form a committee. The Treasurer's report and Minutes (Summary) can be used. Paula will send regional updates. The newsletter/Web will be updated quarterly at a minimum.

 - B. 099 Members issue discussed. Members are out there not affiliated with any local chapter.

 - C. Membership Committee: Molly Davis, Natalie Hoel, Michelle Becker.

 - D. Civil Responsibilities Committee: Kim Pals, Brenda Macoy Manfredo, Nancy Freeman.

- XI. Jeannie Weaver will check if we can always meet at City of Loveland. President Freeman reminded us that board members can conference call in. Meetings will be the 2nd Wednesday of the month - 3:30 to 5:00 pm.

- XII. At 7:00 pm the meeting was adjourned.