

# Northern Colorado Chapter of ARMA Board Meeting Minutes

September 14, 2005  
3:30 p.m. Loveland City Building  
500 E 3<sup>rd</sup> St., Chambers Conference Room

Present: Vicki Lucero (Acting Secretary/Treasurer), Jeannie Weaver (Vice President), Nancy Freeman (President), Debi Krogh-Micha (M-A-L/by phone), Kristi Bashor (Web Master).

Absent: Brad R. Leach (Acting Secretary/M-A-L), Debra Beasley (Past President), Michelle Becker (M-A-L), Michelle Lamm (M-A-L)

I. Meeting called to order at 3:35 pm by President Freeman.

II. Approval of August Minutes. The question came up that it may not have been clear in the minutes regarding the action voted on by the Board for the Treasurer to act on the Audit Plan. August Minutes notation: There were several suggestions by the Board regarding methods of record keeping and backup methods, would be taken under advisement by the Treasurer. The Board unanimously approved that the Treasurer could take the best action in regards to the Audit Plan.

A. Motion to accept August Minutes = Vicki Lucero. Second = Kristi Bashor. Motion carried.

III. Treasurer's Report.

A. August 2005 (\$13,861.98 checking account balance) report was reviewed by Board prior to meeting. Debi Michna inquired if the Board ever pursued investing some account dollars in CD's; Money Markets, etc., as our balance is quite high. Debi asked if this could be an action item for further discussion. Nancy will place it on agenda after the dust settles from the Fall SRMA/ARMA Conference. Debi will gather suggestions to present to the Board when this item is placed on the agenda. Motion to accept Treasurer's report = Jeannie Weaver. Second = Kristi Bashor. Motion carried.

IV. Parliamentary details – Brad Leach (as Member at Large) needs Board appointment as Secretary and Kristi Bashor (as appointed Web Master) needs Board appointment to fill the Member-At-Large position. Motion to accept Brad and Kristi in their newly appointed positions = Jeannie Weaver. Second = Vicki Lucero. Motion carried.

V. Conference Call setup for Board meetings. Nancy said that a new ACT account has been established for Board meetings, members can call in to an 800 line or a 303 line. Debi said she had better response with call in system on the 303 line, but that her company's Denver tie line is set up. Nancy will provide numbers if members ask.

- VI. September 13 Program at NARA. Jeannie Weaver handed out debrief forms of the program. 3 tour leaders; 7 NC attendees; 11 WY attendees; approximately 35 Milehi attendees; approximately 55 attendees' total.
- VII. October SRMA/ARMA Conference update: Nancy said that vendor and attendance registrations are coming in – 8 vendors on-site/several for advertising; and 10 registrations have been received. They have full confidence that the conference will be a success with over 100 in attendance.
- VIII. There was a brief discussion regarding the November program at Coors Brewery. Our Chapter is limited to 10 in attendance; Vicki and Debi both offered a vehicle to drive everyone to the brewery. Nancy will stay in contact with Debra Beasley to firm up the details.
- IX. Newsletter update – Kristi will gather the information in late September to have a newsletter ready to distribute by end of October.
- X. Web site update – Kristi has investigated the needs to link paypal to our website for use by members and the Board. Vicki mentioned that Brenda McCoy-Manfredo has looked into it as well. Vicki will send Kristi log-on information to aid in information gathering to present to the Board. If we utilize PayPal on our website, Nancy wants us to advertise it heavily to get more bang for the buck.
- XI. Other items of sharing – several members of the Board asked Nancy if we could throw her a baby shower after her baby arrives. Nancy agreed, for a spring shower. More discussion to follow.  
Debi Michna asked if any one has heard of any groups contributing to the Katrina Hurrican relief in a records management/archival standpoint. Nancy said there has been some discussion on the RMListServ and would provide Debi with information on how to subscribe. Nancy brought up that Disaster Planning or Disaster Relief would be a good topic for the ½ day Spring Seminar. Nancy also mentioned that the Civic Responsibility Committee is meeting next week and will discuss this topic also.
- XII. At 4:25 pm the meeting was adjourned.