

Board of Directors Meeting Minutes

Date/Time: 3 November 2011 / 11:00 am
Location: BP Energy Center
Present: Martha McNulty, Deja Nichols, Dawn Kewan, Susan Means,
By phone: Tara Cary, Paula Kelsey
Absent: Tonya Totemoff

The meeting was called to order by Martha McNulty at 11:07a.m.

All above members present.

Motion to approve last month's minutes. Motioned by Martha and
Seconded with one correction by Susan Means.

Old Business:

- Financial Audit – Susan will propose a date to Martha and they will meet to do the audit.
- Website Update – Susan. She is going to check with other chapters for recommendations.
- Name tags – Deja will get quotes and a breakdown of tags and styles and bring it to the board for the January meeting. Marty suggested she check at the New Printers Workshop. It was discussed that this could be ready for the Spring conference or before. It was also suggested that we make name tags to say board member rather than actual titles.
- Meetings: Moved to new business

New Business:

1. Membership Renewal

a. Newsletter – The idea of having a newsletter was discussed but we came to the conclusion that this would be a lot of time spent for little outcome. Energy would be better spent on making our website our main tool for communications, articles, ads etc.

b. Volunteer Activity – We discussed that it would be a good idea to have the board and membership engage in volunteer activity for community recognition, teambuilding and networking. Susan will explore membership interest and venues.

c. Selling Ads – We discussed that this might be useful in the future for our ARMA website, if and when the financial need increases.

2. Meeting Topics – Discussion – Program Ideas-Conference Topic

- January – Jess Bendel, former president of GAC, Tara to confirm.
- February –Open
- March – Open
- April – Gordon Brown-Current ECM issues
- May – Conference

Action Item: All Board members are to pick their favorite 3 or 4 topics for ARMA meetings for the remaining meetings and e-mail their answers to Susan Means by Monday, November 7th. Board members are encouraged to step up and help get speakers lined up for the rest of the year.

3. Housekeeping

Motion to approve last month's Meeting Minutes was approved and passed.

Motion to spend \$100 or less without a quorum – Martha discussed that this was for certain small purchases, it is sometimes difficult to get small actions done due to lack of quorum. This was discussed and then unanimously declined by the board due to it going against our bylaws. The reasoning for changing the bylaws at this time is not substantial enough, motion was withdrawn. Dawn will put together a budget for the board to approve her paying those expenses for the year so that she does not have to request approval for payment as recurring expenses arise.

Treasurer's Report-.Dawn briefed the board on the treasurer's report. (See attachments for full details)

President's Report – Marty

- **ARMA International Awards: 2010**
 - **2010 Member of the Year: Angela Mendez,**
 - **2011 Member of the Year: Susan Means**
 - **2011 Leader of the Year: Martha McNulty**
 - **2010-2011-Chapter Merit Award Bronze Level**

We had cake to celebrate this....yum!
- **Spring conference keynote speaker** – As the board looks though the list of topics and speakers, it was suggested that we also to keep in mind the spring conference. The spring conference will be here soon. The sooner we decide on a speaker and topic the sooner we can start advertising registration.
- **Website Proposal Overview** – It was proposed by Martha to use website Dave to help us with our website. All board members agreed, motion approved. It was suggested that we have a special meeting in December regarding the website, the Board agrees, some may not be able to attend and some only by phone.
- **Deferred Items: National Conference Report, Great Northwestern Conference, Ball of Goodness, Leadership Training Online, Spring Conference Keynote Speaker Search.**

The meeting was adjourned at 11:57am.

Minutes prepared by Deja Nichols, Secretary