



## ARMA Utah – Salt Lake Chapter Board Meeting Minutes

October 21, 2010  
Utah State Archives

Roll Call consisted of the following:

David Fleming,	Past President & Region Coordinator
Marcie Fujikawa,	President
Lauren Nathanson,	Vice President
Kathleen Swapp,	Treasurer
Andrea Romanczyk,	Secretary
Ryan Stock,	Public Affairs Director/Corporate Liaison
Jason Belnap,	Membership Director
Tracy Hansen,	Hospitality Committee

### 1. Call to Order

The Board Meeting was called to order at 1:30 p.m. by Ms. Fujikawa.

### 2. Approval of Board Meeting Minutes of September 16, 2010

Mr. Fleming made a motion to approve the minutes; motion was seconded. Call Vote taken, all Ayes.

### 3. Chapter Business

#### 1. By-Law Revisions:

Mr. Fleming made a motion to approve the By-Laws as proposed via email to the Board Members, including Sierra Nevada and the geographic changes as consented to, and adding the DBA of Utah ARMA-Utah, Salt Lake as a name change/addition. The By-Laws will be published on the Chapter website for 30 days, and if no opposition is received, to pass as written. The motion was seconded.  
Call Vote taken, all Ayes.

#### 2. Chapter Goals:

The Board discussed and approved the following Chapter Goals, as drafted by Ms. Fujikawa:

- Community Service – Participate in one chapter service project
- Membership – Grow chapter membership by net 5
- Awards – Apply for the Chapter of the Year; due 7/1/2011 to Headquarters
  - Apply for Web Site of the Year; due 11/1/2010 to Headquarters
- Records – Would like to break this into three phases: Organization and conversion to electronic format of chapter records; Collection & Oral Histories utilizing long-term members and past Board members; and establishing record keeping procedures and retention schedules.

Mr. Fleming made a motion that the Board will complete a final draft, further outlining and defining the phases of the Records, to continue discussion on the Community Service Project, and awards applications. The motion was seconded. Call Vote recorded; all Ayes.

Education was discussed as a goal, and determined not to be included, as education is one of the primary, on-going missions of the chapter.

Ms. Nathanson asked if the chapter would like to add applying for the Chapter Project Service Award, as one of the goals, stating that historically it is not applied for. After board discussion, it was decided to further research this and decide if the chapter would be interested in applying for the award after a decision was made on the chapter's service project for this year.

#### **4. Financial Report**

Ms. Swapp distributed a copy of the treasurer's report for the board members to review, along with the most recent bank statement and a balance sheet. The Board reviewed and approved the report.

#### **5. Membership Report**

Mr. Belnap noted that the chapter currently has 62 members; today's meeting attendance had a membership attendance of 33%, and an additional 22 guests. He provided the board a copy of the Sponsorship and Advertising price list which was reviewed by the board and discussion was held in regards to increasing the cost of sponsorship levels and number of sponsorships available per seminar as follows.

1. Exhibitor: leave at \$250, with a limit of two (2)
2. Bronze level: increase from \$400 to \$500, with a limit of four (4)
3. Silver level: increase from \$650 to \$750 with a limit of two (2)
4. Limit the number of Gold level sponsors to two (2)

Mr. Fleming made a motion to approve the changes as noted above. Motion was seconded. Call Vote taken, all Ayes. Mr. Belnap will update the sponsorship levels and post the updates to the web site.

#### **6. Web Site Update**

Mr. Fleming stated that Ms. Denning will declare the chapter's intent to apply for Web Site of the Year Award, and that the new logo will be published on the web site. He also noted that there is a new section on the chapter web site for job announcements, and that jobs will be maintained there for a period of two months.

#### **7. March 17<sup>th</sup> Workshop**

Ms. Nathanson suggested that a committee be formed for the Workshop, and that possible topics could be decided upon. She also suggested that perhaps the committee could look at finding some outside interest in presenting topics, as this usually creates a larger draw to the workshops than having members speak.

Mr. Fleming suggested on focusing on specific aspects for the workshop, not broad topics. He noted that he has spoken with IBM and it was discussed that they may be able to bring in a member of their General Counsel to sponsor an event.

He also suggested that topics such as E-Discovery and the electronic realm may be good subjects for discussion. He will follow up with IBM in upcoming meetings with them.

Mr. Fleming, Ms. Nathanson, Mr. Stock, Ms. Fujikawa and Ms. Swapp offered to serve on the workshop committee, and Mr. Belnap will send an email out to the members to see if there is anyone else who would be interested in serving on the committee.

## **8. Miscellaneous Business**

Ms. Nathanson stated that she had received a lot of positive response in reference to the MER survey that she had sent out after the last meeting. The board discussed purchasing two of the videos to begin with, and advertise them heavily at the holiday social, as well on the web site to see what kind of interest is received. The board decided to tentatively plan on either offering the videos for viewing after the regularly scheduled meeting in January, or holding a separate brown-bag luncheon at another time of the month.

The Holiday Social location discussed, with Ms. Hansen providing information on various restaurants that she has been researching. Mr. Fleming made the motion to hold the social on December 16, 2010 at The Old Spaghetti Factory in Trolley Square. Motion was seconded. Call Vote taken, all Ayes.

Mr. Fleming moved to defer the remaining agenda items to a later date:

- a. #9: March 2012 Seminar
- b. #11: Newsletter Revival
- c. #12: Service Project

Motion was seconded. Call Vote taken, all Ayes.

**Meeting adjourned at 2:30 p.m.**