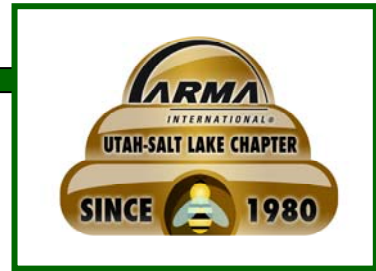


ARMA Utah- Salt Lake Chapter

Board Meeting Minutes

November 17, 2011



Minutes of the ARMA Utah – Salt Lake Chapter Board Meeting held on Thursday, November 17, 2011 at 1:13 p.m. at the Zion’s Bank Building located at 1 South Main, in Salt Lake City, Utah.

Present:	President	Lauren Nathanson
	Vice President	Ryan Stock
	Past President	Marcie Fujikawa
	Membership Director	Jason Belnap
	Public Affairs Director	David Fleming, Region Coordinator
	Treasurer	Kathleen Swapp
	Secretary	Tracy Hansen, Hospitality Committee Chair

Excused:	Historical Committee Chair	Jenifer Kizziar
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Call to Order

President Nathanson called the meeting to order at 1:13 p.m.

Approval of Minutes

President Nathanson requested the draft minutes of the September 15, 2011 meeting be e-mailed to the Board members for review. She indicated an e-mail vote would then be taken, and ratified at the next Board meeting.

Program Update

CVent Update – Vice President Stock stated he attended a presentation by Cvent; an event, survey, and emarketing solutions company. He explained Cvent provides many services such as event management and event marketing. He indicated the software allows one to search event venues and service providers in order to find the best supplier for your event. He stated the search service is free, and there is a waiting list for event venues and suppliers to participate. He added Cvent also has options for event registration as well as websites (marketing); however, there are fees associated with those features.

Discussion took place regarding the benefits of Cvent. President Nathanson requested information regarding pricing.

Feasibility of web meetings – Membership Director Belnap stated he has been pursuing free web options for broadcasting monthly ARMA Chapter meetings. He indicated he has been testing a program by Livestream; however, he does not have an external camera supported by the program. He explained he would look into the costs associated with the purchase of compatible equipment and forward that information to the Board for consideration.

Discussion took place regarding requirements for notifying Chapter membership that meetings are being recorded for broadcast.

Discussion also took place regarding the ability to see who is viewing the broadcast so their attendance at the meeting can be noted. Board member Fleming expressed concern that in-person attendance may suffer with broadcasting the meetings.

Charging for Chapter Lunches – President Nathanson stated a survey was conducted regarding charging members for lunch at the monthly meeting. She indicated 15 people responded to the survey, results are as follows:

	<u>Yes</u>	<u>No</u>
Willing to pay \$5 for Lunch	14	1
Less likely to attend meetings if charged for lunch	3	12
Prefer to bring own lunch	3	12

Secretary Hansen inquired as to the budget for member lunches, and whether there was a desire to reduce the amount budgeted for Chapter meetings. Treasurer Swapp indicated the budget includes a total of \$2,100 for seven monthly lunches. It was decided the budget would remain the same.

Public Affairs Director Fleming suggested lunches continue to be free to the membership and \$5 for repeat guests; he suggested the subject be reviewed each year at the Board annual planning meeting.

Holiday Social – Secretary Hansen stated Madeline’s Restaurant informed her they had the opportunity to host a group of 100 on the day ARMA wanted to hold the Holiday Social. She explained Madeline’s offered another area in the restaurant, which has six booths that seat six people.

President Nathanson indicated she would like the group to be together, the Board agreed. Ms. Hansen stated she contacted Brio’s Italian Restaurant and Texas Roadhouse. Texas Roadhouse is not usually open at lunch time; however, they do open for groups. She added the menu is within the \$600 budget, and suggested the ARMA Holiday Social be held at that location. The Board agreed.

Spring Workshop Update

Public Affairs Director Fleming distributed a budget document entitled, “ARMA Utah-Salt Lake Chapter March 15, 2012 Seminar,” and reviewed the proposed changes. He explained the changes are to accommodate additional speakers for the seminar.

Income:

Platinum	\$ 2,000	1 vendor
Gold	\$ 2,000	2 vendors
Silver	\$ 1,400	2 vendors
Bronze	\$ 2,000	4 vendors
Exhibitor	\$ 1,200	4 vendors
Attendee Registration	<u>\$ 5,940</u>	90 attendees
Total Income	\$14,540	

Expenses:

Facility Rental	\$2,000
Meals	\$2,800
Printing	\$1,630
Signs	\$ 300
Speakers Travel	\$1,500
Hotel John	\$ 150
Hotel/Air fare Helen	\$ 500
Honorarium Helen	\$ 200
Honorarium Robb	\$ 200
Honorarium John	\$ 200
Speaker Thanks (gifts)	\$ 200
Speaker Dinner	\$ 150
Lanyards/Name tags	\$ 25
Candy/Registration	\$ 35
Certificates	\$ 25
Bag Stuffers	\$ 75
Misc. Supplies	\$ 100
Fees	\$ 125
Scholarships	<u>\$ 200</u>
Total Expenses	\$10,415

Chair Nathanson inquired as to the Board’s thoughts about offering a registration discount for those on the seminar committee. A brief discussion took place; Mr. Fleming suggested (as an incentive) the Board could receive a 25% discount unless registration reaches 75 attendees for the conference, then a 50% discount could be given.

Public Affairs Director Fleming suggested the proposed seminar budget be amended to include \$200 for seminar committee discounts, \$99 for the free registration give-a-way, and remove \$300 for signs, as this can be included in overall printing.

PUBLIC AFFAIRS DIRECTOR FLEMING MOVED THE SEMINAR BUDGET BE ADOPTED. MOTION WAS SECONDED, ALL VOTING “AYE.”

Membership Update

Board member Belnap gave a brief membership update. He indicated according to the membership list provided by ARMA International there are 58 members. He stated four memberships have recently expired.

Treasurer's Update

Treasurer Swapp distributed the Treasurer's Report for September and October for review. **PUBLIC AFFAIRS DIRECTOR FLEMING MOVED TO APPROVE THE TREASURER'S REPORTS FOR SEPTEMBER AND OCTOBER. MOTION WAS SECONDED, ALL VOTING "AYE."**

A brief discussion regarding inclusion of the monthly Treasurer's Report on the chapter website took place. Mr. Fleming suggested each report for the past 12 months should be included; the Board agreed.

There being no further business to come before the Board, the meeting was adjourned at 2:26 p.m.

/s/ Tracy Hansen

TRACY HANSEN
BOARD SECRETARY

APPROVED: January 19, 2012