



ARMA Utah Salt Lake Board Meeting Minutes
November 19, 2009
Zions Bank Building

Attendees: David Fleming, President; Marcie Fujikawa, Vice President; Sonya Kintaro, Past President; Lauren Nathanson, Public Affairs Director; Sue Richey, Treasurer ; Craig Young, Membership Director; Daryle Bartholomew, Hospitality Liaison; Deidra Lashley, Secretary; Tom Benson, Corporate Liaison; Brent Egbert, Government Liaison

1. Call to Order
 - a. David called the Board Meeting to order at 1:06 p.m.
2. Approval of Minutes from Strategic Planning Meeting and September 24, 2009 board meeting
 - a. Deferred until the next board meeting.
3. Chapter Goals Review
 - a. Not discussed
4. Financial Report
 - a. Financial Status reviewed
 - b. Audit Action Items
 - Sue asked that the board consider balancing the budget every year or limiting expenses to not exceed available funds plus income by more than r 2%
 - David would like revenue gained from seminars or other fund raisers to be split. Since the seminar is held every other year, 50% of the revenue would support the current year budget while 50% would be applied to the following year's budget.
 - More discussion on the above proposals deferred
 - Sue has updated the chapter's Financial Procedures with a new procedure regarding the use of a Revenue Form for each deposit.
 - David moved to approve changes to the Financial Procedures, Marcie seconded the motion. Motion carried.
5. Membership Report
 - a. We need to start thinking of ways to recruit new members. ARMA International will have a Membership drive in April 2010.
 - b. No new membership report is available
6. Public Affairs / ICRM Report

- a. Advertising and Sponsorship not discussed
 - b. Lauren and David are working on an Updated Vendor List
 - c. The chapter brochure needs to have a couple of items updated so that it is ready for distribution during the spring seminar.
7. Review Meeting Schedule – Program Planning Suggestions / Updates
- a. David will contact Daryl Downs regarding the tour of the Church History Library on February 18, 2010. Also need to confirm food delivery guidelines for their facility.
 - b. Marcie will contact Terry Ellis about speaking and hosting our January meeting.
 - c. Lauren will speak about building a Business Case at our May meeting at the Utah Water Conservancy District
 - d. Marcie will contact Rosemary Cundiff with the Utah State Archives about speaking on Records Inventories for our April meeting tentatively scheduled for the Ogden Weber Applied Technology College
8. Seminar Update
- a. Seminar date has changed from March 9, 2010 to March 25, 2010.
 - b. We need to find a new keynote speaker.
 - David, Sonya and Marcie have a conference call with Helen Streck and Susan Whitmire on November 30, 2009 to discuss possibly having Susan Whitmire as our keynote speaker.
 - David will contact Helen / Susan to make sure Susan is actually available on March 25th in advance of the 11/30 meeting.
 - c. Sonya volunteered to complete and submit the Speaker Grant application due January 1, 2010.
 - d. David moved that any Speaker Grant money given to our chapter will be dedicated to the seminar. Craig seconded the motion, motion carried.
 - e. It was decided that the board would approve a seminar budget rather than individual expenses for the seminar.
9. Website Update
- a. Not discussed
10. Logo and Pins
- a. Not discussed
11. Leadership Site Selection Update
- a. We have secured a venue for the annual ARMA Pacific Region Leadership Conference—Park City Marriott
 - b. We will make an announcement to this effect to chapter members during the Christmas Social.
12. Chapter of the Year Application / Committee Appointment
- a. Lauren volunteered to Chair the Chapter of the Year committee
 - b. Narrative Due June 1, 2010
 - c. Board given Chapter of the Year application to review, discussion deferred.
13. Service Project Ideas

Comment [z1]: Was this decided? Or was it decided with the caveat that expenses over \$500 need to be individually approved? If not the later, then we need to update the financial procedures.

- a. Lauren suggested we organize a food/money/toy donation for our Christmas Social.
 - The board agrees that we would like to organize a charity drive for a family/child from the Angel Tree next year. It is too late to plan that for this year.
14. Hospitality / Awards
 - a. Not discussed
15. Nominating
 - a. Not discussed
16. Corporate Liaison
 - a. Tom completed annual renewal of Chapter Corporate registration with Utah Department of Commerce and has requested reimbursement per financial procedures.
 - b. Marcie issued check to Tom in amount of \$10
17. Government Liaison
 - a. Not discussed
18. Other Action Items
 - a. PayPal updates
 - Not discussed
 - b. Bylaw Amendments
 - Not discussed
 - c. Investment Account
 - Not discussed
 - d. Update Job Descriptions
 - Not discussed
 - e. Leadership Academy for all Leaders
 - Not discussed
 - f. Company Store
 - Not discussed
19. Adjourn
 - a. David moved to adjourn the board meeting at 2:13 p.m. Craig seconded the motion, motion carried.