



ARMA Utah Salt Lake Board Meeting Minutes
September 24, 2009
Zions Bank Building

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

1. Call to Order
 - a. David called the board meeting to order at 1:25 p.m.
2. Approval of Minutes from Strategic Planning Meeting
 - a. Deferred to the next board meeting.
3. Review Mission Statement and Goals
 - a. Mission – We advance the professional practice of records and information management by consistently offering high quality educational and networking opportunities
 - b. Vision – Recognition as the premier resource for Records and Information Management (RIM) professionals in the Mountain West
 - c. Goals Updated –
 - Submit application for Chapter of the Year
 - Reach out to potential members
 - Successful Leadership Conference – July 2010
 - Successful Educational Seminar
4. Financial Report
 - a. Financial Status reviewed
 - David and Sue to have an offline discussion regarding other action items
 - b. Audit Action Items
 - Form to track revenue discussion deferred
5. Membership Report
 - a. Reviewed September Membership Roster from ARMA International
 - 9 new or returning members
 - 2 new members from law firms (seems to be a direct result of participation in the ALA Vendor Fair)

- Total member trend it encouragingly moving upward from a multi-year low in August
 - b. Craig will set up an electronic demonstration of remote meeting software for board evaluation.
- 6. Public Affairs / ICRM Report
 - a. Advertising and Sponsorship
 - Not discussed
 - b. Updated Vendor List
 - Lauren has submitted it to David. It needs some contact information added.
 - c. David, Lauren and Tom will collaborate on marketing to ALA members
 - d. Lauren is trying to recruit people for the CRM study group and is looking for ways to possibly meet remotely.
- 7. Review Meeting Schedule – Program Planning Suggestions / Updates
 - a. Not discussed
- 8. Seminar Update
 - a. Deferred to November meeting
- 9. Website Update
 - a. Can we make the vendor logos on our website bigger?
 - Marcie is going to see if she can have one of her advanced students write a flash program for our vendor advertising.
 - Lauren suggested we poll the membership to get suggestion for possible content we can add to our website.
 - Lauren is going to provide a list of criteria ARMA International is looking for on chapter websites when rating websites for the Chapter Website of the Year Award.
- 10. Logo and Pins
 - a. Need to inquire whether we can get our logo in a .tif (or other usable) format.
 - b. David will follow-up with SymbolArts
- 11. Leadership Site Selection Update
 - a. Site selection is in progress
 - b. We are reviewing information provided by Helms Briscoe (firm engaged by Pacific Region) and collected by Marcie and Lauren.
 - c. We have narrowed possibilities to the top choice in Park City and top choice in Salt Lake City for a final decision by Region Management
- 12. Chapter of the Year Application / Committee Appointment
 - a. Deferred to November meeting
- 13. Service Project Ideas
 - a. Not discussed
- 14. Hospitality / Awards
 - a. It was decided that we will hold the Christmas social at Archibald's in Gardner Village
- 15. Nominating
 - a. Not discussed

16. Corporate Liaison

- a. Tom has updated the Department of Commerce website to reflect new officers.

17. Government Liaison

- a. There is an upcoming appointed position on the State Records Committee for someone within the private sector. Brent will keep in contact with Scott Whitaker in regards to this position.

18. Other Action Items

- a. PayPal updates
 - Not discussed
- b. Bylaw Amendments
 - Discussion deferred regarding adding the Webmaster (and other traditional board posts) as a voting board member(s).
- c. Investment Account
 - Not discussed
- d. Update Job Descriptions
 - Not discussed
- e. Leadership Academy for all Leaders
 - Not discussed
- f. Company Store
 - The vendor we used to design our new chapter logo and pins gave us a high bid for stickers, shirts, pens and other promotional materials. We need to shop other vendors.

19. Adjourn

- a. Daryle moved to adjourn the meeting at 2:21 pm, David seconded, meeting adjourned.