



ARMA Utah Salt Lake Strategic Planning Meeting Minutes
August 25, 2009
Zions Bank Building

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

1. David Fleming called the meeting to order at 10:05 am
 - a. Introductions
 - b. Agenda Review
2. Brief Discussion of Roles and Committee Needs
3. Mission/Vision Statement
 - a. David made a motion to accept the mission statement created last year as well as our new vision statement. Motion carried
 - b. Approved Chapter Mission Statement: To Advance the Professional Practice of Records and Information Management by Consistently Offering High Quality Education and Networking Opportunities
 - c. Approved Chapter Vision Statement: Recognition as the premier resource for Records and Information Management (RIM) professionals in the Mountain West
4. Goals Discussion
 - a. Submit application for Chapter of the Year
 - b. Retain membership / Reach out to potential members
 - Provide potential members with ARMA brochure that shows benefits of membership to help employers see the value of their membership.
 - Contact the "99" list. List of ARMA International members that live in our area but are not members of our chapter.
 - Contact expiring members
 - Establish membership committee
 - Recruit committee participation from general membership
 1. Identify committee and chairs
 - c. Successful leadership conference July 14, 15, 16, and 17, 2010
 - Establish committee
 - Marcie and Lauren have been working on the venues

- Helen Streck needs us to come up with four venues and a hotel with room under \$120 per night. Possibly two venues in Park City and two venues in Salt Lake City
- Helen Streck will be here first two weeks of November to visit venues

5. Audit Report

- Last year (2008) was the chapter's first audit, so we are learning and developing the process
- Daryl Downs chaired the Audit Committee for 2009
- We reviewed our Audit Report dated August 24, 2009
- Create a form to track the source of income
- Sonya volunteered, as Past President, to identify the audit committee by April 15th. The audit committee should be chaired by a non-board member or an outside auditor. The Treasurer and President should be on the committee because they have to sign the Form 990.
- The Form 990 needs to be submitted to ARMA International by August 1st. Audit work needs to be done by July 30, 2010. We need to ask a CPA to help clarify the following:
 - Do we need a Form 990 audit in addition to regular Chapter financial audit?
 - When should these audits be completed and what is their purpose?

Decisions regarding specific audit completion dates will be deferred until we receive clarification from a CPA. Financial procedures should be updated to include this information.

- We need to revise budget template so it more accurately describes budget categories
- Decision deferred as to how seminar expenditures should be approved. Current financial procedures state that any expenditure over \$500.00 budgeted or not, requires board approval. A decision needs to be made between amending the financial procedures to allow the seminar committee to work from a board approved budget and requiring that they ask for approval of each expense over \$500.00. It should be noted that the seminar committee has been required in the past to bring a budget report to each board meeting for review.
- As planned and approved last year, we will endow a scholarship fund or "Rainy Day" fund in the amount of \$5,000. We also want a percentage of all our fund raising activities to go directly into this fund. Figures previously discussed were between 10-25 % of all fund raising profits. Percentage of contribution should be determined and approved by the board after each fund raising event. Further discussion has been deferred to future board meetings.
- David noted that during a previous meeting it was decided that the chapter would send the current President to ARMA International and send the incoming Vice President to the annual leadership

conference. The following assumptions are made with regard to funding these trips:

- The officers do not receive financial support from their employer to attend the designated events.
- The chapter has the necessary funds to cover the expenses, without negatively impacting our ability to meet other fiscal responsibilities
- The Board formally votes to approve the expenses for each trip in advance of travel arrangements being made.

It was noted that Chapter bylaws may need to be adjusted to reflect this change.

6. Budget

- a. The board reviewed and adjusted the chapter budget as needed.
- b. David moved to approve draft budget with the assumption that the board will review and approve final budget at the November meeting. Craig seconded motion. Motion carried.
- c. There was a tentative decision to hold a raffle for prize drawing at both the Christmas social and the end of the year social. Raffle proceeds will be put towards a donation to AIEF.

7. Program Planning

- a. Kick-off Meeting - Date, Venue, Program
 - September 24, 2009, Zions Bank Founders Room 11:45 am – 1:00 pm
 - Tentative topic: Retention of Legal files Case Study. Tom Benson will ask a RQN colleague to speak
- b. Meeting Schedule – Dates, Venues, Tentative Programs
 - Theme for programming this year: “Doing More With Less”
 - The board collectively created a tentative meeting schedule including meeting dates, topic and venues.
 - Saturday, March 27, 2010 for tentative service project
 - Tom made a motion to publish tentative chapter meeting schedule. David seconded motion. Motion carried
- c. We will celebrate our 30th Anniversary all year long culminating with the End-of-Year Social and Awards Banquet and the 2010 Pacific Region Leadership Conference.

8. Seminar

- a. Date & Venue
 - March 9, 2010 at the Salt Lake Community College Larry Miller Campus in Sandy.
- b. Committee Appointment
 - Sonya volunteered to head the Seminar Committee
 - Daryle volunteered to be on the Seminar Committee
 - Committee will also include David, Marcie, and Lauren
 - Other volunteers have been solicited
- c. Keynote Speaker / Working Topic

- Brent Henley will be our keynote speaker and our tentative topic is "Networking for Records Managers"
 - d. Donation to Food Bank?
 - Discussion deferred to Seminar Committee
9. Website / Website of the Year
- a. Web hosting has been moved and is being supported by the Pacific Region at no cost.
10. Logo Update & Pins
- a. David proposed that we update our logo for the chapter pin to reflect the chapter's 30 year anniversary, proposal unanimously approved by all in attendance.
 - b. An expense of \$600 was approved to order the new pins.
 - c. We will exhaust the supply of 30 year pins before ordering more pins without the "30 years" logo.
11. Chapter of the Year Application / Committee Appointment
- a. Discussion deferred – All agreed that the Chapter will apply for the award.
12. Leadership Conference – Host Committee
- a. Marcie is the chairperson of this committee
 - b. David and Marcie are working with Region Leadership to identify the venue and support event planning.
 - c. Other committee members will be solicited
13. Service Project for NMHPU
- a. There has been no contact with Daye, Sonya suggested to close the service project with NMHPU
 - b. Decision for future service project has been deferred to a future meeting.
14. Other Committee Discussions
- a. Membership – Craig Young
 - Board reviewed current membership list
 - Economy related budget cuts have forced non-renewal of several memberships and the board agreed that extra effort and creativity was required to reverse the current downward trend in membership.
 - Craig will forward current membership list to the extended board on a monthly basis along with a confidentiality statement regarding the use of the membership list.
 - b. Public Affairs / ICRM – Lauren Nathanson
 - Lauren is developing an updated vendor list
 - Opportunities for marketing the chapter were discussed including representation at events such as the ALA Vendor Fair
 - Lauren will try to restart CRM Study Group – Interest is high, but scheduling is a challenge. Non
 - c. Awards – Daryle Bartholomew
 - Discussion deferred due to time constraints

- d. Hospitality – Daryle Bartholomew
 - Discussion deferred due to time constraints
 - e. Historical – Marcie Fujikawa
 - Discussion deferred due to time constraints
 - f. Nominating – Sonya Kintaro
 - Discussion deferred due to time constraints
 - g. Corporate Liaison – Tom Benson
 - Tom will update the Department of Commerce website with new officers
 - h. Government Liaison – Brent Egbert
 - Discussion deferred due to time constraints
15. Outstanding Action Items from 2008-2009 –
Discussion on all items deferred due to time constraints
- a. PayPal updates
 - a. Bylaw Amendments
 - b. Investment Account
 - c. Update Job Descriptions
 - d. Leadership Academy for all Leaders
 - e. Company Store
 - f. Finalize Seminar Committee
 - g. Records Keeping – Electronic Records Hosting
 - Marcie purchased an external hard drive.
 - Deidra, as Secretary, will keep all electronic documents for the chapter on the external hard drive. Active materials will be made available on the chapter website, while inactive documents will be archived on the external hard drive.
 - Pat will check with Nolene, with the Pacific Region, to see how much storage is available for our chapter website.
 - Need to discuss an online archive solution offering access to all board members in a future board meeting.
16. Adjourn
- a. Deidra moved to adjourn the meeting at 2:37 pm